

**Haverhill Town Manager's
Report to the Select Board
March 28, 2022**

2020 Town Audit:

The Town's 2020 Town Audit is underway. Once complete the auditor from Vachon Clukay & Company PC will provide a draft report which will be presented to the Select Board by the auditor Tammy Webb and Town Administration as we did with the 2019 Audit.

We acknowledge and understand the delay has caused concern, and rightfully so. The Town has always achieved its audit responsibilities and we are happy to have the 2019 audit behind us and the 2020 in progress. We have been assured that the 2020 & 2021 audits will go much quicker than the 2019 audit. We are committed to making sure the Town's audits are timely moving forward and have implemented measures to ensure future audits are timely.

Tax Collector Audit:

With the change in Tax Collectors we had to perform a Tax Collection audit. This type of audit is required when a tax collector leaves the position and before a new tax collector can officially take on the role. The audit is performed on records dated between the date of the last tax warrant and the date the tax collector left the post. This audit must be performed before a new tax warrant can be prepared and signed, which allows the new tax collector to begin formally collecting taxes and entering them into the tax system.

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. In February, the Select Board authorized the Town Manager and Town's legal counsel to begin formal settlement negotiations. If the two parties cannot agree on a number than the issue will need to go to hearing. All court filings are public record and located on the Town's website.

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, along Route 10 in North Haverhill. The installation of one cross walk (depending upon elements needed at the location) will range from \$5,000 - \$15,000 each. We are working to get NH DOT approval and design requirements before spring.

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. The Federal United States Postal Service has yet to act on this request. I am coordinating with Janeen Shaheen's office and they have asked for the Town to poll residents along Route 10 to ensure they want their mailboxes moved prior to filing a formal request through Janeen Shaheen's office for assistance. We will be polling residents in the coming weeks.

Vertex Cell Tower Permit:

The Planning Board & Zoning Board of Adjustment has been working on a request by Vertex for approval of a building permit, and variances for the permit, to build a cellular tower on Teepee Lane. After hearings before both boards resulted in denials, Vertex filed for a rehearing before both boards. Those rehearsings occurred and both boards, after legal consultation and reconsideration, have both given approval of the Vertex application and site plan. The next step is for Town Administration to sign the building permit and for the Select Board to set a security bond amount. The Planning & Zoning Boards will be working to update the Town's Personal Wireless Facilities Ordinance throughout 2022, as it is twenty years old and needs to be made current.

Bath-Haverhill Covered Bridge:

In 2022, the Town will be removing the pavement on the approaches to the covered bridge and adding fines and gravel to the approaches to fill the voids that have developed at the abutments and under the approaches. These areas will not be repaved, but rather be covered in a stay mat surface to allow for proper even drainage at the approaches and through the stone abutments. This work will be done this summer.

Grafton County Broadband project:

The Grafton County Broadband Committee (GCBC) is successfully moving forward with the county's "middle-mile" broadband project. The "middle-mile" project will bring highspeed broadband into every community within Grafton County. Once the new fiber lines have been established, local broadband committees will be responsible for ushering in local "last-mile" projects to connect homes to the "middle-mile" lines. The GCBC has been partnering with EX2, who has been retained by the County to design and install the "middle-mile" fiber but also to design and produce an estimate for every Town's "last-mile" project. This service by EX2 for local communities will be paid for as part of the County project, not the local municipalities. The Grafton County Executive Committee approved nearly \$4 million for broadband last week. The Grafton County Broadband Committee will use this funding to complete the final engineering for the fiber optic network for all 39 towns in Grafton County. This means that all towns, including Haverhill, will be "shovel ready" when grant funds and private parties are available for construction.

Haverhill Broadband Committee:

The Haverhill Broadband Committee was organized to help the Town prepare for a local build-out of the “last-mile” of fiber intended to provide high speed internet to households throughout Haverhill. The committee has agreed to follow two tracks, one to work in coordination with the GCBC on a local “last-mile” project and another to work on influencing Internet Service Providers (ISP) to work on expansion and improvement of their services here in Haverhill. The committee has begun meeting with ISPs to gather their level of interest in partnering with Haverhill to expand services throughout Haverhill.

Information related to both the Grafton County & Haverhill Broadband Committees and their work can be found on the Town’s website.

https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E-7F3A313651A8&Type=B_BASIC

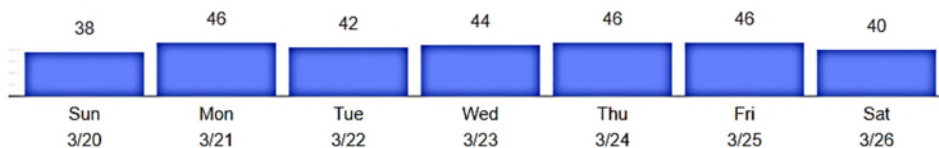
Haverhill Public WiFi Network:

In September of 2021, the Town of Haverhill deployed a public WiFi network along parts of Central Street in the Village of Woodsville. Currently there are three (3) hosts; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike & Brie Choate of Mike’s Garage in Woodsville Village. We are still seeking a few more hosts along Central Street to complete a contiguous network. With the network active we have been tracking usage and we are pleased to report that we are still seeing robust use of the network.

Client stats

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
153	43	1.25 GB

Clients per day



Quarterly Newsletter:

Town Administration is looking for more effective ways to get important information out to the public. We have tried Facebook, Instagram, listservs, news ads, letters to the editor, the Town’s website, etc., and still residents report they are not being provided enough information. We are going to start publishing a quarterly newsletter that will be mailed to each residence in Haverhill.

Public Safety Needs Assessment:

Through 2022, the Town will be evaluating facilities that currently house the Fire & Police Departments to ensure they are meeting the operational needs of those departments. Included in this evaluation will be a review of spatial needs for things such as, equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, meeting & training spaces. This project will also include a review of grant funding opportunities and planning for recommended changes. Lorie Aldrich and I attended a Public Safety Facilities Planning Seminar before Town Meeting and were able to gather a great deal of very useful information. We took tours of facilities that included police, fire, emergency operations centers, dispatch, ambulatory services, training facilities, and more. We both feel more prepared to work with our public safety staff to begin evaluations and begin planning. In the coming weeks we will begin pulling together a team to assist with this process.

Wastewater Collection in North Haverhill & Treatment in Woodsville:

Through 2022, we will continue our evaluation of the Town's municipal wastewater system. This evaluation will include all associated processes, the written agreement the Town has with the Woodsville District, sewage being collected and pumped to the Woodsville treatment facility, sewer user fees, sewer hook-up agreements, actual sewer hook-ups, permitting, sewer discharge allocations, Woodsville's sewer plant capacity limits, developing a new Sewer Ordinance for the out-of-district portion of the system, and the probable need for expanding or the development of a new municipal sewage treatment facility within the Town of Haverhill. This work is necessary so that the Town can make sure it is following all rules, regulations, and laws pertaining to sewer systems; to ensure businesses and residents have a clear process to follow to hook up to the Town's sewer line; and to open the door to healthy economic development within the Town of Haverhill.

Central / Forest Intersection:

After Town Meeting, the Town will refocus its efforts to prepare for work at the Central Street / Forest Street Intersection. In 2021, the NHDOT 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 include the removal of pavement, installation of loam and seed. The Town will provide the NHDOT with an updated schedule and estimate for the project, post the necessary bond, and get final approval on the excavation permit. We intend to complete this work in the spring or summer of 2022. Temporary signs to warn motorists of a change in the traffic pattern will also be installed.

Blackmount Trail Upgrades:

Through 2022, the Town will be performing upgrades to the section of the Blackmount Trail that runs from North Haverhill to Woodsville. Upgrades will include widening the trail, leveling, and applying a stay mat surface, installing benches, and if funding allows, installing solar lighting. The Parks & Recreation Department will be working with NCIC to identify, apply for, and hopefully obtain grant funding to offset the cost of this work.

Department Head Reports:

- ❖ Tax Collector – With concurrence of the Select Board, we have hired Justin Boulter as the Town’s new Tax Collector. He began his service with the Town and has started attending Tax Collector training along with Brittany Grant who will serve as the Deputy Tax Collector.
- ❖ Dean Memorial Airport – The Town has put out for bid the runway maintenance project designed by Dubois & King, this is the first of multiple aviation projects that will be put out to bid this summer. All work from our airport Capital Improvement Plan (CIP) will be Airport Improvement Program (AIP) grant funded. The airport has also been awarded a \$110,000 (annual for 5 years) of additional grant funding. The Town is looking at the possibility of replacing the old Airport House with a small “arrivals” building with this money at no cost to taxpayers. Dubois & King has prepared a BIL grant application to be used in coordination with the \$110,000 grant already awarded, for this project. It is important to reiterate for the Select Board and the public that the Dean Memorial Airport is completely self-funded, operational costs are paid for through land lease, rental agreements, fuel sales, fund raisers, and state revenue. The AIP, BIL, and other grant monies are used to complete projects on the CIP, for maintenance of the airport.
- ❖ Highway Dept – The highway crew has been working extremely long hours to keep the roads open and passable. They laid over 2000 yards of stone over the past two weeks to help firm up the Town’s gravel roads. They will continue to work on the roads as conditions allow. This has been an unprecedented mud season. Please NOTE roads have been posted already. Also, the CAT backhoe order has been places as well as one truck. The other truck is on backorder until November 2022.
- ❖ Maintenance Dept – Setting up for and cleaning up after meetings, activities, etc. Minor plumbing and electrical repairs @ JRB building. Working on cleaning and making improvements in JRM basement storage areas. Inspections completed by Travelers Insurance on behalf of State of NH Dept of Labor for boilers at JRM, CMB, NH fire station and pressure vessel inspection for air compressor at highway garage. No problems or violations noted at any of these inspections, 2 very minor suggestions made for minor repairs before next fall heating season, 1 @ JRM and 1 @ CMB. Parts are on order, 1 pressure relief valve and 1 boiler sight glass tube and gasket set.
- ❖ Parks & Recreation Dept – Planning is underway for this summers HARP summer program. Still having regular stretch, line dancing, drums alive, walking, and other classes daily.
- ❖ Emergency Management – Monitoring updates to COVID guidelines and coordinating with the State and others on weather events. This year I will be identifying the needs for an Emergency Operations Center (EOC) as currently we are not equipped in the event of a catastrophic event.

- ❖ Public Health – Following up on issues reported at a property on Central Street, planning for hazard mitigation and disposal of 42 Railroad Street, and focusing on unlicensed junk yards in Haverhill.
- ❖ Welfare Dept – The Welfare Office submitted to Tri-County CAP for the NH Emergency Rental Assistance Program for Emergency Shelter Housing in Motels for the month of February 2022 \$47,041.00 in invoices. These are invoices for people who are homeless, and for whom the Town of Haverhill, NH would have been responsible for the cost of their emergency shelter housing. This figure is just for the month of February 2022. The rental assistance provided by this program for people who applied for assistance through the welfare department was \$14,168.00 for February 2022, and many of the people who I have assisted to sign up for this program did so online independently after being given information to access the website. I assisted three people into congregate shelter housing at Burch House Shelter. The federal rental assistance program administered by TCCAP has also paid \$3,635.00 in the month of February 2022 for electric bills that residents were seeking assistance with from the town. Again, this doesn't take into account the residents who sought assistance and applied independently online after being given the information. The welfare office often assists people to apply who do not have access to technology or internet services, or who have limited understanding of the application process. The process is streamlined by knowledge of the required documents by the welfare administrator. The welfare office has also worked closely with the TCCAP fuel assistance program to alleviate the burden on the Town of Haverhill of assisting with fuel, except in crisis situations. We are now encountering people who have exhausted their fuel assistance who are in need of another delivery in order to have heat through the end of the heating season. The Welfare department has assisted with two minimum deliveries (100 gallons) in the month of February 2022. With the cost of fuel, these deliveries were \$370 and \$520. We have also had to assist with two electric bills to prevent disconnection, \$351.00 and \$247.00. These were homeowners who didn't qualify for assistance through the NH Emergency Rental Assistance Program. We assisted a family in an emergency with funds for food (\$50.00 in February 2022) and with three referrals to the food shelves and assistance for three people in applying for SNAP benefits (Food Stamps). I also assisted three people with fuel assistance applications. This program ends for the season by the middle of February, 2022. I had one application for cremation, which I denied assistance when I discovered a “Go-Fund-Me” page for the person’s cremation and burial that had \$3,027.00 donated. I am now making this part of my standard practice to check for these pages when people are looking for assistance.
- ❖ Town Fire Department –
 1. The biggest news for the department is the training burn that is scheduled for Sunday. We have held multiple trainings at the house located at 1121 Brushwood road.
 2. We focused on training points such as, Vent, Enter, Search. A tactic to deploy should a resident find themselves entrapped in a burning structure. Firefighters will use the

information from a caller to determine a possible location of any victim, break a window or door, enter the room and search. This tactic is used in teams of two, and the purpose is to search a room as quickly as possible.

3. We have also practiced multiple pumping scenarios, interior firefighting drills, rooftop operations, incident command system and hose deployment.
4. Structures that are donated are usually in such good condition, we all would like to thank the Boutin family for the donation of the house. It has provided the opportunity to train on many essential functions.
5. The department has scheduled IPS to come on site and hydro test all air pack cylinders to keep the department in compliance.
6. We took delivery of several sets of structural bunker gear, as we continue to ensure all members are in NFPA compliant gear.
7. The departments 501c3 has been completed and donated funds have been transferred. In the coming months a committee of firefighters and towns people will be developed to start a scholarship for graduating high school students seeking to further their education.
8. All apparatus is in the process of a yearly service check over.
9. Forrest fire equipment has been checked and added to trucks as we gear up towards a dry spring.
10. A concerted effort has been made to schedule more time for officers' meetings to ensure that all new information is passed along to all members on a consistent basis and in a timely manner.
11. Twenty-seven (27) members currently have applied to participate in the annual Twin State School in May. Members will receive training from incident command to fire behavior.
12. We currently just launched a gun raffle fundraiser to raise funds to support the purchase of new Class A uniforms for all members.
13. Three (3) occupancy permits were issued, and the Chief is currently working with the middle school to address a few fire codes that need to be corrected.
14. All standard operating guidelines as well as all policy and procedures are currently being updated and distributed.

❖ Police Department – In 2022, the HPD will be focused on the following list of goals:

1. New memorandum of understanding with Walmart to facilitate smooth timely intake of cases by HPD.
2. New memorandum of understanding with schools to facilitate smooth timely intake of cases by HPD.
3. Poster board readied for upcoming job fairs
4. New cruisers approved / awaiting fulfillment of order
5. New PD manual completed / being reviewed
6. Incentive based program passed
7. Next Details available May 23-June 5 (NH Clique)

8. Cruiser maintenance underway
9. Improved and continued MV activity mobilization
10. Evidence room clean-up occurred on March 19th and 20th
11. SRO recommendation currently in the hands of the schools
12. Numerous grant writing support endeavors continues
13. Change of strategy on motor vehicle and criminal patrol continues
14. Addition of speed and DWI detail patrols
15. Addition of 2022 Thanksgiving food collection
16. Seeking Part time Animal Control officer // advertised
17. Seeking of two officers // Advertised // two potential candidates identified
18. Completion of Wayne's memorial in Detectives room continues