

## **Town Manager's Report to the Select Board Monday May 28, 2019**

### **Vision & Mission:**

Part of gaining the public's trust and keeping it, is having a clear Vision of our purpose and a clear Mission as to how to achieve it.

I have asked all Department heads to begin thinking about what a Vision statement might look like...as a resident of Haverhill, what would you want your local government's Vision be? Likewise, what would a sister Mission statement look like, how would it read.

The Town's Vision and Mission statements will help us with the development of Strategic Goals for the future.

### **Commission, Committee, Board Handbook:**

We have started gathering information for a Commission, Committee, Board Handbook. The handbook would 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.

### **Powder House Hill:**

Quit Claim Deed for Powder House Hill was edited to include the correct address of the buyers. The Deed will be resigned Tuesday May 28, 2019 at the Select Board Meeting. The closing has been rescheduled with Mike and Dawn Lavoie for May 29, 2019 at 10am in the Town Manager's office. They will need to bring a cashier's check for the purchase price. They will be responsible for recording fees and their portion of the transfer tax.

### **Covered Bridge Damage:**

The graffiti on the bridge was removed last week and cleaning of the rest of the bridge has begun.

### **Chapel Street Demolition Project:**

The low bidder RJ Olszak Construction Inc. dba All-Ways Wrecking has provided proof of adequate General Liability Insurance that includes building demolition, as well as Workers Compensation Insurance coverage. The Town Manager has drafted the contract for services and it is now out for review by Woodsville commissioners. Once the contract is ready to be executed the Town Manager will arrange for such. There will be a mandatory pre-construction on-site visit / meeting prior to the start of construction.

### **Book Keeper Position:**

Interviews were held, references checked, an offer made and accepted. The new bookkeeper is Diane Thompson and she will begin on June 4, 2019.

**Airport Manager Position:**

The Airport Commission members on the hiring committee met with the Town Manager and Selectman Bjelobrk on May 23<sup>rd</sup> to review resumes and selected individuals to invite for an interview. Two applicants were selected and scheduled for interviews; the remaining two applicants were notified that they had not been selected at this time for an interview. Interviews will be held the week of June 3<sup>rd</sup>.

**Clark Pond Road:**

The Town has responded to a request for information specific to our procurement of HEB's engineering services as well as our selection process for the construction option chosen by the Select Board. Once they have reviewed the information we expect them to fully obligate funds to the Clark Pond Road project. We also submitted the environmental permit to the State and are awaiting a response on that. We have been warned that it has been taking the State a very long time to perform reviews; which may delay the start of this project. Any delay may jeopardize the Town's ability to complete this project in 2019.

**Lily Pond Road:**

We met with Pike Industries and they have agreed that the raveling is a pavement mix issue. They agree to come back and repair the areas that are failing. We will wait a few more months and monitor the pavement to see if a few more questionable areas will remain unchanged or begin to degrade. We will regroup in July and then mark out the final areas to be repaired. Other work being considered for repairs by the Town this summer along Lily Pond Road includes ditch and shoulder work as well as tree planting. Remaining available funds for work on Lily Pond Road this summer is \$8,463.95. We have not proceeded with any planning for work at this time.

**Crack Sealing Proposal:**

The Road Agent and the Town Manager are working together to develop this year's crack sealing Request for Proposal. It is expected that the RFP will be ready for advertisement within the week.

**Towns Website:**

The website continues to have important information updated. The Town Manager is managing the website at this time. The new bookkeeper, once on board, will be responsible for up-keep of the website.

**Granite Blocks at Railroad Park:**

As reported previously there was a request to gift 25 of the granite blocks from the Mill Street Bridge project last summer, to the High School. Though there has been no opposition to making this gift to-date, it is appropriate for us to get the input of both the Heritage Commission and the Recreation Commission prior to reaching out to the SAU to develop a MAU for the gift. This is still in process. Also, there has been an offer to purchase any or all of the granite blocks from Old Village School in Wells River. We are waiting to hear back from both commissions with a confirmation as to their positions.

### **Public Opinion Survey:**

The Town Manager's public opinion survey has been published. It was created in Survey Monkey is offered as web link and in hard copy format at the Town Select Board Office. There have been 134 responses as of Wednesday May 22, 2019. The survey will **close on Friday June 7, 2019** and a report of the electronic data will be sent to the Select Board and Department Heads that same afternoon for review; however, hard copy responses will take a little longer to gather and collect related data for review.

### **Relocation of the Recreation Department:**

We will be relocating all Recreation Department activities to the Clifford Building, including Sherri Sargent's office and all equipment etc., by the end of May. This has been delayed due to the need for computers to be networked and phones installed.

### **Waste Tires:**

Complaint made at the April 29, 2019 Select Board Meeting. Selectman Clogston and Commissioner Lavoie visited the site of the complaint and spoke to the individual in possession of the tires. The Health Officer visited the site to evaluate possible hazards; determined that the Town has little authority over this issue.

### **NH North Country Council:**

Alex Belensz and I will be meeting with NH DOT Traffic Engineer, the DOT District Engineer, our Road Agent, the Woodsville Road Agent, and a Woodsville Commissioner to discuss issues and options for improving safety along Central Street. After which we will arrange for appropriate discussions with the Select Board and the public.

### **Primex Conference:**

The Town Manager, the Recreation Director, the Welfare Administrator, and one of our Selectmen, attended the annual Primex conference May 14<sup>th</sup> – 16<sup>th</sup>. The conference was very informative, provided a lot of really useful information on Right to Know, Supervision, Ethics, Public Service, RSAs, and so much more.

### **NHDOT Bridge Project on Rte 25:**

The NHDOT is completing a bridge rehabilitation project over the Oliverian Brook this summer. The Town Manager met with the Resident Engineer (RE) to review the plans, proposal, and to get on-site contact information in case there are any issues. The RE is Jarrett Hansen and his number is 609-694-9466. His field office will be located in the old Pike Town Hall building. This project is scheduled to be completed this summer and at times will reduce traffic to one lane.

### **Department Head Reports:**

- **Town Clerk** – Town Clerk is on vacation and the Deputy Town Clerk has been busy keeping the office moving along. Christina will be back May 30<sup>th</sup>, she has been checking email while away.
- **Tax Collector** - Tax bills were all printed, folded, stuffed, and dropped off at Post Office on Thursday 5/24/19. Friday was busy with customers already paying their tax bills :)

- **Maintenance Dept** – The Clifford Memorial Building is nearly ready for the Recreation Department move. Waiting for phones and computers to be hooked up. Worked at the A.P. Pool getting it ready for the summer program. Cleaned the graffiti from the covered bridge. Trained a new custodian, Tammy Wright (*who used to work at the kennel*) for now she will work 2 hours a day at the Morrill Building. Once she gets up to speed we will have her begin working elsewhere as well to assist Richard Clifford and allow him to focus on maintenance activities.
- **Highway Dept** - Grader broke down last Monday with a leaky hydraulic pump and as of Tuesday 5/28/19 it is still in the shop; once back up and running the grader operator will be back out in full force to continue grading roads. The Road Agent is working on arrangements for equipment necessary to start the 2019 ditching program. Also, working with the Town Manager on prioritization of roads for paving projects, the preparation of the crack seal RFP, and redevelopment of our Winter Maintenance Plan. The Road Agent is also working on long term secession planning, coaching crew members, and training. Road Agent spoke with Butch Leel from T2 at the Mt Demo he said he would be in touch about the Grader Class they offered. It sounds like a one on one course here in Haverhill for Colton, Grader Operator and the Road Agent.
- **Welfare Dept** - Welfare has been picking up with new clients who have never been seen here before along with some that have returned. Rent and Electric are the priorities right now. Always happens this time of year after fuel assistance and electrical assistance has ended. Still have one complicated case on the back burner and hopefully that will resolve itself sometime this week. It is difficult being in the Bookkeeper's position and trying to do my Welfare investigations from here. I am hoping it won't be much longer before returning to my own office and privacy for my clients. Last week was another great conference that I attended at the Mt. Washington Hotel put on by Primex. Risk Management. So much can be learned and brought back from these classes. Thank you to everyone who made this possible.
- **Recreation Dept** - Sherri attended the Primex Conference last week which was exceptional again this year. Teen night was held on Friday, May 17 with no issues, 88 teens attended. The Parker Hill Road Band opened our summer concert series at Railroad Park on Saturday, May 18. A record number of people attended, the weather held out and many hot dogs were sold. Due to high water conditions Paddle the Border was cancelled on Sunday, May 19. The decision was not made lightly but safety for paddlers and volunteers was our first concern. Acoustic Music Jam was held on Sunday, May 19th from 12-4 PM at the CMB
- **Finance & HR Dept** – Expanded TAN explanation.
- **Planning** - Letters were sent to Gravel Pit Owners, last step complete permitting after determination of the amount necessary to be posted as Reclamation Bond. Next meeting is 5/28. I expect a vendor will be recommended by PB to TM for determination of bond amounts.
- **Zoning** - Application for Special Exception was received and the ZBA will be meeting in June.

*“We don’t see things as they are; we see them as we are.”~ Anais Nin*