

**Town Manager's Report
to the Select Board
Monday February 1, 2021 at 6:00 PM**

Select Board 2021 Budget Hearing:

The Select Board budget hearing is scheduled for Monday February 8, 2021 at 6:00pm at the Clifford Memorial Building, over Zoom, and will be broadcast live on Facebook. Questions will be entertained only from those in attendance in-person or over Zoom. Only questions accompanied by a full name will be answered.

Topic: Haverhill Select Board Budget Hearing
Time: Feb 8, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/99396198128?pwd=NTIwUWtpNmRPQ09JSlpGcUVGSjdHZz09>

Meeting ID: 993 9619 8128

Passcode: 994161

One tap mobile

+13126266799,,99396198128# US (Chicago)

+19294362866,,99396198128# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 993 9619 8128

Find your local number: <https://zoom.us/u/acehHQyKl>

Town of Haverhill Fire Department:

The Town of Haverhill Fire Department presentation is scheduled for Thursday February 11, 2021 at 6:00pm at the Clifford Memorial Building, over Zoom, and will be broadcast live on Facebook.

Topic: Haverhill Fire Department Presentation (2/11/2021)
Time: Feb 11, 2021 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/95087492591?pwd=RWNudWtvR28rK056M05pUFR3WVJBQT09>

Meeting ID: 950 8749 2591

Passcode: 468599

One tap mobile

+13126266799,,95087492591# US (Chicago)

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Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

Meeting ID: 950 8749 2591

Find your local number: <https://zoom.us/u/acwFRbDbz4>

2020 Annual Town Report:

Joanna Bligh is wrapping up the collation of the 2020 Annual Town Report. The draft copy is under review at this time with the final version due to the printers by February 9, 2021. We expect to have it back from the printers and available to the public by February 23, 2021.

2021 Budget & Town Meeting Schedule:

Due to the COVID-19 State of Emergency, the 2021 Annual Town Meeting cannot meet safety standards set by the Governor. In accordance with HB1129 the Select Board opted to hold Town Meeting virtually. The schedule is as follows and instructions for the public have been prepared and will be mailed to every registered voter by February 15, 2021 and will be published in the local papers to ensure the public know how the process will work. *NOTE:* Voting on both School and Town ballots will take place at the Haverhill Coop Middle School on Saturday March 13th.

**Town of Haverhill
2021 Budget & Town Meeting Schedule**

Event	Dates
Draft Department Budgets due to the Town Manager	Friday - November 6, 2020
Town Manager Meetings with Department Heads	November 9, 2020 - November 20, 2020
TM Budget to the Select Board & Advisory Budget Committee	Monday - December 7, 2020
Advisory Budget Committee Meetings	December 7, 2020 - February 5, 2021
Last Day for Petitioned Warrant Articles	Tuesday - February 2, 2021
Last Day for Budget Committee Recommendations to the Select Board	Friday - February 5, 2021
Select Board Budget Hearing	Monday - February 8, 2021
Budget & Warrant Articles to the DRA	Tuesday - February 9, 2021
Town Report to the Printers	Tuesday - February 9, 2021
Annual Town Report to the Public	Tuesday - February 23, 2021
Mail out instructions for Town Meeting to registered voters	Tuesday March 2, 2021
Town Meeting - Virtual Informational Meeting #01	Tuesday - March 9, 2021 (6:00-8:00pm)
Town Meeting - Questions & Comments Solicited	March 9, 2021 (at 8:00pm) - March 11, 2021 (at 6:00pm)
Town Meeting - Virtual Informational Meeting #02	Thursday - March 11, 2021 (6:00pm until done)
Town Meeting Day - "Walk" through voting at Middle School	Saturday March 13, 2021 (8:00am-7:00pm)

Dean Memorial Airport Safety Study:

The airport safety & feasibility study is estimated to cost \$82,000.00; with all of that being covered by AIP Grant monies, no Town match will be required. Additionally, there is another \$150,592.00 of 2020 AIP Grant monies remaining for safety mitigation efforts. There is also another \$350,000 AIP Grant monies allocated to the Dean Memorial Airport for 2021 to address any other needed safety improvements. There will be an article on the Warrant this year asking for approval to use \$230,000 of AIP Grant money for the feasibility study and subsequent aviation easements or land purchase depending upon the results of the study.

Central / Forest Intersection:

The NHDOT has verbally approved the Town’s excavation permit for Phase one (1) of this 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. Work will now include the removal of pavement, installation of loam and seed. The Town needs to provide the NHDOT with an updated schedule and estimate for the project. We intend to complete this work in the summer of 2021.

Public WiFi in Woodsville Project:

The proposed project is to construct and deploy a Mesh WiFi Network along central street in the village of Woodsville. The network would provide access to the internet and for WiFi calling free of charge to residents, businesses, and visitors. It would also provide an opportunity for local business to advertise on the splash page and promote their businesses to those logging onto the network. Mosedale Integrated Solutions has determined that broadband speeds in Woodsville can easily support this effort. They have also begun evaluating potential host locations along Route 10 determine viability of the project. A letter recently went out to the many Woodsville businesses inviting them to participate as hosts for this public service network. Once this initial phase is complete Andy Mosedale will present his findings to the Select Board.

Grafton County Broadband Committee:

The Grafton County Commissioners have formed the Grafton County Broadband Committee. There are five appointed members, of which the TM is one. This committee has the full support of the Grafton County Commissioners who are prepared to assist the committee, to include bonding of future projects, which is now allowed by SB170. The committee has narrowed the scope of its efforts to two avenues; one to bring high speed internet into all Grafton County communities, and two to develop a model by which local communities can get rural residents connected to that highspeed service. The Grafton County Commissioners have agreed to provide the committee a budget to assist with our work in 2021. Please follow SB85 & SB88 as they relate to Broadband in the State of New Hampshire and may impact the committee's work.

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. Both parties are now in the discovery period and deposition of witnesses have begun. All filings are public record; the hearing is tentatively scheduled for September 2021.

Black Mount Trail Update:

George Sansoucy is performing an appraisal on the trail now; once we know the "fair market value" then we can develop a plan of action. Ultimately, the goal is to be in a position to legally allow ATV/UTV traffic along the trail again should the Select Board and the public wish to do so.

County Road Clean-Up:

Clean up work at a property on County Road was completed in accordance with the court order issued in December of 2018. Always Wrecking performed work and the Grafton County Sheriff's Department was on site daily. The property owner filed a cease and desist request with the Grafton County Court; however, the work was complete prior to the court scheduled a court date to consider the request. That court date was then cancelled by the court, and we are still waiting for a new court date to be scheduled.

Wastewater Treatment & Collection System Study Grant:

The proposed project is to perform a Wastewater Treatment and Collection System Feasibility Study, which would look at developing a collection system and wastewater treatment plant within the precinct of North Haverhill, with the option of future expansion beyond the precinct boundaries into areas such as Mountain Lakes. The purpose of creating this new system would be to promote the economic and residential development within the Town of Haverhill. The feasibility study will be put out to bid, there is money in the sewer budget to cover the cost of this study, and we will pursue grant opportunities in 2021 as well.

Wastewater Collection in North Haverhill & Treatment in Woodsville:

Kevin Shelton, Woodsville Administrator and I met in October 2020 to discuss the current status of wastewater being collected and pumped to the Woodsville treatment facility and all associated processes. The discussion included:

1. Current Agreement
2. Out of District Sewer Pump Station
3. Out of District Sewer Line
4. Out of District Sewer PM Contractor
5. Out of District Maintenance costs
6. Out of District Operational costs
7. Out of District Capital Improvements
8. Planning in District Capital Improvements
9. Discharge Limit from Out of District
10. Economic Development Impacts
11. Sewer Ordinance (old and new)
12. Related RSAs
13. DES & DOS Regulations
14. User Hook-Up Agreements
15. Discharge Allocations for Users
16. Hook-Up Process & Fees
17. Billing Process & Rates
18. Communication (local, state, federal)

It was a very productive conversation; we will be working together to gather all the necessary data to fully evaluate and develop a proposed work plan moving forward. We need to schedule a meeting to continue these discussions. Also, the Town has put on the 2021 Warrant an article to create a Sewer Capital Reserve Fund (CRF) in accordance with RSA 35:1 for the collection of unexpended sewer related funds.

Haverhill Police Department Recruitment:

The Town of Haverhill has published the permanent position of Chief of Police. The Town of Haverhill seeks a talented and experienced Chief of Police who will continue the positive, supportive, and respectful leadership that Interim Chief Derek Sullivan has brought to the HPD. The position is open until filled.

Bath-Haverhill Covered Bridge:

The bridge had been red listed and then decommissioned due to its lack of structural integrity by the NHDOT. After decommissioning ownership was transferred to the Town. The bridge received a very hefty renovation which addressed the superstructure. The approaches above the abutments experience sink holes develop each year and the pier has scour occurring which puts the substructure integrity in question. TM met with Sean James of Hoyle, Tanner & Associates, Inc. to review the structure. It has been determined that there was some work done to both abutments and at the pier, however, not all recommended work was done, which is now showing signs of wear. The voids in the pier and in the approaches will need further evaluation, as will the sag that exists at the south end of the bridge. We signed an agreement for Hoyle, Tanner & Assoc to perform the structural evaluation, which will take place in the Spring of 2021.

Department Head Reports:

- ❖ **Tax Collector** – This week I printed off and mailed out delinquent tax bills for anyone with an unpaid balance on their 2020 taxes.
- ❖ **Town Clerk** – The Town Clerk has been processing registrations, vital records, etc., as well as validating petitions for 2021 warrant articles.
- ❖ **Dean Memorial Airport** – The underground fuel tanks have been filled, we are obtaining quotes for credit card readers, and NE Ag came to perform repairs to the snow blower.
- ❖ **Highway Dept** – Winter is upon us, we have been plowing, salting, sanding, and doing tree removal from roadways on snowy days.
- ❖ **Maintenance Dept** – Normal cleaning and sanitizing of town facilities for daily use and meetings and activities. Completion of new office spaces at JRM building. Work with alliance mechanical technicians for troubleshooting and repairs to heating system at JRM building. 10 faulty steam traps replaced with new serviceable units, 2 thermostats relocated, leaks in condensate line repaired, clogged lines cleaned and flushed. Building wide system inspection done to identify and locate potential future service needs. New window installed in JRM boiler room. Work with IT from Profile to locate problem with town office fax machine. Run new wiring from telephone interface to fax machine.
- ❖ **Police Department** – Detective Teighlar Hendrick started her new position on January 14th, we have begun recruitment for a permanent Chief of Police, and Amanda will begin full time in the PD when she returns from maternity leave.
- ❖ **Welfare Dept** – A new Welfare Administrator has been selected; she will begin her new role on February 15, 2021. When Amanda returns from maternity leave in early summer, she will begin working full time in the HPD.
- ❖ **Emergency Management** – Sitting in on Emergency Operations Center (EOC) calls and keeping apprised of COVID-19 issues. Vaccines for 1a and 1b have been occurring in our local area.
- ❖ **Public Health** – We are still getting sporadic complaints regarding people not wearing masks in public places and by businesses, addressing them as they arise.
- ❖ **Parks & Recreation Dept** – The MOU for the Town’s Ice-Skating Rink was signed by all parties; the rink will now reopen on the Woodsville Precinct’s Community Field. The Parks & Recreation Department held a twilight snowshoe event on Saturday night January 30th, approximately 25 in attendance.