

**Town Manager's Report
to the Select Board
Monday May 24, 2021 at 6:00 PM**

Highway Department Equipment:

With the assistance of a Haverhill Corner property owner, the Town was able to resolve the final lease payment due on the Highway dump truck and retain that vehicle. We are still in negotiations with CAT to resolve the 2021 payment for the Highway grader, however, we are confident that a resolution to that will be reached within the week.

Non-Profits:

The Town has been sending the area's non-profits information for available grants, in an effort to assist them with making up the shortfalls they may be experiencing due to the defeat of Article 2 on Town Meeting Day.

Town of Haverhill Fire Department:

There have been many developments within the Town of Haverhill Fire Department. All fire related assets have been inventoried and transferred to the Town. The utilities for both stations have also been transferred to the Town. The Fire Chief has met with his officers and the fire fighters begin team building. A new Emergency Services section has been created and will be led by Jon Bouffard; he is working on development of an Emergency Service plan. The Training Section lead, Renzo Chumbes is developing a training schedule and has equipped all Town fire fighters with proper PPE. A new organizational chart for the Fire Dept has been posted on the Town's website. Fire fighters have been on-boarded and received a paycheck for the first quarter.

Dean Memorial Airport Safety Study:

The airport safety study is well underway, we have held two internal stakeholder meetings so far and five alternatives have been established for how safety obstructions could be eliminated or mitigated. The next meeting is scheduled for June 9th and will take place at the Clifford Memorial Building. That meeting will be for abutters of the airport and internal stakeholders. The final meeting scheduled for July 14th will also be at the Clifford Memorial Building and is for the general public, so anyone may attend the meeting on July 14th.

American Rescue Plan Funding:

At this time local municipalities are still waiting for specific guidance as what the process will be related to this funding as well as the allowable uses for the funds. Early figures showed that the Town of Haverhill would be getting approx. \$350,000. A subset of Dept Heads met to develop a list of needs that might fall within the guidelines for this funding. After we get program details, we will revisit that list and prioritize the Town's needs.

Grafton County Broadband Committee:

The Grafton County Broadband Committee put together a Request for Information, which went out to broadband service providers who serve Grafton County. The RFI asks for "served" locations by address so that the committee can determine the best avenues for the installation of a fiber network into rural communities. The committee is working with a consultant to pull the data together once we have it and to map the county. The committee is also working on a project work plan for the build out of the fiber network as well as a template for local communities to use to connect to that network once its constructed.

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. We are still working on getting host locations along Route 10. A second letter recently went out to the many Woodsville businesses inviting them to participate as hosts for this public service network. We meet again next week to evaluate. Once this initial phase is complete Andy Mosedale will present his findings to the Select Board.

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. We are also pursuing grant opportunities. On May 21st we submitted a request for Congressional Spending to cover the cost of the study as well as the design work in 2022.

Wastewater Collection in North Haverhill & Treatment in Woodsville:

We are continuing our evaluation of the status of wastewater being collected and pumped to the Woodsville treatment facility and all associated processes.

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)

This evaluation is necessary to separate the maintenance, operation, and improvements from the general budgeting process and isolate it in an Enterprise Fund. Also, so that we can make sure that the Town is following all rules, regulations, and laws pertaining to sewer systems. Our written agreements with the Woodsville District and solidifying the responsibilities of each entity are key.

Senate Bill 26:

Senate Bill 26 – relative to roads within the Woodsville Fire District, was introduced to the Senate in January 2021 and passed with amendments by the Senate by a vote of 20 (yeas) and 3 (nays) in March 2021. The bill then moved onto the House where it was placed with the House Public Works & Highways Committee. The committee took testimony on May 5th. Then on May 19th the committee voted 18 (yeas) and 3 (nays) that the bill “ought to pass”. The bill will now move to the floor of the House of Representatives for consideration and a final vote. If the bill passes it will be presented to the Governor for signing.

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.

White Mountain Drive:

The Town entered into an agreement with the Mountain Lakes District to widen and make other improvements to and along White Mountain Drive (Killer Hill). The purpose being to allow for year-round, two-way traffic on that hill. This will provide for better traffic flow around the lake and will allow for development along the roadway, which had been requested by a property owner who wanted to build. After discussions with the District, it was decided that fall was the best time for this work, in order to not inconvenience summer visitors and residents.

Haverhill Library Association:

The Town, through its Highway Department, will be making improvements to drainage within the Town’s ROW in front of and near the public library located in Haverhill Corner. The work will improve drainage of storm water runoff, which will alleviate the swampy conditions that occur in front of the library and on private properties in that area.

Connecticut Valley Snowmobile Club:

Working with the snowmobile club on a project between Daniels Road and Brushwood Road to move the snowmobile trail back onto the Town owned rail bed; also to clear trees that are encroaching onto the old rail bed, which is used by the snowmobile club. This will make travel through this area by snowmobile safer and easier to maintain. Jay Waterhouse is getting three quotes for the logging and will provide that to the Town before the SB is asked to vote.

Construction Permit Process Review:

Met with the Mountain Lakes District to develop a work flow for Construction permits to ensure that both the Town and the District get what they need from the process and to ensure both the Town’s Construction permit and the District’s Zoning permit are both being completed when necessary. The new process is in effect now; applicants will be directed to start with a Town permit and then will apply with the District.

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.

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** – The first-round tax bills for 2021 have been sent to residents, taxes are due July 1st and can be paid online, by mail, or in person at the Tax Collector's office.
- ❖ **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 airport safety study is underway. Leases & rentals are being evaluated. Staff are working to establish a water source for staff, visitors, and tenants at the airport. Safety inspections occurred with only a few areas to improve upon. We have been getting applications for the Aviation Scholarship for flight instruction. Most applications have come from Woodsville Highschool students, however, students must be studying something aviation related and most applicants are not, so have been disqualified. We have reached out to the high school to remind them of the qualifications for the scholarship.
- ❖ **Highway Dept** – The highway crew is working on grading roads, ditching, maintaining equipment, and special projects.
- ❖ **Maintenance Dept** – Spending quite a lot of time in the Police Department constructing new office spaces. Will be working on the new temporary hold dog shelter after the HPD offices are done.

- ❖ **Welfare Dept** – With the introduction of housing programs and renewed assistance from the CAPS office the number of people we have in shelter housing has decreased quite a bit; this is good news for all involved. I have been working on intake and evaluation of applications for various types of assistance, and many have been referred to and resolved through programs elsewhere, which is also good news for Haverhill.
- ❖ **Emergency Management** – Sitting in on Emergency Operations Center (EOC) calls and keeping apprised of COVID-19 issues. The Town’s COVID Response Plan has been updated to reflect the State’s dropping of the mask mandate.
- ❖ **Public Health** – Worked with the Town’s attorneys, Town Administration, and the Select Board to draft and executed an order to vacate on a property where there are serious health concerns. The follow-up on that order is on-going.
- ❖ **Parks & Recreation Dept** – The Parks & Recreation Department had their spring Paddle the Border event this past weekend, they also hosted the Parker Hill Road Band at Railroad Park. On May 29th Parks & Rec will host the annual Antique Car Show at the Grafton County Complex. There will be a HARP Summer Camp this year and enrollment for that is open now; lots of new fun events for the kiddos this year...Check it out!
- ❖ **Police Department** –
 - ✓ Officer Brown’s initial training complete and he now takes his position among our ranks as a full team member.
 - ✓ Two Candidate tests set for Wednesday 05/19/21.
 - ✓ Recruitment Continues.
 - ✓ Major accomplishment by Lorie and Amanda in completing the research and tabulation of activity statistics within the precincts of Haverhill.
 - ✓ Slowly.....closing in on finalizing our patch.
 - ✓ Adherence and improvements to standards continue.
 - ✓ Policy review has been halted until June in an effort to fully assess and address SOP in its entirety.
 - ✓ Review of Cottage Hospital SOP underway.
 - ✓ Introduction to Business area owners continues.
 - ✓ Working on updated Mission Statement.
 - ✓ Improvements to PD continues, pictures mounted, garage cleaned, and closets decluttered.
 - ✓ Re-doing Animal Control complaints, new equipment ordered, and radios being prepped.
 - ✓ Case Triage initiated by Detective this week and is the priority, least there be a new urgent case in need of investigation.
 - ✓ Implementation of probationary year for new hires.
 - ✓ De-escalation training completed for this year.
 - ✓ ABLE certification for Officers.
 - ✓ Officer Mitchell set Glock armor school for area PD’s
 - ✓ Awaiting new training opportunities for ACO’s