

Haverhill Town Manager Report to the Select Board Tuesday January 17, 2023

Status of the 2021 Audit:

The 2021 audit engagement letter was signed, and we have been actively loading documents into the audit portal for the auditors use in doing the audit. Jennifer has been going back over all reconciliations for 2021 to make sure they were done properly and noting anything that we want to make the auditors aware of.

Moderators Workshop for SB2 Towns

I attended the SB2 Town Moderator's workshop in preparation for the SB2 Public Hearing scheduled for February 14, 2023, at 6:00 pm at the Clifford Memorial Building.

Public Safety Needs Assessment:

The Select Board voted to support evaluating the need for a new Public Safety Facility. In support of this work the Chief of Police, David Appleby, and the Deputy Fire Chief, Shawn Bigelow are attending the Public Safety Facilities Seminar in March 2023. A committee was formed, and the first meeting is scheduled to take place on Tuesday April 4, 2023.

Winter Storm After Action Meeting:

I hosted an after-action meeting on January 13, 2023 with first responders from HPD, Fire, Dispatch, Emergency Management, Highway, and Maintenance. We discussed preparations for the storm, events during the storm, and clean up after the storm. We discussed what went well, and what we could do better next time. We came up with a list of action items and suggestions for improvements to services and operations during an emergency event in Haverhill. Tom Andross offered that Grafton County has an EOC that we can utilize next time, which we all agreed would be helpful.

Haverhill Broadband Committee:

The Haverhill Broadband Committee (HBC) was organized in December 2021 for the purpose of helping Town Administration prepare for a local "last-mile" build-out of fiber to provide high speed internet to households throughout Haverhill. The Town applied for and was awarded a \$1 million dollar grant by Northern Border Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program. An RFP was published, and the Town received two (2) proposals. The HBC made a recommendation to the Select Board to award the contract to one of the two ISPs. I am now working through contract negotiations.

Woodsville High School Career & Wellness Day

Town Administration, Haverhill PD, and the Highway Department will be represented at the Woodsville High School Career & Wellness Day on March 28, 2023 from 8:15am to 3:00pm. The purpose is to promote careers in municipal government for the teens of Haverhill.

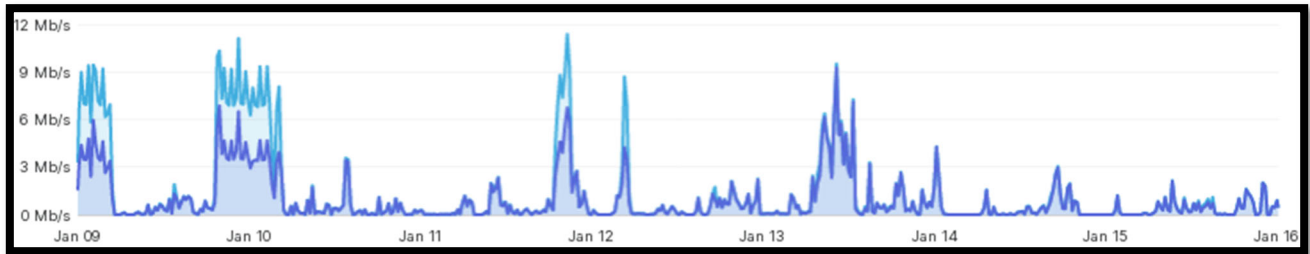
Haverhill Public WiFi Network:

The Town of Haverhill deployed free public Wi-Fi along Central Street in 2021 and at the Woodsville Community Field in 2022. Currently, there are three (3) hosts on Central Street; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike & Brie Choate of Mike’s Garage in Woodsville Village.

All antennae are seeing regular internet traffic. The two antennae that get the most traffic are the WelshOmni and MikesOmni antennae. Usage of the system has declined as expected due to the colder weather and residents not being out in the park or on the streets as much.

Total Unique Clients (last period)	Total Unique Clients (this period)	Avg# of Clients per Day (last period)	Average Usage per Client (this period)
781	350	103	284

Network Usage Over Time:



2022 Town Report:

The Town Administration office has begun development of the 2022 Town Report. Joanna Bligh has led this effort in past years and is the lead again this year. Please reach out to her with any questions.

Assessing Services:

The Town has contracted with KRT Appraisal out of Haverhill, MA to provide the Town’s assessing services. The assessor assigned to Haverhill, NH is located locally and already provides assessing services for surrounding towns. His first day was last week and he will be on-site at least one day a week moving forward.

2023 Proposed Budget & 5-year Capital Improvement Plan:

The TM draft of the 2023 budget, 5-year CIP, and YTDs have been provided to the Advisory Budget Committee and the Select Board. These will be used by both the committee and the board to formulate final decisions about the 2023 budget.

Advisory Budget Committee:

The committee began meeting in December and meet two nights a week on Wednesdays and Thursdays at 5:30pm at the Clifford Memorial Building. They have reviewed the Recreation, Highway, Police Department, Town Clerk, and Welfare budgets already. They will be moving onto Airport, Fire Department, and Maintenance over the next few weeks, as well as all other smaller sections of the budget. Once done their review they will formulate recommendations to the Select Board in time for their Budget Workshop scheduled for February 7th at 6:00pm.

Grant Activity:

Grants pay for the products and services the town provides and or allows us to do things that we otherwise would not be comfortable asking residents to pay for through taxation.

Below is a list of grants the Town of Haverhill has applied for and/or received recently:

AWARDED:

- CARES – Airport Operations (\$20,000 / awarded / reimbursement received)
- CRRSA – Airport Operations (\$9,000 / awarded / reimbursement in-process)
- ARPA – Airport Operations (\$22,000 / awarded / reimbursement in-process)
- FAA/AIP – Runway Pavement Maintenance (\$130,974 / awarded / in-process)
- BIL/AIG – Airport Capital Improvement Plan (CIP) projects (\$110,000.00 X 5 years)
- Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)
- ARPA – Welfare & Highway overruns & equipment for the Haverhill PD (\$238,000.00)
- MMNH - Jessie Levine ICMA Annual Conference Scholarship (\$1,500.00)
- NBRC – Haverhill Last-Mile Broadband (\$1,000,000 million)
- NHDOS – Traffic Enforcement Grant (Mobile Data Terminals) (\$7,528.00)
- NHDOS – E-CRASH Grant - Barcode Scanners for ID (\$5,969.00)
- NHDOS – LIDAR Speed Units & Portal Speed Displays (\$4,498.00)
- NHDOS – Portal Radios Grant (\$26,000.00)

NOT AWARDED:

- Culvert Flood Risk Assistance Grant (\$400,000) for Flat Iron Bridge replacement grant was not awarded, we will have an exit interview to assist us with reapplying this year (2023).

PENDING AWARD:

- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending)
- BEA – Demolition grant for 42 Railroad Street (\$105,000 / pending)
- Brownfield – Decontamination & remediation of 42 Railroad Street (\$85,000 / pending)
- Safe Streets 4 All – Action Planning grant (decision expected in Jan 2023)
- FAA/AIP – Land Acquisitions & Easements for Runway Safety (\$\$\$ pending P&S)

NOTE: There is \$530,000.00 AIP grant funds in the Dean Memorial Airport's (5B9) AIP account for Capital Improvement Plan (CIP), which includes the FAA/AIP Land Acquisition & Easements project listed. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9 as well as access to non-discretionary funds if needed.

Department Head Reports:

- ❖ **Dean Memorial Airport** – We have received the appraisal on lot 9.3 in anticipation of purchase to secure the runway safety area; land acquisition is subject to approval of the FAA and Bureau of Aeronautics for funding through the Airport Improvement Program (AIP).
- ❖ **Maintenance Department** – Doors for Clifford Building and related hardware have been installed and the next set will be installed soon. Finishing the vestibule for the Tax Collectors office space. Oversaw structure stabilization of the Caboose. Working on the blowers in the JRM gym.

- ❖ **Highway Department** – Winter is upon us and the highway department was fully consumed for days before, during, and after the winter storm with cleanup efforts.
- ❖ **Public Health** – Still working with State and Federal Agencies for the mitigation and removal of the structure at 42 Railroad Street.
- ❖ **Parks & Recreation Department** – Winter programs underway, such as pickleball, preschool playgroup, senior stretch, and more.
- ❖ **Welfare Department** –

Emergency Shelter Client Updates

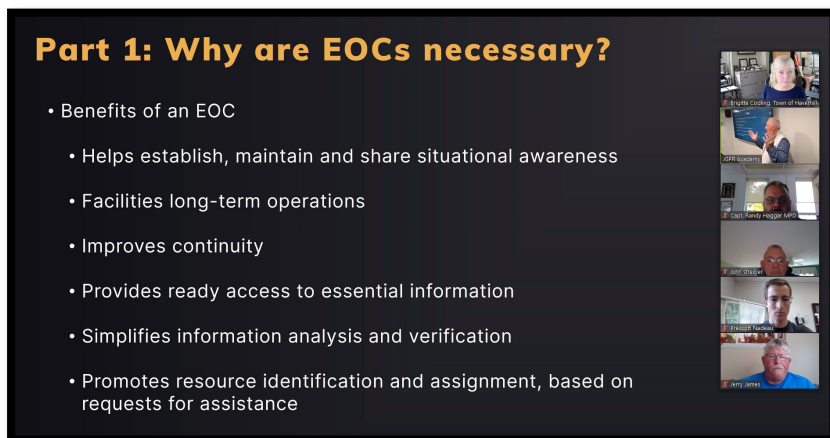
The town is currently paying for emergency shelter housing at the Presidential Mountain Resort (PMR) in Bethlehem for client #489, client #490(a couple), as well as a couple with a baby and the wife's father, who came to the town for assistance after the NHERAP administered by TCCAP had stopped taking applications on October 20th, 2022. The town also paid for client #458 at Eastgate Motel, as he was unable to reapply for NHERAP at the end of October; however, he has now been reinstated on TCCAP. Client #458 has been notified that he is being considered for an apartment by AHEAD at Beattie House in Littleton, as I had assisted him in applying and getting on the waitlist. The NHERAP paid \$62605.00 to All Seasons Motel and \$10,320 to The Eastgate Motel, and \$3,720 to PMR for the month of December 2022. We currently have 4 new clients who are homeless. We have a total of 27 adults and 4 children who are homeless in three motels. We currently have 3 clients (2 rooms) at Eastgate Motel in Littleton, 14 clients and 2 children (13 rooms) at All Seasons Motels, 3 clients and a baby (2 rooms) at the Nootka, and 7 clients and a baby (4 rooms) at the PMR in Bethlehem who are homeless. Two clients, #457 and #485, will be leaving for permanent housing on February 1st, and I have received confirmation that one client at the PMR, #486, has been extended for NHERAP until March 2023. All but five clients had applied for NHERAP, and one client at PMR has applied for the Bridge Program through Northern Human Services. One of the clients at the All Seasons Motel, #457, will be moving to an apartment as of 2/1/23, with assistance from TCCAP with the security deposit, and we will assist with the first month's rent. We are utilizing the TCCAP shelters whenever possible when they are not full to capacity. One client with a baby was sent to Burch House Shelter, and the family at PMR may be moving to Tyler Blain House in one week if they have a vacancy. We paid one month's rent for client # 318, who was being evicted, however, was allowed to stay. He now has a job and will be able to pay his own rent going forward.

General Assistance Client Updates

In the last two weeks, I assisted with 1 new application for the payment of property taxes for 1 more homeowner who applied for HAP (Homeowners Assistance Program) who was approved for over \$3000 in back property taxes. I assisted a client with applying to the NH EPA for a new fuel tank for over \$3000, at no cost to the town, as his old one had failed, and he couldn't receive

his allotted fuel from TCCAP fuel assistance. I assisted three applicants in submitting required December apartment searches for NHERAP in order for their rent to be paid through December. The NHERAP (New Hampshire Emergency Rental Assistance Program) was scheduled to end on Dec. 29th, 2022. They are no longer taking applications or re-applications; however, they have extended the existing participants to April 1, 2023, and the clients with children until June 15, 2023. I assisted with four fuel assistance applications, three for documentation, and one new emergency application. The owner of a local apartment building, Black Bear Trust LLC, and I have discussed their property in Woodsville for potential workforce housing. We will follow up with Harrison and Larry to further pursue possible property rehab. We continue to work with the Community Development Finance Authority (CDFA) and AHEAD to address the issue of affordable workforce housing and homelessness in the Town of Haverhill. The welfare department has also been working with Shaw’s store manager and the Good Shephard Food Shelf. They were totally out of protein and in need of meat. Shaw’s store manager is providing frozen meats for donations to ensure there is meat available for the food shelf. The Manager of the food shelf, Nancy Vallone, has given me her number to text in the case of a food emergency, thus greatly reducing or eliminating the need for vouchers to Aldrich’s store for food items. We are also working with the food pantry and Eric Becker of TCCAP to have a “Pit Stop” on Thursdays in Woodsville that will offer a hot meal and the ability to sign up for services through TCCAP with case managers on site.

- ❖ **Emergency Management** – As Haverhill’s EMD I have been attending regular EMD calls with the state. Focusing on long range planning for a fully equipped Emergency Operations Center (EOC) and attended an EOC seminar on October 26th.



- ❖ **Police Department** –

ACCOMPLISHMENTS FOR 2022

1. Police Department fully staffed
2. Increased service to area schools
3. Increased motor vehicle activity
4. Increased criminal arrests

5. Increased service to community in calls for service
6. Evidence upfit, organization, renovation, and procedures re-write
7. Standard Operating Procedures rewritten and implemented
8. Cruiser Fleet brought to safe level
9. Training and certification goals completed
10. Cold case investigation brought to a manageable level

GOALS FOR 2023

1. Securing our budget request
2. Establish Corporal DiDomenico as School Liaison
3. Work on Fraud Pamphlet
4. SOP review and acknowledgement by team by Jan 31
5. Officer Elliott completed FTO and on Solo Status
6. Still seeking Part time Animal Control officer // advertised
7. PD Administrator Aldrich Scheduled for SPOTS training next PSTC availability
8. Directed School patrols to improve safety (Ongoing)



PUBLIC NOTICE
Town of Haverhill
Important 2023 Dates

- Last day for petitioned warrant articles to Town Clerk ----- February 7th 5:00pm
- Select Board Budget Workshop at Clifford Building -----February 7th 6:00pm
- Select Board Budget Public Hearing at Clifford Building ----- February 13th 6:00pm
- Select Board SB2 Public Hearing at Clifford Building -----February 14th 6:00pm
- Town Election Day @ James R. Morrill Building ---- March 14th
- Town Meeting Day @ Haverhill Cooperative Middle School --- March 18th

The School District Annual Meeting will occur in the morning and the Town Annual Meeting will occur directly following the School District Annual Meeting, or after lunch, depending upon how long the school district's meeting takes.