

Haverhill Town Manager's Report to the Select Board April 25, 2022

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. Through 2020 both parties prepared and went through discovery. The Town requested in May 2021 that with the passing of SB26 that both parties agree to drop the case, the Woodsville District Commissioners declined. Instead, the Woodsville Fire District filed for Declaratory Judgement in early June 2021. In November 2021, 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 2022, the Select Board authorized the Town Manager and Town's legal counsel to begin formal settlement negotiations, which did not produce a result. The two parties will begin mediation in May. If the two parties cannot settle the case than the issue will need to go to hearing. All court filings are public record and located on the Town's website.

North Haverhill & Rte 25 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 approved. Additionally, the Town has executed agreement with NH DOT for approval to remark the crosswalk on Rte 25 between two Mount Prospect Academy buildings.

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. More to come on this.

Vertex Cell Tower Permit:

After reconsideration by both the Planning & Zoning Boards and subsequent approval the Town is now waiting for the revised construction permit application and estimate. Once received they will be presented to the Select Board so they can set the amount for security. 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.

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 highspeed broadband. 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 has been paid for as part of the County project, not the local municipalities. Also, the Grafton County Executive Committee recently approved nearly \$4 million to be used to fund the completion of 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 met with the three major ISPs who service Haverhill in order to gather their level of interest in partnering with Haverhill to expand services throughout Haverhill. The committee is now working on a preferred path forward.

Broadband Next Steps:

The Town has received its high-level design & estimate, produced by EX2, for a buildout of broadband town wide. The preliminary estimate to bring a drop to every property in Haverhill is over \$10 million dollars, with additional costs associated to FTTH distribution routes of \$7 million.

The next step is to determine the areas that ISPs are already planning upgrades to current services and plans to expand services throughout Haverhill, after which, we will identify the gaps that will be left behind. Those are the areas where Haverhill will need to focus on, which will reduce the estimated costs associated to a broadband project in Haverhill. Also, there are opportunities for the Town to pursue a public / private partnership with an ISP or ISPs to share responsibility in a town wide buildout, including associated costs.

The Town submitted a Letter of Interest (LOI) for the Northern Boarder Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program grant with a \$1 million dollar ask. If we are invited to apply for the grant, a formal application will follow. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and management.

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:

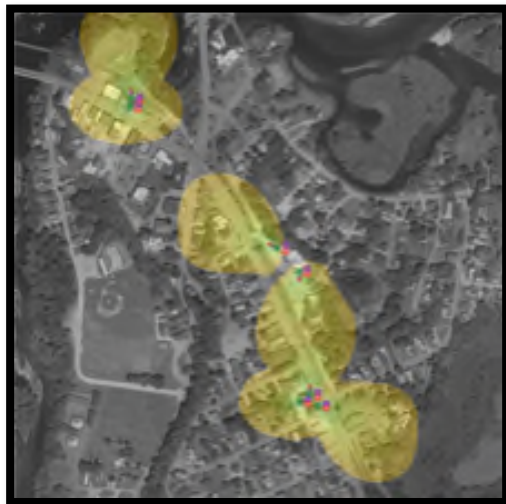
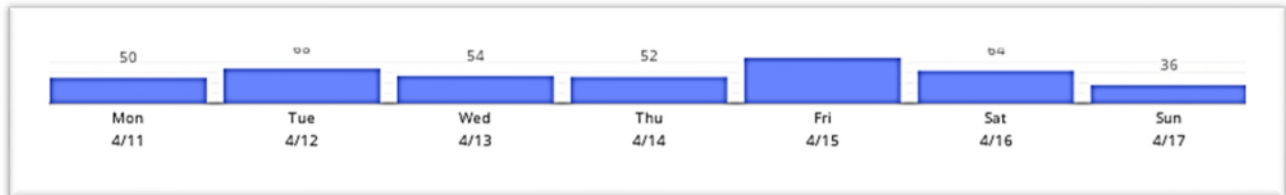
In September of 2021, the Town of Haverhill deployed a public WiFi network along parts of Central Street in the Village of Woodsville. Currently there are three (3) hosts; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike & Brie Choate of Mike's Garage 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.

The Town has also just recently deployed two antennae at the Woodsville Community field. The Clifford Memorial Building (CMB) is hosting the signal for these antennae. The goal is to provide WiFi at the ball field again so that the community can broadcast youth sports and so we can ensure accessibility for improved safety.

Clients Stats

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
228	59	1.25 GB

Clients per Day



Areas in yellow are the projected coverage areas for each antenna along central street, however, we have seen users log onto the network outside these areas.

There is now an area within the Woodsville Community Field that has Wi-Fi service as part of the network.

We would like to fill the gaps along central street to improve the Wi-Fi connection. To do this we need a few more hosts.

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.

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, site feasibility, staffing needs, and other necessary planning for recommended changes. In the coming weeks we will begin pulling together a team to assist with this process.

PRE-DESIGN PLANNING		DESIGN OF HAVERHILL PUBLIC SAFETY FACILITY			BIDDING	CONSTRUCTION PHASE SERVICES	BUILDING COMMISSIONING	POST-CONSTRUCTION SERVICES
3 - 4 MONTHS		8 - 12 MONTHS			2 MONTHS	12 - 16 MONTHS	1 - 2 Months	11 Months
Notice to Proceed	Site Plan Analysis • Access / Egress • Security Concerns	Participatory Design Process	Design Development	Quality Control Team Review	Release for Bidding to Subcontractors	Pre-Construction Conference	• Technology Integration	Warranty Inspection 11 Months after Substantial Completion with Design Team, Town, and CMAR
Kick Off Meeting • Review Project Scope • Review Schedule	Conceptual Design	Schematic Design	• Refine Materials • Select MEP Systems	Construction Documents	GMP Delivered	Commence Construction	• Furniture Installation	
Spatial Needs Assessment • Review Previous Studies • Integrate pandemic design methods	• Refine Site Plan • Operational Adjacency Diagrams	Schematic Review & Approval	• Constructibility Review • Security Systems • Finishes / Furnishing	• Prepare Drawings and Specifications • 30%, 60%, 90% AHJ Reviews	Construction Contract Execution	Bi-Weekly Coordination Meetings	• Building Computer Graphics	
Site Analysis • Vehicle Access • Circulation • Review and Confirm • Regulatory Requirements	Issue RFQ for CMAR Final Site Master Plan Update Project Schedule & Budget Bond Education / Community Outreach Program	• Conceptual Plans Refined • Elevations / Materials • Cost Estimate / Budget • Feedback from Community and Stakeholders	• Value Management • Energy Efficiency for Operation • Cost Savings • Cost Estimate / Budget • Update AHJ	• Update Cost Estimate / Budget • Submit for Site Permitting • Value Management	Monitor Permit Applications / Acquire Permits Necessary to Start Construction	Monitor Construction Activities • Contract Documents Compliance • Schedule Compliance • Compliance with Schedule of Values • Certify Payment Applications • Shop Drawing Review • Prepare Punch Lists • Certify Site Work / Permits • Furnishings Bid Package • Move-Management	• User Training for systems	
Identify Potential Grant Opportunities		Owner Review	Owner Review	Owner Review		Substantial Completion	Construction Close-Out • Ensure "Punch List" Completion • Obtain Materials & Systems Warranties • Assemble Finished Construction Photos • Monitor Warranty Items	FINAL COMPLETION

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.

Airport Fuel Credit Card Reader:

The Town sells aviation fuel at the Dean Memorial Airport and prior to the Town purchasing the credit card reader the process was very manual. In the past, if a pilot didn't have a fuel key tied to a fuel account, they had to call for one of us to go to the airport to sell them fuel. This happened a lot actually and caused a significant safety risk for transient pilots. Likewise, the process of invoicing the fuel accounts was cumbersome, requiring the airport manager to dip the tanks, measure the use, invoice, tracking use, track accounts, and process payments.

The credit card reader eliminates all of the manual work of managing the sale of fuel and eliminates the safety risks involved. It is a very effective and efficient way of providing fuel at the Dean Memorial Airport. We now maintain the fuel farm and let the QTpod do all the work of selling fuel (please see attached report).

We purchased the fuel currently in the tanks at \$4.65 per gallon and sell aviation fuel at \$5.95 per gallon. We are currently earning \$1.30 per gallon, which is added to airport revenue, which will be used to offset fuel expenses later in the season. With the QTpod (credit card reader) the Town is charged 2.5% for every sale, so for a \$100 tank of fuel we are pay \$2.50 for the service. The net profit right now for a gallon of fuel is \$1.15. The QTpod system also provides us a reporting portal so that we can pull all data related to fuel sales, making it much more efficient than in the past.

Community Blight Mitigation:

In 2019, the Town spent just over \$22,000 to deconstruct and remove the dilapidated structure at 2 Chapel Street, after which the Town sold the vacant lot to an abutter with the restriction that the new owner had to keep the land as open space per RSA.

This year, the Town, through its Health Officer, has secured biohazard remediation specialists from New England Trauma Services to mitigate, decontaminate, deconstruct, and remove the structures and soils at 42 Railroad Street. There is an abutter interested in the lot once vacant, with the same conditions as with the Chapel Street property. There are also grants that will support this work.

Also, this year, the Town budgeted for the dismantling and removal of the dilapidated structure at 42 Ammonoosuc Street. This project will go out for competitive bid. There is also an abutter interested in the lot once vacant, with the same conditions as with the Chapel Street property.

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 have produced the first quarterly newsletter which will be mailed to each residence in Haverhill this week.

Grant Activity:

Grants pay for the products and services the town provides and or allows us to do things that we otherwise would not be comfortable asking residents to pay for through taxation.

The Town of Haverhill is awaiting award for, or has received, the following grants over the past three (3) years:

- *Homeland Security – Warm Zone / Public Safety (\$6,000.00)*
- *NHDOJ – Body Armor Grant / Public Safety (\$7,040.00)*
- *NHDOS – Traffic Campaigns / Public Safety (\$3,400.00)*
- *NHDOS – Speed Enforcement / Public Safety (\$3,000.00)*
- *FEMA/NHDOT – Replacement of the Clark Pond Road Bridge (\$681,964.10)*
- *FAA/AIP – Runway Safety Study (\$79,408.00)*
- *CARES – Airport Operational Expenses (\$20,000.00)*
- *CRRSA – Airport Operational Expenses (\$9,000.00)*
- *ARPA – Airport Operational Expenses (\$22,000.00)*
- *ARPA – Welfare overruns & equipment for the Haverhill PD (\$238,000.00)*
- *Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)*
- *FM Global – Smoke Detectors for Public Distribution (\$2,500.00)*
- *FAA/AIP – Runway Pavement Maintenance (\$105,468.00 / in-progress / will be awarded)*
- *BIL/AIG – Airport Capital Improvement Plan (CIP) projects (\$110,000.00 X 5 years)*
- *BIL/ATP – Airport Terminal Building & new fuel farm (\$1,090,000.00 / pending award)*
- *ARPA – Welfare & Highway overruns & equipment for the Haverhill PD (\$238,000.00)*
- *EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)*
- *Brownfield – Decontamination & remediation of 42 Railroad Street (\$85,000 / pending award)*
- *NHDOS – Traffic Enforcement Grant (Mobile Data Terminals) (\$7,528.00 / pending award)*
- *NHDOS – E-CRASH Grant - Barcode Scanners for ID (\$5,969.00 / pending award)*
- *NHDOS – LIDAR Speed Units & Portal Speed Displays (\$4,498.00 / pending award)*
- *FAA/AIP – Land Acquisitions & Easements for Runway Safety (\$\$\$ pending P&S)*
- *NBRC – Haverhill Last-Mile Broadband Network (\$17 M project / grant for \$1M max pending award)*

NOTE: There is \$530,000.00 AIP grant funds in the Dean Memorial Airport's (5B9) AIP account for Capital Improvement Plan (CIP), which includes the FAA/AIP Land Acquisition & Easements project listed. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9 as well as access to non-discretionary funds if needed.

Central / Forest Intersection:

We have refocused our 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. We are in the process of updating the schedule, updating the estimate for the project needed to post the necessary bond, then we will be able to request final approval on the excavation permit. We intend to complete this work in the 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 (P&R) Department will be working with our Highway Department and Maintenance Department on this project. P&R will also 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 – We have issued tax lien notices and have started receiving payments by residents to avoid tax liens on their properties. We will be preparing to lien properties in early May for any who have not paid up their taxes. Reviewing back tax payment installment arrangements to ensure they are meeting the Town’s needs for payment of back taxes.
- ❖ Dean Memorial Airport – The Town is preparing for a pre-construction conference and contract signing with Seal Coating Inc. for pavement maintenance work along the runway, pending final grant award by the Bureau of Aviation for this work.
- ❖ Highway Dept – Focusing on grading of roads to repair damage after the horrible mud season we had; and Howard Hatch volunteered his time and equipment to assist with this effort. Waiting on delivery of both the backhoe and highway vehicle approved at Town Meeting.
- ❖ Maintenance Dept – Working to identify pressure valve locations along the sewer line, training the new Maintenance Technician, demolished the interior of the office space at the Center Haverhill Armory and working to get asbestos mitigated, various other projects at all facilities. Still looking for an appropriate vehicle for purchase as approved at Town Meeting.
- ❖ 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. Held the annual “Easter Egg Drop” at the commons in Haverhill Corner. Will hold a planning meeting for work along the Blackmount Trail.
- ❖ Emergency Management – Monitoring updates to COVID guidelines and coordinating with the State and others on weather events. This year we 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, monitoring hazard mitigation and disposal at 42 Railroad Street, and focusing on unlicensed junk yards in Haverhill.
- ❖ Welfare Dept – Focusing on review of revised Welfare Guidelines as well as processing applications and managing cases for assistance.

- ❖ Town Fire Department – Held a very successful training burn at a property on Brushwood Road, which provided area fire fighters and opportunity to get valuable training. Have conducted annual spring grass control burns.

- ❖ Police Department –
 1. Evidence Room Renovation underway.
 2. Evidence Inventory and clean up underway.
 3. PSU job fair completed (Thank you Det. Elliott and Officer Brown)
 4. CSI transition underway
 5. PD CSI training completed (More to come)
 6. Incentive based program passed
 7. Work beginning on new FTO manual
 8. Mock Crash coordination with High School
 9. Seeking alternative venue for gas due to price hike
 10. Oral board for 2 new officers occurred
 11. Addition of 2022 Thanksgiving food collection
 12. Still seeking part time Animal Control officer // advertised
 13. Instagram created and functioning as a more positive alternative to Facebook
 14. Two of the three new cruisers hopefully arriving soon
 15. Upcoming training for Detectives and Officers
 16. Inhouse BJJ training continues for those expressing interest