

**Town Manager's Report  
to the Select Board  
Monday August 17, 2020**

**September 8, 2020 Primary Election:**

The New Hampshire State Primary Election will take place on September 8, 2020; as the EMD I went to the Grafton County Complex to pick up state provided Personal Protective Equipment for those who will be working the event. PPE included gloves, masks, gowns, disposable pencils, ballot sleeves, large plexi-glass shields and more to keep election workers safe. This PPE was provided at no cost to the Town and will remain with the Town and can be used for the November election.

**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.

**Town Fire Dept Meetings**

April 29, 2020  
May 12, 2020  
June 2, 2020  
June 16, 2020  
June 30, 2020

**Public Input Sessions**

July 14, 2020 (7 pm)  
July 21, 2020 (11 am)  
July 21, 2020 (7 pm)

**Firefighter Input Sessions**

August 4, 2020 (11 am)  
August 12, 2020 (7 pm)

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting is scheduled for September 1, 2020 at 7:00 PM over Zoom and will be a committee only work session.

**Clark Pond Road:**

The Contractor, Austin Construction mobilized 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. The contractor has been actively working on-site and is on schedule.

**French Pond Road Project:**

The Contractor, Pike Industries met with the Road Agent and the Town Manager on July 28, 2020 for the Preconstruction Conference; where the contract was executed, and the schedule discussed. The Performance Bond was posted, and all Bid Bonds released. Tree removal will begin in the next few weeks and Pike Industries intend to start the reclaiming process the week of September 7<sup>th</sup> after which the paving will occur. They expect to be able to complete the project in two weeks; so complete before the end of September.

**Woodsville Lawsuit:**

The Town through its lawyers have been served with a summons for the lawsuit filed by the Woodsville Fire District in Grafton Superior Court against the Town of Haverhill. The Town subsequently provided a response to include counter claims. We have not heard from the court since filing our response.

### **Woodsville Highway Committee:**

The Town was notified that the Woodsville Fire District was reaching out to precincts and others to put together a “Road Committee”. I reached out to Kevin Shelton, Woodsville Administrator to inquire about the purpose of this committee and received no response to that question. Having serious concerns regarding the focus of this committee I reached out to our law team to discuss. There are significant concerns with the appropriateness of any member of the Select Board, the Town Manager, or any Town employee participating on this committee; specifically because the Woodsville Fire District has filed a law suit against the Town and that lawsuit focuses on highways and highway monies. Due to this fact, it is inappropriate for the Town and the Fire District to engage in active discussions about this topic until such time as the lawsuit is settled. The Town would have eagerly participated on a committee in the absence of the lawsuit.

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

The safety and feasibility study was approved at Town Meeting, however, the State of NH 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 recently contacted us to tell us the “pause” has been lifted and Friday we received our grant documents from the Bureau of Aviation. We will not execute the Agreement & Notice to Proceed so that Dubois & King can start the project. Additionally, the State has approved 100% funding for this project so there will be no contribution required by the Town.

### **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. The Town is anticipating this work can occur in early fall after completion of the French Pond Road project.

### **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. TM reached out to George Sansoucy, as recommended by Alan Rutherford, to inquire about having him perform the appraisal.

### **Northern Borders Regional Commission (NBRC) Grant:**

The proposed project is to perform a Wastewater Treatment and Collection System Feasibility Study, which would look at developing a collection system and wastewater treatment plant within the precinct of North Haverhill, with the option of future expansion beyond the precinct boundaries into areas such as Mountain Lakes. The purpose of creating this new system would be to promote the economic and residential development within the Town of Haverhill. No grant decision has been made yet by NBRC.

### **Connecting NH Emergency Broadband Expansion Program Grant:**

The proposed project is to construct a public mesh WiFi network that will be available free of charge to residents, businesses, and visitors along 1.8 miles of Central Street in the Village of Woodsville as well as 2.21 miles along Route 10, Route 116, and Airport Road in North Haverhill. The entire project, both locations are within the Town of Haverhill, which is the seat of Grafton County. I have been checking in with the Office of Strategic Initiative (OSI) and was told that until the Governor signs the grant awards no one will be told who is being funded. We are hoping to hear soon.

### **Allagash Road Evaluation:**

A resident asked the Town to evaluate the alignment and history of Allagash Road. The Town has determined that the property known as Allagash Acres was subdivided in the 1970's. The property was approved for subdivision in four sections A, B, C, and D; with multiple lots in each section. It has been reported that the Town started maintaining Allagash Road in the 70's and as sections were approved for subdivision, subsequently so were the road sections, as evidenced in the property records. By 1987 all sections of Allagash Road had been formally accepted, "taken over" by the Town of Haverhill. Along Allagash Road the Town has a 40' right-of-way as shows on the approved subdivision maps. The alignment concern is still under review.

### **Department Head Reports:**

- ❖ **Town Clerk** – The Town Clerk has been training her Deputy Town Clerk and has had a very full schedule every single day. She is booked out a week or more in advance with back-to-back appointments.
- ❖ **Tax Collector** – The Tax Collector has been on vacation.
- ❖ **Property Records** – Processing building permits, intent to cut permits, intent to excavate, report of excavations, updating deeds, etc.,
- ❖ **Planning & Zoning** – Gravel Pit inspections have been completed, and one Gravel Pit reclamation bond has been posted, we are waiting on two others. The Planning Board will be addressing gravel pit permits soon.
- ❖ **Highway Dept** – Clark Pond Road Bridge is actively being constructed. French Pond Road reclamation and paving project will begin in September. The Highway Department has been doing roadside mowing.
- ❖ **Dean Memorial Airport** – There are new picnic sites at the Dean Memorial Airport and the airport is planning a fall event for public viewing. Also, the Airport Zoning Commission is working on the final revisions to the Dean Memorial Flight Scholarship program.
- ❖ **Maintenance Dept** – Recruitment for the new Head of Maintenance has completed and an offer of employment has been made. In the meantime, summer seasonal staff with Tammy Wright have been working on laundry lists of projects at all facilities they have done a lot of work and the buildings are looking very nice. Larger projects are pending the start of the new Head of Maintenance.

- ❖ **Police Department** –
  - Things are exceptionally busy with police activity around Town.
  - We are in the midst of a hiring process and have one candidate that has been set up for their polygraph examination and two other individuals are being scheduled to participate in oral boards and several others that are taking a PT and written test at the end of next week.
  - There has been a great deal of activity with felony cases at the County Attorney’s office with hearings etc.
  - The community continues to show a great deal of support and appreciation for the Police Department which we deeply appreciate. All of the staff at the police department have received expressions of support from members of our community.
  
- ❖ **Welfare Dept** – 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.
  
- ❖ **Emergency Management** –Sitting in on Emergency Operations Center (EOC) calls and keeping apprised of COVID-19 issues.
  
- ❖ **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.
  
- ❖ **Parks & Recreation Dept** –
  - A.P. POOL: The pool will not be opening this year, however, taking the time to perform some maintenance work at the pool.
  - 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: There will be no summer camp programs for the rest of the summer.
  - Hazen Park: There are now Friday Senior Stretch class at the park at 9am for those interested. There has been a lot of work done at Hazen Park, with new fencing and signs.
  - Railroad Park & the Caboose: There have been concerts, acoustic music jams, and the Farmers Market at the park with no concerns related to social distancing, people have been respectful. Woodsville Highschool JAG teens helped to repaint the Caboose.
  - Community Garden: The community garden is looking wonderful. 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.