

Haverhill Town Manager's Report to the Select Board (TUES) October 11, 2022

Responses to Select Board Questions from last meeting

Tax Deeded Property Auction:

Eviction notices are with legal and once completed will come to the Select Board for signature. Individuals being evicted will have 30 days to vacate after which the Town can sell the properties. We are looking at scheduling the viewings in late October and the auction in November.

Status of the 2020 Audit:

The auditor was on-site for two days in September, at the end of the second day she indicated that the audit was “almost complete”. I checked in with the auditors Friday and was told that they have begun drafting the audit report. We emphasized that the Town needs the 2020 audit completed ASAP because it is our desire to have the 2021 audit completed by December 31, 2022.

New / Updated Information for the Select Board

Public Safety Needs Assessment:

The Select Board voted to support evaluating the need for a new Public Safety Facility. In support of this work both the Chief of Police, David Appleby and the Deputy Fire Chief, Shawn Bigelow will be attending the Public Safety Facilities Seminar in November 2022. A committee was formed, and the first meeting is scheduled to take place on Tuesday - November 29, 2022. Nothing new until after that date.

Quarterly Newsletter:

Brittany Grant took the lead on soliciting information and drafting the second Town of Haverhill Newsletter. The newsletter went out last week. We received a lot of positive feedback about the first newsletter. We encourage residents to reach out and let us know what you would like to see in future newsletters. Our goal is to make sure we are disseminating useful information to Haverhill residents through the newsletter.

Blackmount Trail Upgrades:

Paige Excavating was scheduled to start work on the trail this week but was needed for work on the closed section of Route 135 in the narrows. Once he is done on that project, he will begin the trail work. The work to be performed this year will include to widen, level, and resurface the trail between Augies Take-a-Break to Mace Hill. Additionally, the Parks & Recreation (P&R) Department, Highway Department and Maintenance Department are working on this project. The team is looking for sponsorships for the installation of dedication benches. Also, when funding allows, there will be lighting installed along the trail. P&R is also working with NCIC to identify, apply for, and hopefully obtain grant funding to offset the cost of this work.

Flood Plain Administration:

Met with representatives from FEMA for a Community Assistance Visit (CAV) regarding the Town's flood plain administration efforts. They reviewed with us all requirements of the program, reviewed our flood plain ordinance, and viewed properties within the flood plain. They will be issuing us a report with recommendations for more effective management of the program in Haverhill. Haverhill joined the National Flood Insurance Program (NFIP) in 1990 and the last CAV meeting was held in 2006. Haverhill must be a member of the NFIP program for residents whose houses sit within the flood plain to get flood insurance. Overall, FEMA voiced that Haverhill is doing well administering the program in Haverhill, however, there was one area cited for significant improvement. The Town must be tracking all development within the flood plain separately from other development and any building permit submitted for development within the flood plain must go through a very specific evaluation process and requires specific documentation be provided. We will be updating our Building Permit Process to ensure we are following the requirement of NFIP. A report will be issued for FEMA's visit to Haverhill, we will provide it once it arrives.

Policies, Procedures, & Processes:

Town Administration, in coordination with Department Heads, have been working on the development or redevelopment of the Town's Policies, Procedures, and Processes. Many of these documents either don't exist or are outdated and in need of work to become relevant again. Policies are approved by the Select Board and Processes & Procedures are approved by the Department Heads. Recently, we have developed, updated, or are working on the following:


1. Dean Memorial Airport Camping Policy
2. Annual Performance Evaluation Process
3. Hardship Abatement Policy & Application
4. Town Office Closing Policy
5. Onboarding Process & Onboarding Form w/IT Checklist
6. Grant Guidance
7. Junk & Junk Yard Ordinance (process)
8. Junk Yard License Application
9. Building Permit Process
10. Inspections Process (Health Safety, Life Safety, Building)
11. Metal Detecting on Town Property Policy

Haverhill Broadband Committee:

The Haverhill Broadband Committee 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. The Town has published a Request for Proposal (RFP) with a due date of November 4th. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and grant management.

Airport Pavement Maintenance:

The runway at the Dean Memorial Airport will be closed the week of October 17th for runway pavement maintenance. A preconstruction conference was held on Wednesday October 6th. The project is being funded with AIP non-primary apportionment monies allocated to the Dean Memorial Airport for maintenance projects such as this one. (see attached airport funding document)

 SCHEDULE OF OPERATIONS SBG-18-08-2022 Pavement Maintenance Dean Memorial Airport Engineer: Dubois & King, Inc. Resident Engineer: Brian Pinsonault						<h1 style="margin: 0;">Initial Schedule</h1>					
						10/17/2022	Thru	10/22/2022			
						OCTOBER					
						MON	TUE	WED	THU	FRI	SAT
						17	18	19	20	21	22
Spec Section	Description	Primary Contractor	Duration (Days)	Start Date	End Date						
C-105-3.1	Mobilization	indus	1	10/17/2022	10/17/2022						
L-125-5.6	Portable Closed Runway Marker (Contractor Supply)	indus	5	10/17/2022	10/21/2022						
P-410-5.1	Saw Cutting	indus	1	10/17/2022	10/17/2022						
P-101-4.1	Pavement Removal	indus	1	10/18/2022	10/18/2022						
P-401	Hot Mix Hand Method	indus	1	10/19/2022	10/19/2022						
P-605-5.1	Saw Cut And Seal	indus	1	10/20/2022	10/20/2022						
P-605-5.2	Crack Repair 1/8" - 3/4"	indus	2	10/20/2022	10/21/2022						
P-605-5.3	Crack Repair 3/4" - 1.5"	indus	2	10/20/2022	10/21/2022						

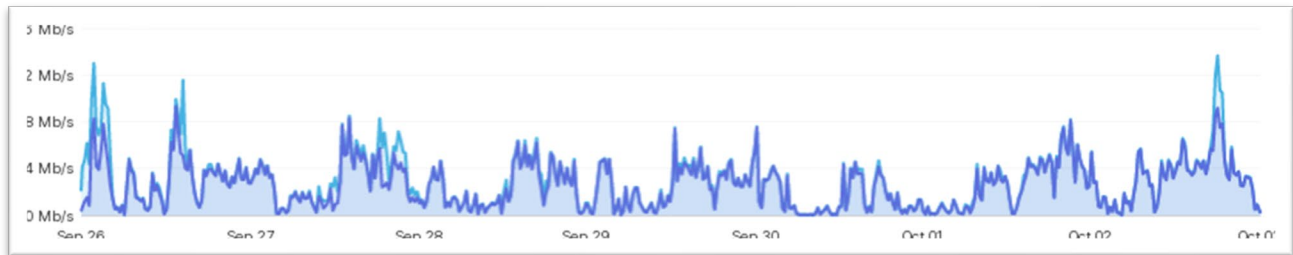
Haverhill Public WiFi Network:

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 continues to be robust.

	Total Unique Clients	Avg# of Clients per Day	Average Usage per Client
Current count	806	246	272 MB

Network Usage Over Time:



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)

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 next year.

PENDING AWARD:

- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)
- Brownfield – Decon & remediation of 42 Railroad Street (\$85,000 / pending award)
- Safe Streets 4 All – Action Planning grant (submitted / pending award)
- 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.

ICMA Annual Conference:

Attended the annual International City/County Management Association (ICMA) conference held in Columbus, OH. This year there were 18 municipal managers from New Hampshire in attendance. This year, I was the recipient of the MMNH - Jessie Levine ICMA Annual Conference Scholarship of \$1,500.00, which covered most of my travel expenses. Some of the sessions I participated in while there included: *EPA's Brownfields & Land Revitalization Program; Cradle to Grave Procurement; Strategies for Capturing Community Benefits; Fostering Civility with Elected & Appointed Officials; Winning at Culture Rather than Losing at Politics; Polarization Online and How to Balance Extreme Voices in Your Community, and The Threat to Democracy: Our Professional Responsibility.*



ICMA Scholarship Winners from across the country

Department Head Reports:

- ❖ **Dean Memorial Airport** – Dean Memorial Airport runway work the week of October 17th. Airport Inspection completed by NH BOA and report shows improvement in removing air obstructions as well as cites known issues with the runway’s condition.
- ❖ **Highway Department** – Worked in the shop maintaining trucks and sand grizzly, hauled sand to shop from Central Haverhill armory location. Worked on Lakeside Drive in Mountain Lakes ditching and adding culverts where needed. Ditched on the upper part of Court Street extension and fixed head a wall on Ainsley Road. Also performed systematic grading of roads throughout Haverhill.
- ❖ **Maintenance Department** – Visiting and reviewing tax dedeed properties to determine the condition of each, pre-auction. Continued work on the tax collector’s office to enclose the vestibule to meet safety regulations. Working to remove knotweed from the Bath-Haverhill Covered Bridge and from Railroad Park.
- ❖ **Public Health** – Working with TM on Junk & Junk Yard Ordinance and Junk Yard License application and process. Producing an inventory of properties in violation of State RSAs related to junk. Working on evaluating dilapidated structures and other health concerns. Still working with State and Federal Agencies on 42 Railroad Street.

❖ **Parks & Recreation Department –**

- ✓ Wolverine soccer: 126 registered children! Volunteers are amazing!
- ✓ Haunted Happenings is slated for October 29 from 6-9PM at Hazen Park. Volunteers needed.
- ✓ Blackmount Rail Trail work is slated to start next week which will run from Clark Pond Road to Mace Hill Road. The ‘sponsor-a-bench’ soliciting has started.
- ✓ Cold Turkey Plunge is creeping up and dippers are needed. The date is November 20 with the dip at 1:00 PM sharp. Wouldn’t it be great to see the Selectboard members plunge for the cause? Pledge envelopes will be out next week.
- ✓ Railroad Park held its last summer concert on October 1.
- ✓ Hope in Haverhill project in partnership with UNH have chosen Railroad Park to receive some support in beautifying the park. Tentatively, the date for a community ‘work’ day weekend has been slated for November 5&6 (date will be confirmed at our meeting on 10-7). We will gather for 2-3 hours on both Saturday & Sunday in partnership with Hope for Haverhill committee, Woodsville Beautification Committee, and the Conservation Commission. We will paint the kiosk, add playground chips, rake & weed the walking trail, establish, blaze & clear brush from the walking trail behind the park, and replace the boards on the picnic tables and benches. We may possibly plant bulbs or have raised beds built & filled.
- ✓ Senior Stretch, Line Dancing, walking program, Pickleball, Music Jams, Drums Alive & Enrichment programs at HCMS have continued. Cornhole starts up this Friday, October 7 starting at 6:00.

- ❖ **Emergency Management –** Attending regular EMD calls with the state. Focusing on long range planning for a fully equipped Emergency Operations Center (EOC) and signed up for an EOC seminar scheduled for October 26th.

❖ **Welfare Department –**

Emergency Shelter Client Updates

The town had no payments for emergency shelter housing for the last two weeks. Currently a total of 8 client rooms in two motels, 4 clients (3 rooms) at Eastgate Motel in Littleton, 7 clients (4 rooms) at All Seasons Motel and the in Woodsville, and 1 client (1 room) at the PMR in Bethlehem who are homeless. All have applied for NHERAP and all but one who is pending are approved and paid for by TCCAP through the NHERAP. This was a savings for the town for the month of September 2022 of \$36,390.00 paid to the All Seasons/Nootka and \$17,038.00 paid to the Eastgate Motel by Tri-County CAP for the NHERAP. We have two clients, a couple, (#433) who left the All-Seasons Motel, as they found an apartment, however, two new clients (1 room) have taken their place. The new clients immediately applied for the NHERAP and will not be paid for by the town. TCCAP now requires clients to fill out DHHS applications for housing vouchers and to follow new guidelines for reporting efforts to find housing and employment. All of the TCCAP shelters are now full to capacity.

General Assistance Client Updates

In the last two weeks, I assisted with 3 applications for the payment of property taxes for 3 more homeowners who applied for HAP (Homeowners Assistance Program). I assisted one more applicant from the Bath area in the last two weeks with HAP that was behind on her property taxes and facing deeding of property. The HAP program paid over \$18,000 for the taxes in arrears to the town of Bath for the applicant. I have assisted four more new applicants for the NHERAP. The NHERAP (New Hampshire Emergency Rental Assistance Program) requires participants to re-apply every 3 months and I have assisted four more clients in the last two weeks with the re-application process. I have continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment. I assisted with twelve fuel assistance applications and assisted two clients with getting their unsafe furnaces replaced through TCCAP. I also assisted with eight SNAP applications in the last two weeks. The town paid a phone bill for client # I am currently working with the Community Development Finance Authority (CDFA) to address the issue of affordable housing in the Town of Haverhill. The CDFA's Recovery Housing Program and Council on Housing Stability Projects Specialist, Kirsten Barton, and the Program Coordinator, Betsy Benito held a preliminary community "mapping" session in our area to assess the need for assistance with increasing opportunities for low to moderate-income affordable housing. This was a virtual meeting with community partners, and a follow-up meeting next week, October 18th, will include Harrison Kanzler- Executive Director of AHEAD, Joy Noel- Director of Operations AHEAD, and Larry Berg- Director of Real Estate Development AHEAD. Lori Aldrich- Haverhill Health Officer, Chief Appleby- Haverhill PD, Erik Becker-211 Shelter Services Program Director, TRI County Community Action Program & Program Manager Tyler Blain Shelter, Naomi Smith- Program Manager- Burch House Shelter, TRI County Community Action Program, Eric Murray -DHHS, Adult Protective Service Worker III- Littleton District Office, Sheretta Davis- Homeless Outreach Program Director, TRI County Community Action Program, Mariah Coulstring, BA, CPS-Drug-Free Communities Project Coordinator, North Country Health Consortium, Scott Gordon-Substance Abuse Counselor and Life Skills Coach for Grafton County Corrections & his Supervisor, Maryanne & David Robinson-Owners of All Seasons Motel & Nootka Lodge. Missy Lund from Cottage Hospital also has sent invitations to the meeting to several hospital admins who may wish to participate as well.

❖ Police Department –

- ✓ Good work on motor vehicle activity
- ✓ Good work on Criminal case work
- ✓ SOP's pending implementation (There always seems to be one more)
- ✓ New Cruisers arrived and are being prepared for the road
- ✓ Mobile Radars received and both are mounted (Thank you Colten)
- ✓ New DWI grant received (Thank you Lorie)
- ✓ Evidence room clean up nearing completion (keep up the good work Det Elliott and Admin Asst. Defosse,
- ✓ New Officer Elliott continues to succeed in the Academy
- ✓ Addition of 2022 Thanksgiving food collection

- ✓ Burglary pamphlet received
- ✓ Working on Fraud Pamphlet
- ✓ Still seeking Part time Animal Control officer // advertised
- ✓ Still seeking Sergeant and/or Officer // advertised
- ✓ Winter Uniform Pants and Shirts order (Partially received)
- ✓ Boots order (Partially received)
- ✓ Detective Training (Interview) Completed
- ✓ Supervisor Training for Cpl. DiDomenico Scheduled for November
- ✓ Inhouse BJJ training continues for those expressing interest (Time to Train)
- ✓ Aug Scheduling for Active shooter training (planning for next month)
- ✓ September Scheduling for Defensive Tactics training (Off Brown working on outline)
- ✓ Cruiser Maintenance just about complete
- ✓ New Summons received (To simplify Officers work)
- ✓ Arrest / Bail Procedure sent to officers
- ✓ Directed School patrols to improve safety continuing
- ✓ Grafton County Attorney training this month

Dean Memorial Airport (5B9)

Sources of Funding

These funding sources can be put into multiple categories and a description of each of the funding sources utilized by public-use airports is summarized as follows:

Federal Funding:

Most funding for public-use airport development comes from federal government programs. Currently, the most predominant program is the Airport Improvement Program (AIP), which is managed by the Federal Aviation Administration (FAA) through the New Hampshire Department of Transportation, Bureau of Aeronautics (BOA).

Although there are some exceptions, current legislation limits the federal share of allowable AIP costs at 90% for airports such as Haverhill. The NH BOA contributes a 5% share, and the Dean Memorial Airport (5B9) contributes a 5% share for projects at the airport.

It is important to note that the 95% federal share is funded predominately by airline tickets sales fees, and the 5% NH BOA state share is funded by fuel tax revenues collected across the state.

A. Non-Primary Entitlement (NPE)

Haverhill receives \$150,000 in NPE funding each year. The amount of NPE is computed from the needs list for the airports listed in the NPIAS. Funding of costs exceeding NPE depends on available state apportionments and discretionary funding ranked by the relative priority of a project.

B. Apportionment

The Block Grant program allows the Bureau to allocate state general aviation apportionment funds to meet local needs. This fund is facilitated through the New Hampshire Department of Transportation's Bureau of Aeronautics. The total amount of state apportionment is based on an area/population formula for the State of New Hampshire. Snow removal equipment that cannot meet the Buy-America act may possibly be funded with Apportionment.

C. Discretionary

Discretionary funding is used for higher priority AIP-funded projects when non-primary entitlements are not sufficient to cover the total federal share. Most AIP-eligible projects would be eligible for discretionary funding. However, the assignment of discretionary funds is determined by the FAA, and extensive coordination with the FAA is required to determine the potential availability of discretionary funding for specific projects. Individual projects are given a weighted National Priority Rating based on project purpose, type, component, and airport type. Safety and preservation projects of AIP-funded runways rank the highest but are ranked against other projects and facilities regionally and nationally. In-depth discussions with FAA representatives are necessary to determine the potential availability of discretionary funding for an AIP-funded project.

D. Bipartisan Infrastructure Law (BIL)

Provided approximately \$20 billion in grant funds for airport infrastructure, terminal development, including multimodal terminal development and on-airport rail access projects, and airport owned towers. Funding comes from the US Treasury General Fund. BIL has two buckets: Airport Infrastructure Grants (AIG) Haverhill \$110,000 annually for 5 years beginning in 2022. Airport Terminal Program (ATP) for terminal development, with qualifying grant award.

https://www.faa.gov/sites/faa.gov/files/2022-05/BIL_FAQs_5-13-2022.pdf

E. Coronavirus Aid, Relief, and Economic Security (CARES) Funding

The CARES Act, Coronavirus Aid, Relief and Economic Security, was signed into law in March of 2020 and provided funding to increase the match (share) of AIP grants to 100% as well as providing supplemental discretionary funding for airports totaling \$10 billion dollars. This was a temporary measure for 2020 and 2021 projects.

F. Congressional Directed Spending (CDS)

CDS is appropriated each year and is controlled by the annual appropriations process and includes funding for a wide variety of activities to include transportation and aviation. CDS funds require the airport sponsor to send a letter of request to local members of congress.

<https://www.shaheen.senate.gov/congressionally-directed-spending-requests>

G. NH Airport Improvement and Maintenance (AIM) Program

This program offers funding at 80% with a local airport 20% match. State funding for airport development is managed by the New Hampshire Department of Transportation's Bureau of Aeronautics. This funding, held in the New Hampshire separate fund, comes primarily from aviation fuel taxes. Funding is distributed to public use airports for eligible projects.

- Pre-Applications due January 1
- Applications due June 1
- Grant offers June 30

<https://www.nh.gov/dot/org/aerorailtransit/aeronautics/programs/aim.htm#Eligibleprojects>

H. Local Funding

The Dean Memorial Airport (5B9), through its enterprise fund, is responsible for its own operational expenses as well as for funding the 5% match or any other share as outlined above. The airport's enterprise funds come from airport-generated revenues such as, hangar rentals, land leases, private hangar tax payments, fuel sales, fund raisers, etc. However, additional funding sources could include private funding, general fund loans, TIF bonds, and non-federal grants.

I. Additional Funding

Over the past two years additional funding for airport operations at the Dean Memorial Airport have been made available by the federal government including, CARES Act funds in the amount of \$20,000; CRRSA funds in the amount of \$9,000; and ARPA funds in the amount of \$22,000.