

**Town Manager's Report
to the Select Board
Monday September 28, 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.

Town Fire Dept Meetings

April 29, 2020
May 12, 2020
June 2, 2020
June 16, 2020
June 30, 2020
September 1, 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)

NEXT MEETING DATE: TBD in October

The committee will continue to meet bi-weekly throughout the year. The next Town Fire Department meeting has not been scheduled to give members time to complete the "homework" assigned to them. The next meeting is expected to be scheduled later in September or early October. All meeting minutes and committee documents are posted on the Town's Website on the Town Fire Department webpage.

Clark Pond Road:

The Contractor, Austin Construction mobilized on June 22nd. ***The project has a completion date of October 9, 2020; this completion date is being extended 20 working days due to delays in the casting of precast units for the bridge.*** 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; ***the project is now delayed, and this will increase construction engineering costs, which will be covered by applied liquidated damages and quantity underruns.*** To-date the Town of Haverhill has submitted for and received \$84,391.35 from FEMA. There is another \$463,436.33 that has been awarded by FEMA for this project and will be requested as payments to the contractor are made.

French Pond Road Project:

The roadway reclaiming was completed last week. The roadway was raised over 2 feet at the large culvert where water has previously gone over the road. This removed the dip that was in the road in that location. The first course of pavement was installed after reclaiming. This week the second course of pavement will be installed, then the shoulder work will follow, as well as guardrail at the large culvert, and new speed signs.

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. In response the Woodsville Precinct has offered a response to the Court. ***Both parties are now in the discovery period.*** All filings are public record.

Dean Memorial Airport Safety Study:

The safety and feasibility study grant funding has finally been “unpaused” by the NH Bureau of Aviation and we have fully executed our grant documents with the Bureau of Aviation. We have executed the 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 as approved at the 2020 Town Meeting. *The total project is estimated to cost \$79,408.00 with all of that being covered by AIP Grant monies, no Town match required. Additionally, there is up to another \$150,592.00 of 2020 AIP Grant monies remaining for safety mitigation efforts depending upon the outcome of the study. Finally, there is another \$350,000 AIP Grant monies allocated to the Dean Memorial Airport for 2021 to address any other needed safety improvements.*

Aviation CARES ACT Grant:

The Town was approved for a **\$20,000 grant** to be used toward operations at the Dean Memorial Airport. The Town received the fully executed grant documents and can now file for reimbursement for the full \$20,000.

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. *George Sansoucy has begun review of all documentation related to the trail and has agreed to perform the appraisal.* Once we know the “fair market value” then we can develop a plan of action.

Wastewater Treatment & Collection System Study 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. The Town received notice that we were not chosen for the Norther Borders Regional Commission (NBRC), so the TM moved onto Plan “B” and presented the study to the UNH Graduate Students as a possible capstone project. Our project was not chosen as a capstone project. *I have begun discussions with Anthony Puntin, P.E. who works for UNH as well as the BETA Group; he is interested in assisting us with this work.*

Wastewater Collection in North Haverhill & Treatment in Woodsville:

Kevin Shelton, Woodsville Administrator and I met to discuss the current status of wastewater being collected and pumped to the Woodsville treatment facility and all associated processes. The discussion included:

1. Current Agreement
2. Out of District Sewer Pump Station
3. Out of District Sewer Line
4. Out of District Sewer PM Contractor
5. Out of District Maintenance costs
6. Out of District Operational costs
7. Out of District Capital Improvements
8. Planning in District Capital Improvements
9. Discharge Limit from Out of District
10. Economic Development Impacts
11. Sewer Ordinance (old and new)
12. Related RSAs
13. DES & DOS Regulations
14. User Hook-Up Agreements
15. Discharge Allocations for Users
16. Hook-Up Process & Fees
17. Billing Process & Rates
18. Communication (local, state, federal)

It was a very productive conversation; we will be working together to gather all the necessary data to fully evaluate and develop a proposed work plan moving forward. We will meet again soon.

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. The Town of Haverhill was not chosen as a recipient of the Broadband CARES ACT grant money. ***The proposed contractor will be presenting the Woodsville portion of the proposed project to the Select Board tonight for possible funding using the Town's Broadband funds approved at the 2020 Town Meeting.***

Haverhill Police Department Study:

Months ago, the Select Board requested that the Chief of Police conduct a study of the operations within the Department in order to fully evaluate staffing needs for the PD. The first full draft of that study is complete and has been provided to the TM for review. ***The presentation of the study by Chief Alling is tentatively scheduled for the next Select Board Meeting scheduled for October 13, 2020.***

Grafton County Broadband Committee:

The Grafton County Commissioners have formed the Grafton County Broadband Committee. There are five appointed members, of which the TM is one. The committee will be meeting monthly at the Clifford Memorial Building, will be on Zoom, and broadcast live on Facebook. The Committee will work on an array of initiatives with the single goal of developing a long-term Broadband solution for the residents of Grafton County. This committee has the full support of the Grafton County Commissioners who are prepared to assist the committee, to include bonding of future projects, which is now allowed by SB170. Additionally, members agreed to serve as liaisons to their neighboring communities; Haverhill TM will serve as liaison to Piermont and Bath. Haverhill has developed a Haverhill Broadband webpage on the Town's website www.haverhill-nh.com. The webpage can be found under "Announcements". This page will contain pertinent information related to Broadband efforts in Haverhill; which will include the work of the Grafton County Broadband Committee. *Our next (first formal) meeting will take place on September 30, 2020 at the Clifford Memorial Building at 10AM, via Zoom, and broadcast live on Facebook.*

GOFERR CARES ACT Grant:

The Town of Haverhill was allocated up to \$111,176.00 in COVID related expense reimbursements. The reimbursements are based on the ever-changing set of guidelines. So, our first two reimbursements were revised by the GOFERR due to changes made to the guidelines as we progressed. We are working on our third reimbursement for CARES ACT monies through the Governor's Office for Emergency Relief & Recovery (GOFERR) committee. To-date we have submitted reimbursement requests as follows:

- May 31, 2020: \$38,541.94
- July 15, 2020: \$10,891.50
- Sept 15, 2020: 27,658.57
- Oct 30, 2020: PENDING

Total to-date: \$77,092.01

Grant remaining: \$34,083.99

Bath-Haverhill Covered Bridge:

The bridge had been red listed and then decommissioned due to its lack of structural integrity by the NHDOT. After decommissioning ownership was transferred to the Town. The bridge received a very hefty renovation which addressed the superstructure. The approaches above the abutments experience sink holes develop each year and the pier has scour occurring which puts the substructure integrity in question. The Town obtained an engineering proposal to perform a structural evaluation of the Bath-Haverhill Covered Bridge; the cost is **estimated to be \$3,200.00 for the study**. This amount was approved as part of the 2020 budget but has not been expended due to uncertainty with COVID expenses and funding. However, recently I was contacted by the firm who performed the renovation design and I will be meeting with **Sean James of Hoyle, Tanner & Associates, Inc. tomorrow (Tuesday) onsite** to review the structure. They believe they have information that might make the need for a structural evaluation/study necessary; I have asked for them to bring documentation of such.

Donations by Local Businesses:

Throughout the COVID-19 pandemic there have been many acts of kindness and generosity throughout the Haverhill community. Below I have compiled a list of businesses who have donated to either the Parks & Recreation Department and/or the General Assistance Welfare Department:

- Walmart – picnic tables at the Dean Memorial Airport and Hazen Park.
- Budget Lumber – stain for the picnic tables.
- McDonalds – gift cards for meals to the Welfare Department.
- Aldrich's General Store – gift card for meals to the Welfare Department.
- Longacre Landscaping – pavers for the picnic table platforms at the airport.
- Longacre Landscaping – safety barriers for picnic areas at the airport.
- Ocean State Job Lot – PPE for the Haverhill Police Department

Department Head Reports:

- ❖ **Tax Collector** – This week I have been working on finalizing the properties up for deeding. Monday night was the work session with the board of selectmen. Deed date is Oct. 9th. Still been trying to reach out to property owners to discuss their intentions on their properties.
- ❖ **Property Records** – Processing building permits, intent to cut permits, intent to excavate, report of excavations, and updating deeds. Also worked to organize and oversee the tax deed auction which took place on Saturday September 26, 2020. Every property sold, bringing in \$143,000.00.
- ❖ **Town Clerk** – Town Clerks office has still been busy, with scheduled appointments, voter registration, and requests for absentee ballots. Residents can renew registration online provided there are no changes. An appointment is necessary to make any changes, transfers, and new registrations. Absentee ballot requests can be done by stopping by and getting the form from the receptionist or calling the office and we can mail a request. We are at almost 300 requests. Absentee Ballots were received on Friday, counted and ready for process on Monday. Brittany has accomplished her DMV training and now can process on her own transactions. Because of COVID-19 she had to do online classes. She is doing a great job.
- ❖ **Dean Memorial Airport** – The Airport Zoning Commission is wrapping up final revisions to the Dean Memorial Flight Scholarship program. We are looking forward to rolling out the new scholarship program. In early October, the Granite State Sky Riders will be flying their powered parachute and powered paraglider recreational vehicles at and from the Dean Memorial Airport, this is an event for public entertainment.
- ❖ **Maintenance Dept** – Getting up to speed on the heating systems, vendors, contractors, etc., Organizing his workspace at the Clifford Memorial Building and tending to issues, as they arise. Regular cleaning and minor maintenance at all buildings and ground, thorough cleaning patching and repainting of small 3rd floor SAU office, minor electrical repairs at highway garage, further evaluation of roof at center Haverhill armory, cleaning and sorting accumulated stuff at Clifford Building and storage units and at Morrill building, set up for tax deed auction, minor repairs to generator exhaust system at sewer pump station, secure dumpsters per Town Manager request.

❖ **Police Department** –

- Staff have been attending training remotely
- We have one candidate that just completed a psychological examination and we are finishing up the hiring process on him. We administered oral boards for two other candidates, both candidates have been recommended to continue in the hiring process. We have several candidates that have been scheduled to take a PT Test and written test for this week. We have multiple applicants for the detective position and there have been several applicants that have failed out of the hiring process.
- There has been a great deal of activity with felony cases at the County Attorney's office with hearings etc.
- Chief Alling and Admin Aldrich have completed "Excelling as a Highly Effective Team Leader."
- Chief Alling is in a six-week training program: Creating and Maintaining a positive workplace culture.

❖ **Highway Dept** – Clark Pond Road Bridge is actively being constructed. French Pond Road paving will be completed this week and the rest over the following week. Starting planning for the remaining pre-winter projects.

❖ **Welfare Dept** – The Welfare department has still been busy dealing with COVID homelessness. I still have one person who I am hoping to get into a place soon. The Town has been helping him for a few months now due to COVID. I am still working on finding new and better practices for running the department. I have taken a course called "What NH Legal Assistance Wants You To Know about Housing and Benefits" which gave me a better understanding about what tenants should be asking their landlords and when they can take legal action to prevent and eviction. This can help the department in many ways because we may be able to refer them to LARC which is free legal advice and they may not end up needing assistance through welfare. I am just taking things day by day and doing what I can to help people but also make sure we are not just handing out money.

❖ **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.

❖ **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.

❖ **Parks & Recreation Dept –**

- The Farmers Market will continue through October 24.
- We just held our last movie night for the month of October on Saturday.
- We held our monthly Paint and Sip this past week.
- Daily zoom classes continue, along with Pickleball 3 times per week (Monday & Friday mornings and Wednesday evenings)
- The Antique Strollers walking group time is now available Monday-Fridays 11-12.
- Our concerts have finished for the season at Railroad Park.
- Planning is underway for a Haunted Hayride on Halloween night.