

Town Manager's Report to the Select Board Tuesday November 12, 2019

Chapel Street Demolition Project:

The sale of this property to Diana Danforth can occur after 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 can be sold to Diana. The date of sale will be Friday November 15, 2019.

Committees, Commissions, & Boards Handbook:

The Town Administration Office is still working on the first draft of the Committees, Commissions, and Boards Handbook. So far research related to the Airport Commission, Recreation Commission, Heritage Commission, and Conservation Commission has been done and documents collected. We are still researching the Planning & Zoning Boards. Once all research and documents have been collected the book will be developed. The handbook will include the Mission, Purpose, Function, Authority, Membership (including contact info), guiding RSA, original Warrant that created the entity (if available), and any other pertinent and useful information. This handbook would be a resource for anyone looking to volunteer on a board, engage with a board, or oversee a board as a Select Board liaison, etc.

Transparency:

To provided added transparency into Town Government, the Select Board meetings are now being broadcast LIVE on Facebook and the recordings can be found on the Town's Website under "Meeting Minutes" – "Select Board Minutes". Also, the Town Manager's reports (these reports) can also be found on the Town's website under "Meeting Minutes" – "Town Manager Reports".

Airport:

The Request for Qualification (RFQ) solicitation for aeronautics consultant engineering services closed on Wednesday October 23, 2019. We received three (3) responses. The Airport Commission members will work with the Town Manager / Airport Manager to review and make a 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 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.

We are still looking for a qualified Airport Manager for the Dean Memorial Airport, the position is open until filled. There are three potential candidates and interviews will be held soon.

Airport House:

The airport house was razed via a controlled training burn on Saturday November 9, 2019. The No. Haverhill Fire Department coordinated the burn. Participating Fire Departments included; Bath, Haverhill Corner, No. Haverhill, Wells River, and Woodsville. Any items in the house that were of any value were removed prior to the burn and put in storage. A NOTAMS was issued the morning of the burn that expired at 5pm that day. The burn was well executed with no issues.

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 in 2020 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 is no longer leaking after repairs.

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 16th 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. We are still waiting for NHDOT approval or their request for more information. The Woodsville Precinct recently stated that the precinct no longer intends to participate in this safety project. At this point work at this intersection will need to wait until the spring of 2020 due to unavoidable delays.

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 15th. The decision was made for Steve to revise the draft ordinance and bring it back for further discussion on November 25, 2019. 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 yet signed the construction permits submitted by the Mace Hill Solar developer. Likewise, the State has not approved the Alternation of Terrain permit. All documents have been made available for anyone who wishes to review them. The plans were formally reviewed by the Planning Board and Conservation Commission. The Town sent a list of questions and requests of the developer, which they responded to on November 1, 2019. The developer will meet with the Town Manager on November 20th to go over their answers. The developer has been asked to attend the November 25th Select Board Meeting. The Town Manager has prepared a summary of events for the Mace Hill Solar projects.

Haverhill Town Happenings:

The first “Haverhill Happenings” took place at the Cider House Café on Wednesday October 30th from 9am-11am. The Town Manager and Jennifer Boucher the Financial Officer were there. Five people showed up and the group had a very nice active discussion about a number of topics. 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. The next “Haverhill Happenings” will be at the Horse Meadow Senior Center on Tuesday November 19th from 9-11am during their brunch service.

Cellular and Broadband Expansion Public Forum:

The Haverhill Entrepreneurial Encouragement Committee (HEEC) hosted a very well attended public forum at the Haverhill Cooperative Middle School on improving cell phone and high-speed broadband services in Haverhill. There were about 50 people and representatives from AT&T, Verizon, Consolidated, New England, and Mosdale at the event to discuss issues and options.

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

We are also seeking:

- One (1) Trustee of Trust Funds; there is one nominee for this seat that will be considered at the next Select Board Meeting on November 25, 2019.

If anyone is 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

Department Head Reports:

- **Town Clerk** – Business as usual for the Town Clerk.
- **Tax Collector** – Went through monthly payment plans that I have set up with customers to make sure they are staying on track with their payments and sending out friendly reminder letter to those that have missed payments or broken their agreement. I am also getting ready for tax bills to be sent out hopefully very soon. And working on checking and filling deeds. Worked on getting some posting errors corrected. Also getting deeds checked in the system and filed and getting ready for tax bills to be sent out hopefully soon.

- **Maintenance Dept** – Snow has arrived, walkways and parking lots at the Town’s facilities will be a priority. Will be looking into getting surge protection for the generators at the Sewer Pump Station and the JRM building. Also pricing out a back-up generator for the Clifford Memorial Building as that has and will continue to serve as a shelter in emergency situations.
- **Highway Dept** – Snow has arrived, the crew was out during the November 8 & 9 weather event ensuring icy spots were addressed, they also began their winter maintenance routine with the arrival of wintery weather on November 11 & 12. The Road Agent will be at the NH Municipal Association conference Nov 13 & 14. Lester Parker, Assistant Road Agent will be covering for Colton in his absence.
- **Welfare Dept** – Nothing outstanding to report other than a couple of fuel assistance vouchers for those who nearly run out and cannot wait for fuel assistance to be disbursed.
- **Planning & Zoning** –
 - Processed Lot Line Adjustment on Rte 116/French Pond
 - Processed Minor Subdivision on Horse Meadow Rd.
 - Received Reclamation Bond Recommendations from H.E.B. and reviewed with PB (not determined yet)
 - Met w/ Bob Every, FHL Gravel Pit Abutter
 - Completed NH Office of Strategic Initiatives Land Use Regulations Survey
 - Communicated with Roscoe Blaisdell and Chief Bogie regarding material used for reclamation in Blaisdell Rte 116 pit
 - Reached out to D.E.S. and D.R.A. Gravel Appraisers about regulations/rules relating to testing and regulating reclamation materials
 - Organized Active/Inactive Gravel Pit Files
 - Completed Current Status Worksheet for Active Gravel Pits
- **Recreation Dept** – The Rec department is into its budget season and is knee deep in the planning for 2020. Pickleball is active at the CMB on Wednesday nights and we have scheduled a Teen night this Friday night November 15th; are always looking for chaperones. The Cold Turkey plunge is on November 24th at the beach in Mountain Lakes. The director is actively soliciting people and businesses to take the plunge! This will be the last year we will plunge and hope to hold a 5k next year.
- **Police Department** –
 - Officer DiDomenico is continuing with the LEADS program in HCMS.
 - All Officers attended recertification training for the Intoxilyzer.
 - Officer Torrey began his Field Training Program.
 - Officer Torrey went through firearms training on the range.
 - Officers took part in Halloween festivities and participated in the Trunk or Treat at WES, Mountain Lakes, and were at NHFD.
 - HPD participated in the DEA drug take back day on 10/26 where we took in over 27lbs of unused medications and added that to the 104lbs of medication we have taken in over the past few months from the permanent drop box in the lobby for disposal.
 - Officers at the PD partook in a Standardized Field Sobriety Testing Refresher training.

- **Public Health** –
 - Working with Chief Ailing on the Warm Zone Grant.
 - Received another call about garbage and rats at a property on Mill Street
 - Redrafting the Garbage / Trash Ordinance for 2nd review on November 25th

"People's participation is the essence of good governance."

~ Narendra Modi