

## **Town Manager's Report to the Select Board December 6, 2021**

### **Woodsville Lawsuit:**

The Woodsville Fire District filed a lawsuit against the Town of Haverhill in Grafton Superior Court in 2019, related to Town funding of the Woodsville Highway Department. The Woodsville Fire District filed for Declaratory Judgement in early June. The Town requested that with the passing of SB26 that both parties agree to drop the case, the Woodsville District Commissioners declined. In November the court approved Woodsville's Declaratory Judgment motion. However, the order did not provide the clarity both parties needed to end the case. The trial is still scheduled for February. However, the Town has asked Woodsville's council to agree to a status hearing in hopes of avoiding a trial. All filings are public record.

### **North Haverhill Cross Walks:**

The Town has sent its formal request for approval to install five new pedestrian crossings along Route 10 in North Haverhill Village. The sidewalks will need to be ADA accessible, pedestrian signs and cross walk markings would need to be installed, and possibly street lighting. The locations have tentatively been identified, one near the entrance to River Meadow Campground where the sidewalk ends, one near Aldrich's Store, one near the Town Administration Office, one near the Fire Station, and one near the Post Office. The installation of one cross walk (depending upon elements needed at the location) range from \$5,000 - \$15,000 each. We are still awaiting design and estimates from the NH DOT for these crosswalks.

### **Mailbox Relocation Requests:**

After concerns were raised about the safety of residents due to the location of their mailboxes along Route 10 in North Haverhill, the Town submitted a request asking for permission from the USPS to work with twenty-four (24) homeowners to relocate their mailboxes to the side of the street their homes sit upon. I visited with the No. Haverhill postmaster and he indicated that he passed our request onto the Federal United States Postal Service and does not expect them to approve it. A letter has been sent to Jeanne Shaheen's office asking her for assistance with this.

### **Governor's Booster Blitz:**

On November 29<sup>th</sup> we were made aware that the Governor wanted to hold a COVID-19 Vaccine Booster Blitz on Saturday December 11<sup>th</sup> at 9 pop-up locations around the State and that Haverhill was one of the chosen sites. We were able to arrange to make the Clifford Memorial Building available from 9am to 3pm. They also were looking for volunteers to man the event and medical staff to administer the booster shots at the event. A link went out to all Haverhill first responders and Town staff. Any hours expended for this event by Haverhill fire fighters, police, EMS, or staff will be reimbursed by the State. Those who wish to get a booster can sign up on the State's website at <https://business.nh.gov/covidvaccineregistration/>

### **Meadow Lane (Bedell State Park Road) & Merchant Lane:**

Meadow Lane is a State road under the authority of the NH Division of Forests & Lands that leads to the Bedell State Park. There is a short spur called Merchants Lane, which is a private road leading to two residences. The Town made the State aware of the poor condition of the large culvert that sits at the entrance to Meadow Lane in 2019. In early November 2021, the tire of a farm truck slid behind one of the concrete headwalls and pushed it away from the roadway creating a large sink hole in the roadway. Discussions ensued among the Town, State DOT, State DFL, and others as to how to address the issue. The State agreed to come out and provide a temporary fix and then to come back out next summer to do permanent repairs or replacement. Additionally, the State has notified property owners of the damage, intended work, and future liability should farm trucks damage the roadway, guardrail, or culvert.

### **2022 DRAFT Budget:**

The draft budget has gone to Department Heads and they have been reviewing the Town Manager's proposed budget and have met, or are preparing for meetings, to discuss their departmental needs. I have met with the Police, Welfare, Recreation, Airport, and Highway Departments. I will be meeting with the Town Clerk, Tax Collector, and Maintenance Departments and then will review with Finance before transferring the Town Manager / Department Head version of the budget onto the Select Board. This effort was delayed due to COVID staffing outages. I expect to have the draft 2022 budget ready for the Select Board before Christmas.

### **Project Bids & Bid Results:**

1. Grants Management Services contract was advertised. Bids were received on September 9, 2021. The contract was awarded to the only responsive bidder, Northern Community Investment Corporation (NCIC).
2. Town Facility 3-year mowing contract was advertised, and bids received on October 21, 2021. The contract was awarded to the lowest responsive bidder, Rouleau's Property Maintenance.
3. Caboose Interior Renovations contract was advertised. Bids were received on November 29<sup>th</sup>, 2021. The only bidder was A-2-Z Construction, contract award is pending Select Board approval due to a conflict of interest.

#### **Soon to be advertised:**

1. Construction of Second Egress from second floor of the Haverhill Corner Fire Station. Will be advertised soon.
2. Town Cemetery 3-year mowing contract. Will be advertised soon. Pending approval of the Cemetery Commission.

### **Airport Road Closure:**

In accordance with the decision of the Haverhill Select Board Airport Road was temporary closed on November 22<sup>nd</sup> to mitigate safety concerns. There will be two articles on the 2022 Warrant; one asking the public if they wish to keep Airport Road closed, and another asking if they would prefer to move Airport Road through an AIP grant funded construction project.

**Town Employee Christmas Gathering:**

Town offices will be closing at 12:00pm noon on Friday December 10<sup>th</sup> so that employees can attend the annual Town Employee Christmas Gathering.

**Zoning Board of Adjustment:**

The Zoning Board of Adjustment met for the first time in nearly three years. There are three new members and so the board met on Thursday December 2<sup>nd</sup> to meet one another and elect officers.

Members of the ZBA include:

1. Mike Bonnano, Chair
2. Sandi Pierce, Vice Chair
3. Rick Henson
4. Esther A. Hodges-LeClaire
5. Matthew Bjelobrk, Ex officio

The newly formed ZBA will be holding a public hearing on January 6<sup>th</sup> to consider the Vertex Cell Tower building permit variance request.

**Grafton County Broadband project:**

The engineering cost for the backbone “middle-mile” project is being paid for by ARPA funds from the County that the Commissioners and Delegation have supported. The funds provided will complete engineering to get to the first 17 municipalities in the network. The "head end" locations have been identified as the Town Halls in each municipality. As engineering continues, we will begin working with eX2.

The first 17 towns include:

- Alexandria
- Hebron
- Ashland
- Holderness
- Plymouth
- Campton
- Ellsworth
- Thornton
- Woodstock
- Lincoln
- **Haverhill**
- Warren
- Wentworth
- Piermont
- Orford
- Rumney
- Dorchester

The next step is that Construction Manager Jim Guarino will be in touch to schedule a time when he and team can access the Town Halls to do the initial survey work.

### **Haverhill Broadband Committee:**

In preparation for a local build-out of the “last-mile” of fiber which will provide high speed internet to households throughout Haverhill, we have recruited members to sit on the Town’s local Broadband Committee. We are working to determine our first meeting date and time.

Haverhill Broadband Committee Members include:

1. Aaron Palm
2. Stephanie Marston
3. Greg Mathieson
4. Joe Kirkpatrick
5. Gary Chase

### **Department Head Reports:**

- ❖ Tax Collector – Waiting for the tax rate to be set so that tax bills can be printed & sent.
- ❖ Dean Memorial Airport – Working on final details to get the credit card reader operational. Once up and running will retrieve all fuel keys, will transition to credit sales, and will raise the fuel price to \$5.95 per gallon. An automatic fuel shut-off button will be installed once the fuel pump is fully self-serve.
- ❖ Highway Dept – Secured an air compressor and forks for the loader with funds saved for that purpose. Spent a great deal of time looking for an air tank for one of the trucks that was back ordered with many parts dealers. With help from members of the Public Works listserv we were able to secure what we needed plus a few spares.
- ❖ Maintenance Dept – Working with Primex on the Sewer Pump Station claim for damage caused by a lightening strike. Also, working on a replacement of the Highway Salt Shed due to damage caused by the windstorm in July; that claim was approved by Primex. Met with the DOS inspector for the second walk through for the DOL safety inspection. All violations cited have been corrected and the case was closed without fines imposed. Developed specifications for the second form of egress from the second floor of the Haverhill Corner Fire Station needed to address that safety issue.
- ❖ Emergency Management – Sitting in on Emergency Operations Center (EOC) calls and keeping apprised of COVID-19 and weather-related events. Working to assist with the Governor’s Booster Blitz.
- ❖ Parks & Recreation Dept – The cold turkey plunge took place in November and we raised over \$3,700; 28 people participated in this fundraiser and it was a great day for all. The CMB is busy with activities. Along with our regular daily programs including cornhole, stretch classes, Drums Alive, walking program, line dancing, paint-n-sips, and pickleball. December brings the start of our winter programs, including, softball & baseball clinics, the ice rink (in North Haverhill this year), youth Basketball, and a new 1-week HARP winter camp Dec 27th-31st.
- ❖ Public Health – Still working on the vacated house in Woodsville, while addressing other concerns around Haverhill.

- ❖ Welfare Dept – Finalizing updates to the Welfare Guidelines, these will be presented to the Select Board for review and approval soon. Also, monitoring, tracking, and managing active cases.
- ❖ Town Fire Department – The Haverhill Fire Department hosted a successful training burn on Saturday December 4th with fire fighters from area fire fighters participating.



- ❖ Police Department –
  - ✓ Calendar fund notifications complete (Pictures of PD still welcome)
  - ✓ VIRTRA training dates requested unavailable (new dates requested Dec 20-23)
  - ✓ PD Administrator Aldrich completed Budget request 3x
  - ✓ Firearms qualifications complete
  - ✓ Low light training being drafted date TBD
  - ✓ Increase in motor vehicle activity underway
  - ✓ CRASE course new Date TBD
  - ✓ Glock Armors class completed
  - ✓ Continued transfer of hard copy reports to digital format
  - ✓ Clean up of record storage underway
  - ✓ Awaiting new PVC badges 3rd attempt
  - ✓ Seeking new training opportunities for Cpl. DiDomenico
  - ✓ SOP re-writes (Continues)
  - ✓ Awaiting start of configuration for two PD offices (January)
  - ✓ Department ground fighting and de-escalation training continues weekly
  - ✓ Still seeking Officer candidates and ACO candidate
  - ✓ Efforts to make PD more efficient continue (SOP, Forms and Documentation)
  - ✓ Stuff-a-Cruiser took place on Saturday December 4th at Walmart

