

Town Manager's Report to the Select Board Monday November 25, 2019

Grafton County Complex Safety Concern:

In light of the violent attack that occurred on November 4, 2019 on a resident of Haverhill who picked up a young man just released from the Grafton County Correctional Facility. The Town Manager requested a meeting (11/25/19 at 2pm) with the Grafton County Commissioners, the Superintendent Tom Elliot, and Haverhill Police Chief Ailing to begin discussions on what can be done to improve awareness and ensure the safety of residents. Some ideas for mitigating the risks related to the release of inmates include:

- Installation of a fence along the entire southern border of the complex property, the side closest to Horse Meadow Road.
- Petitioning the NHDOT to install no hitchhiking signs along Rte 10 and the Town for signs along Horse Meadow Road.
- Establish or improve services that transport inmates back to the communities from which they were arrested or to a location where they can obtain treatment or other types of support services as needed.
- Hold public awareness events that express the risk of picking up hitchhikers, especially near the complex.
- How to mitigate traffic from the correctional facility to the Horse Meadow Senior Center.

Woodsville Highway Funding:

There was a public work session held on Monday November 18th to discuss how the Woodsville Highway Department is funded by the Town. The Haverhill Select Board, Woodsville Precinct, Town Manager, Finance Officer, Senator Giuda, and Representative Ladd participated in the discussion. The meeting was productive, and decisions were made to introduce legislation to modify the funding formula and clarify the intent of the law as well as a decision to begin discussions between the Town and the Precinct to combine the two Highway Departments. The goal of negotiations being to jointly develop stipulations for combining and the language for warrant articles to go before the voters in March 2020. The meeting was broadcast LIVE on FaceBook and can be viewed on the Town's FaceBook page. The recording can also be obtained from the Town Administration office. Once it is posted on the Town's website it can also be viewed there.

Chapel Street Demolition Project:

The sale of the vacant lot at 2 Chapel Street to Diana Danforth was finalized on Friday November 15, 2019. Sale of the granite sill blocks is pending the arrangement of moving those Diana does not wish to purchase.

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 provide 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 Consultant Selection committee met on November 22nd and through a prescribed ranking process unanimously chose Dubois & King. The selection was 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, however, our project did not rank high enough in the list and so we were not selected move forward in that process. The Town will look toward other financial opportunities to realize this project, including possibly using AIP grant money or other grant monies to pay for the majority of the project.

The Airport Manager Interview Committee interviewed a well-qualified candidate for Airport Manager on Friday November 22nd and voted to make an offer. The offer was made on Sunday November 24th.

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:

Overall the original work performed by the Town along Lily Pond road continues to be a disappointment. The project as a whole and how it was executed will serve as a "what not to do" lesson for those left to correct and improve was what done. There will be more improvements and corrections made in the summer of 2020, to include ditch improvements, shoulder work, and to drainage. The road will likely need repaving much sooner than it should have needed it and will be monitored and programmed for repaving when appropriate to do so based on performance of the pavement.

James Morrill Building:

Alliance Mechanical will be performing work over the winter to improve 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 boiler will not be replaced until spring because it will require shutting off the heating system for two weeks.

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. **The NHDOT through District 2 has begun its evaluation of the intersection and utilities under the road that are their responsibility, in preparation for work at the intersection.** The Woodsville Precinct recently stated that the precinct no longer intends to participate in this safety project. At this point work at this intersection may 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. The NH DES has responded to the developer with a long list of items they want addressed before the developer resubmits the Alteration of Terrain permit. The Town sent a list of questions and requests of the developer, which they responded to on November 1, 2019. The developer has postponed their meeting with the Town Manager to go over their answers; future date pending. Likewise, the developer has asked to postpone meeting with the Select Board; future date pending.

Haverhill Town Happenings:

The second “Haverhill Happenings” took place at the Horse Meadow Senior Center on Tuesday November 19th from 9-11am during their brunch service. Jessica, Wanda, Peggy, Michele, and the rest of the staff and volunteer crew were very welcoming. A true asset to the Haverhill Community and beyond. The Horse Meadow Senior Center offers lunch for between 40-100 individuals each day, they serve breakfast every Tuesday, provide rides to appointments for those in need, house a library and activity center, have open space for meetings and events, and serve as a cooling and warming shelter during extreme weather events and emergencies. The community is truly lucky to have this comprehensive facility in Haverhill. Quite impressive!

The third “Haverhill Happenings” will take place at the Gather Together Café in Woodsville on Thursday December 5th from 9am – 11am. Joining me this time will be Sherri Sargent our Recreation Director. All are welcome! In the future some of these events will be held in the evening.

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** – Worked more this week on resident’s tax abatements. Trying to get that all cleaned up. Also returned phone calls from the messages left on my phone and answered lots of questions about why the taxes have not been sent out yet. Will not be in the office again until Dec. 5th because of Thanksgiving and the office being closed on Friday.
- **Maintenance Dept** – Snow has arrived, walkways and parking lots at the Town’s facilities will be a priority. Still working on getting quotes for 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. Spent a few days working with Joey Towne, Woodsville Road Agent on addressing sewer issues caused by excessive grease in the sewer lines coming out of North Haverhill. Residents are reminded that there is a sewer ordinance and grease, plastics, and other items are not allowed to be flushed into the sewer system. Copies of the ordinance were provided to residents by the Woodsville Precinct and the Town will also be sending letters to those who are connected to the sewer system in North Haverhill. Working on getting quotes for replacing the roof over the old temporary hold shelter.
- **Planning & Zoning** – The Planning Board will be hearing from Pioneer Land Surveying for preliminary review of 2 subdivision applications and 1 lot line adjustment application at our next PB meeting. The Planning Board will be determining the amounts for reclamation bonds for the pit owners by the end of the year. The recommendations have been received by HEB but have not been thoroughly reviewed or discussed. Once the bond is posted by the pit owner, the local permitting for the Witcher's and Blaisdell's Pits, which have already been approved through the public hearing process, will be complete. December Meeting Scheduled for December 17 at 7:00PM due to the holidays.
- **Highway Dept** – Snow has arrived, the crew was out a lot already ensuring icy spots were addressed, they also began their winter maintenance routine with the arrival of wintery weather.

- **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.
- **Parks & Recreation Dept** – The department is into its budget season and is knee deep in the planning for 2020. Pickleball is active at the CMB on Wednesday nights. A teen night was held without any issues. Sherri attended a conference last week and sharpened her skills. The Turkey Plunge was cancelled due to hazardous driving conditions. There is a paint and sip planned for the 12th of December.
- **Police Department** –
 - The LEADS program has concluded for the year at HCMS.
 - HPD hosted a region wide Taser training that had officers from many different agencies attend. Sgt. Elliott and Cpl. Sullivan recertified as Taser Instructors at that training and Ofc. DiDomenico became certified as a Taser Instructor. This was all done at no cost because we hosted the training.
 - Officer Torrey continues in his field training program.
 - We participated in the Veteran’s Day parade in Woodsville.
 - Chief Alling, Sgt Elliott, and Cpl Sullivan instructed staff at Rowe Health Center in CRASE (Civilian Response to Active Shooter Events).
 - Chief Alling conducted an assessment at HCMS of each classroom’s lockdown procedures.
 - Chief Alling conducted a security assessment with the Department of Homeland Security of HCMS.
- **Public Health** –
 - Working with Chief Ailing on the Warm Zone Grant.
 - Working on trash/junk issues on Mill
 - Redrafting the Garbage / Trash Ordinance for 2nd review on November 25th
 - Inspection for foster home
 - Inspection for daycare/preschool

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

~ Narendra Modi