

## **Town Manager's Report to the Select Board Monday June 22, 2020**

### **Town of Haverhill Fire Department:**

At Haverhill's Annual Town Meeting the Town voted to create the Town of Haverhill Fire Department and accept both the North Haverhill and Haverhill Corner Fire Departments should the two precincts independently at their Annual Precinct Meetings vote to relinquish their fire departments so they can become part of the Town Fire Department. Subsequently, North Haverhill at their Annual Precinct Meeting voted to do just that and so the North Haverhill Fire Department will become the first station to join the Town's new Fire Department. At the Haverhill Corner Precinct Annual Meeting the residents of that precinct will vote on a warrant article asking residents whether they wish to join the Town Fire Department. Development of the new Town of Haverhill Fire Department has begun. The Town Fire Department Committee has held four meetings.

- April 29, 2020
- May 12, 2020
- June 2, 2020
- June 16, 2020

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting is scheduled for June 16, 2020 at 6:30 PM over Zoom.

The connection information can be found on the Town's website calendar, its posted to Facebook, and also published on the Haverhill Vital Communities listserv.

<https://lists.vitalcommunities.org/lists/info/haverhill>

### **COVID-19 Next Steps:**

I continue to sit in on weekly Governor's Task Force calls with other municipalities. In line with other Towns I am working on a reopening plan for Town Offices. We have been making modifications to offices to ensure everyone's safety as recommended by the Governor's Task Force. It is expected that we will be able to begin opening back up to the public by appointment in July.

### **County Road Property Clean-up:**

I am working with Gary Hebert, Haverhill Health Officer on proceedings under the 12-2018 Court Order to set a date and draft specifications for an auction of items found on the property. Still trying to secure an auctioneer.

### **Lime Kiln Road:**

We are working with Primex on the Town's a claim against the previous road agent's performance bond for \$14,997.58 for the repairs.

We have begun preparing a similar claim for the Lily Pond Road reconstruction project and repairs and corrections the Town made last year and will continue with this year.

### **Clark Pond Road:**

The Contractor, Austin Construction stated they would mobilize on June 22<sup>nd</sup>. The project has a completion date of October 9, 2020. The bridge will remain closed and road will remain closed to through traffic until the project is complete.

### **Woodsville Lawsuit:**

As expressed to the Select Board in my email dated May 13<sup>th</sup>, the Town of Haverhill had not been, and still has not been served with any documentation related to the lawsuit claimed in the Journal Opinion article of that same date. We reached out to our law team asking them to investigate and see if they could acquire documentation related to the case. We now have a copy of the filing; however, we have not been served formally.

### **French Pond Road Project:**

1. Work is on-going to collect signed Temporary Construction Easements.
2. Collaboration with utility companies has begun.
3. Saw cutting for culvert replacement began last week and culvert replacements begin this week.
4. The roadway regrading and paving portion of project has been formally put out to bid.
5. Plans for tree removal is on-going but actual work will need to wait until all easements are received.

### **Status of Requests for Bids:**

The Town will be putting out to bid or quoting the following projects or services.

- Center Haverhill Armory Roof
- Plumbing Services
- Hazard Tree Removal
- Granite Blocks
- Oil and Propane (*group bid*)
- Roadside & Trailside Mowing (*if Hwy Dept does not do it themselves*)

### **Dean Memorial Airport Safety Study:**

The safety and feasibility study was approved at Town Meeting, however, the State of NH has paused all funding for projects with a Completion Date later than 2020. Though the project was slated to wrap up in the fall of 2020, the project has an AIP funding completion date in 2021. The NH Bureau of Aviation has stated that they will let us know as soon as the “pause” is lifted, which will likely occur this summer. Once that happens, we will sign the Agreement & Notice to Proceed, after which Dubois & King can start the project. Grant still “paused”.

### **Central / Forest Intersection:**

The NHDOT has verbally approved the Town’s excavation permit for Phase one (1) of this project. Phase one (1) is to remove the wide turning lane in front of McDonalds in an effort to narrow the intersection and eliminate cross-traffic issues. Specifically, work will now include the removal of pavement, installation of loam and seed. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Town is waiting for formal approval before scheduling the work to be completed.

### **Blackmount Trail Update:**

We filed a 91-A Request with the NHDOT and a FOIA Request with FHWA. We have now received a response from both entities. Neither produced a copy of the original grant application, award letter, or agreement. They did provide emails, letters, and other correspondence. We have determined that the TE Grant allows for many uses of these grant monies, to include the *“Preservation of abandoned railway corridors...by acquiring railroad rights-of-way; planning, designing, and constructing multi-use trails.”* Which is promising as that is what we ultimately want to use the trail for. Throughout the TE Grant documentation I have yet to find a stipulation for the overall grant that says, “no wheeled vehicles”. If that language existed it would have to be outlined in the original grant application, award letter, and agreement; which to date no one can produce. Discussed this with the Town’s law team and they have recommended we get the trail appraised with intended restrictions; which I will arrange soon. Once we know the “fair market value” then we can develop a plan of action. No appraisal yet.

### **Department Head Reports:**

- ❖ **Town Clerk** – The Town Clerks Office continues to get a large volume of calls for assistance remotely. The Deputy Town Clerk position has been advertised and we have received two resumes. The Town will be going back out for advertisement to ensure competitive recruitment.
- ❖ **Tax Collector** – Melinda is back to her normal hours now at the dentist. Working there Tuesdays and Wednesday’s. She is still coming in on Monday’s, Thursday’s, and Fridays to put payments in. She will continue doing this until July 2nd when the first issued tax bills are due then she will be back to working her original schedule on Thursdays and Fridays. Still answering lots of phone calls and emails from home. And getting ready to execute the 2019 lien on June 19th.
- ❖ **Property Records** – Processing building permits, intent to cut permits, intent to excavate, report of excavations, etc.,
- ❖ **Planning & Zoning** – The Select Board has set Reclamation Bond amounts, and once those bonds have been posted, the Planning Board can move forward with finalizing permits of active gravel pits. The Town has hired a PE on behalf of the Planning Board to perform the Town’s annual gravel pit inspections, which have begun.
- ❖ **Highway Dept** – The Highway Department has been grading, ditching, and replacing culverts. Work on French Pond Road has begun in preparation for paving. The crew is still marking Hazard Trees along roadways in Haverhill, the trees to be evaluated for removal by the Select Board are marked with orange ribbon. Trees removed are offered first to the landowner, and if the landowner refuses the tree becomes the property of the Town. Preparing to monitor work on Clark Pond Road Bridge, Central Street/Forest Street, Cemetery Road Paving, and French Pond Road work.

- ❖ **Dean Memorial Airport** – Still waiting for the pull behind mower attachment for the large John Deere tractor at the airport to be delivered. Ralph and Dan are working with Joe Longacre to install pavers for the picnic table areas, the pavers are being donated by the Longacres, the picnic tables were purchased through a community grant by the Walmart Corporation. Ralph is working with fuel suppliers and others to get quotes for a credit card reader so that we can move forward with that. Ralph is working with Profile Technologies to extend the wifi. Ralph is taking the lead on fuel accounts including billings. Ralph will be working with others on vacating leases at the airport that were established outside the limits of the law.
  
- ❖ **Maintenance Dept** – Still working on renovations at the PD and getting ready to start two projects, one in the Town Admin Office and one in the Town Clerks Office to prepare for reopening of Town Hall by appointment, which is anticipated for July.
  
- ❖ **Welfare Dept** – Processing applications for assistance and working with Brigitte and Jennifer regarding eligibility. The guidelines have been updated and are with Brigitte and Jennifer for review. Shelters are still not taking in new people due to the virus. This is causing the Town to pay out more money for motel/hotel stays.
  
- ❖ **Police Department** –
  - Officer DiDomenico is attending FTO school
  - Officer Torrey has completed Field Training and is now at solo patrol status
  - Chief Alling attended the HASMPC meeting
  - Chief Alling is still in almost daily meetings regarding COVID-19
  - The staffing study is progressing and is not far from completion
  - The past 2 weeks have been exceptionally busy with Police Activity
  - HPD has been involved with end of the year school activities such as parades and HCMS 8th grade graduation
  - The PD is currently in a stable supply of PPE
  - The PD is in the midst of a hiring process and we have an oral board scheduled for July 2nd
  - The PD officer is still closed, but patrol activities have returned to mostly normal with additional precautions taken due to COVID-19
  
- ❖ **Emergency Management** – Working with the TM to arrange the clean out of the Wright property on County Road. Sitting in on EOC calls Monday, Wednesday, Friday and keeping apprised of COVID-19 issues. Working with the TM and Chief of Police on concerns reported related to businesses opening.
  
- ❖ **Public Health** – With the Governor’s Stay at Home 2.0 Emergency Orders there has been an increased need for the Health Officer to respond to questions, comments, and reports of violations of the EOs, which has kept the Health Officer very busy. Continued inventory of junk/garbage issues and/or junk car issues around Haverhill.

More information on the Governor’s Stay at Home 2.0 Guidance can be found here:  
<https://www.covidguidance.nh.gov/>

❖ **Parks & Recreation Dept –**

- A.P. POOL: The pool will not be opening this year due to continued concerns about the spread of COVID-19. With the social distancing guidelines and restrictions on gatherings the cost to open the pool could not be justified. Also, safety concerns for staff and visitors would be too great. We look forward to opening the pool in 2021.
- Senior Stretch & Drums Alive ZOOM classes: These classes continue DAILY and there has been an increase in participation. Attendees seem to really like the Zoom class platform.
- HARP Summer Camp: We have hired Mona Sanville and Donny Bowman to assist with the HARP program should we be able to open this program in some form or fashion this summer. They both have worked with children for many years and will be a good addition to the program. They are working through the hiring process.
- HARP Summer Program: No HARP in June, waiting for more guidance from the Governor's Re-open Task Force related to restrictions for summer camps to decide further. The preliminary guidance so far seems overly cumbersome and may be too restrictive to make it feasible to open the program. We will need more clarify from the Governor's Re-Open Task Force. A survey has gone out to HARP parents.
- Hazen Park: There are now Friday Senior Stretch class at the park at 9am for those interested. Many long-time residents of Haverhill have visited the park for the first time ever this past week. There will be many other "quiet" events held at the park this summer, such as yoga, poetry readings, etc., keep an eye out for these programs. Remember to maintain social distancing from one another if you go to the park.
- Railroad Park & the Caboose: Programming in the park has been cancelled for June and may be cancelled for July due to COVID-19 restrictions and concerns about public safety. The Caboose is going to be painted soon and there will be some renovations of the structure as well.
- Community Garden: The new community garden is coming right along. Michael of Hillside Hives has spear headed this venture and done a fabulous job! Residents are urged to visit the garden, it sits behind the storage units behind the Clifford Memorial Building, right along the river.

*"Thinking things through is hard work and it sometimes seems safer to follow the crowd. That blind adherence to such group thinking is, in the long run, far more dangerous than independently thinking things through."*

*~ Thomas J. Watson*