

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

One (1) Airport Zoning Commissioner

Two (2) Conservation Commissioners

Two (2) Heritage Commissioners

We are also seeking:

One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*

# **Town Manager's Report to the Select Board Monday October 28, 2019**

## **Vision & Mission:**

Department heads finished their development of the Haverhill Town Government Vision & Mission statements.

The vision and organizational mission of town government are essential to guide us and ensure performance excellence here in Haverhill. Our vision reflects the ideal quality of life to be preserved here in Haverhill as well as the municipal organization's continuing mission in support of realizing that vision.

To support our vision and organization's mission, goals and objectives are established via strategic planning processes. Our values support these goals and objectives while also linking together and reinforcing all underlying operational decisions and actions.

Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress."

Mission Statement: "To provide effective, fiscally responsible, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a unified sense of community."

They both can now be found on the Town's Website and on the Town's Facebook page.

## **Chapel Street Demolition Project:**

The sale of this property to Diana Danforth is scheduled for November 12, 2019; which is 90 days from the date of the letter to the previous owner Mr. Patten, which was dated August 14, 2019. At that same time granite sill blocks will also be sold to Diana.

## **Airport:**

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. I will be pulling together a review and selection committee soon. The selection will be based upon qualifications only. Aviation consultant services are tied to projects on the Dean Memorial Airport's Capital Improvement Plan (CIP) and are grant funded. We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. We submitted an AIM grant pre-application for a fuel pump credit card reader, if we are not selected then we will look to use AIP grant money or other grant monies to pay for the majority of the project.

## **Airport House:**

The airport house will be razed via a controlled training burn on Saturday November 9, 2019; Airport Road will be closed during the burn. The No. Haverhill Fire Department will be performing the burn. Any observers should stay within a safe distance from the house, fire fighters, and the overall operation; please observe from afar.

### **Clark Pond Road:**

The Town has heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in late fall or early winter of 2019 with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

### **Lily Pond Road:**

Repaving sections of Lily Pond Road was completed under warranty last week by Pike Industries. Additionally, trees were planted to replace trees removed during construction. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, and drainage structures.

### **James Morrill Building:**

Alliance Mechanical began taking measurements for replacement of the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The roof over the Police Department was partially replaced and the rest may also be replaced before snow flies.

### **Granite Blocks at Railroad Park:**

- The SAU has relocated 25 granite blocks from RR Park to the High School campus.
- The Select Board voted on September 16<sup>th</sup> to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale; which will be scheduled soon.

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

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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 include the installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct sent a letter recently stating that the precinct no longer intends to participate in this safety project.

### **Garbage/Trash Ordinance:**

The Health Officer Steve Robbins worked with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs and brought it for the Select Boards consideration at the last SB Meeting on October 15<sup>th</sup>. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

### **Mace Hill Solar Development:**

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for anyone looking to review the plans. The plans were formally reviewed by the Planning Board, Heritage, and Conservation Commission. The Town has sent a list of questions and requests of the developer, and to date has not heard back. Once all feedback has been collected a response to the developer and property owners will be drafted.

### **Woodsville High School JAG:**

I was invited to attend the Woodsville High School JAG (Jobs for America's Graduates) Initiation and Installation Ceremony last week. The JAG is a statewide program for youth who seek to make the most of their high school education and pursue career and post-secondary educational interests. NH-JAG Youth Specialists facilitate learning, skill development, and community involvement empowering these young adults to identify their goals and to define and follow a productive path within which to achieve those goals. The program at Woodsville High School is facilitated by Youth Specialist Jill Nichols.

### **Haverhill Town Happenings:**

In a meeting with Department Heads, it was brought up that some residents may not be comfortable coming into the Town Administration office to ask questions or speak with me. After some discussion, we settled on the "Coffee with a Cop" model. The first "Haverhill Happenings" will take place at the Cider House Café on Wednesday October 30<sup>th</sup> from 9am-11am. All are welcome to stop by, have a cup of coffee and sit with myself and Jennifer Boucher, Financial Officer for open discussion. Each event will be scheduled at a different establishment within the Town of Haverhill; and some Haverhill Happenings will be scheduled at night, upon the request of residents.

### **Cellular and Broadband Expansion Public Forum:**

The Haverhill Entrepreneurial Encouragement Committee (HEEC) is hosting a public forum on improving cell phone and high-speed broadband services in Haverhill. To promote the event, Doug Teschner, Kevin Shelton, and myself spent a half-hour last Friday morning with Steve Puffer of WYKR 101.3 FM. The public is welcome and encouraged to come to the forum, which will take place on Tuesday November 5<sup>th</sup> and will start at 7 pm at Haverhill Cooperative Middle School.

### **Commissions:**

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners
- Two (2) Heritage Commissioners

We are also seeking:

- One (1) Trustee of Trust Funds

If you are interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at [townmanager@haverhill-nh.com](mailto:townmanager@haverhill-nh.com)

### **Department Head Reports:**

- **Town Clerk** – Business as usual for Town Clerk.

- **Tax Collector** – Tax deed letters were mailed; some residents have been resolving back taxes. The sale of unresolved Tax Deeded properties has been scheduled for June 6, 2020.
- **Maintenance Dept** – Working with roofers to repair the roof over the Police Department and the roof on the Clifford Building as both have been leaking. Worked with Powers Generators to ensure both the generator at the Sewer Pump Station and the JRM building are working. Working with Alliance Mechanical to schedule all work needed to replace the heating system at the JRM building. Overseeing custodial services at both the JRM and CMB buildings. Cleaned out the basement of the JRM building and organizing with Tammy Wright all supplies. Also, Tammy has continued painting at the JRM building. Helped prepare for Haunted Happenings at the CMB building.
- **Highway Dept** –
  - New culverts were installed along a portion of Lime Kiln Road to mitigate drainage issues not addressed by previous culverts that were installed incorrectly.
  - Drainage work along a section of County Road was completed.
  - Repaving sections of Lily Pond Road were completed last week by Pike Industries.
  - Scoping has begun for drainage work within the ROW in Haverhill Corners in front of the Court Street Arts and Library building.
  - The entire Highway Department staff attended both Tier I and Tier II “Rivers and Roads” trainings offered free by the Vermont Agency of Natural Resources. This training focused on waterways, water shed, erosion, and its impacts on roadways.
- **Welfare Dept** – Nothing new to report.
- **Planning & Zoning** – Planning Board is working with the NCC on planning for updates to the Town’s Master Plan. HEB has provided information on remediation plans for the gravel pits in town.
- **Recreation Dept** – The annual Haunted Happenings event was a smashing success, with two events taking place on Saturday October 26, 2019. One for little kids and another for teens and adults. Fun was had by all. On November 24<sup>th</sup> the Recreation Department with help from the Recreation Commission will be holding their annual Turkey Plunge at the beach in Mountain Lakes.
- **Police Department** –
  - Officer DiDomenico is continuing with the LEADS program in HCMS.
  - Several Officers had training on the range
  - Office Admin Aldrich attended training on report redaction, sexual violence, and mental health
  - Sargant Elliott graduated from the Emerging Leaders program
  - The PD participated in a “touch a truck” event at Woodsville Library
  - On 10/26 the PD held drug take back day
  - On 10/26 HPD participated in a “trunk or treat” event in Mountain Lakes
- **Public Health** – No report

*"People's participation is the essence of good governance." ~ Narendra Modi*