

## **Town Manager's Report to the Select Board Monday June 10, 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.

Rich Clifford offered this statement as an example of what he believes a Vision & Mission might look like: *“Our vision is to keep our traditions of being a small friendly Town, were you would love to raise your kids and retire...Our Mission, to take care of our residents who pay our bills, for retention and to bring new tax payers to our town.”* I appreciate Rich's perspective on this and think he is on the right track. I look forward to hearing the ideas of others, and working collectively to develop our Vision & Mission statements.

### **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:**

Powder House Hill sale was finalized on May 29, 2019 at 10am in the Town Manager's office.

### **Covered Bridge Damage:**

The graffiti on the bridge was removed last week and cleaning of the rest of the bridge still needs to be done, we have not forgotten but other tasks needed to take precedence.

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

RJ Olszak Construction Inc. dba All-Ways Wrecking is expected to come in to sign the demolition contract in the next week. There will be a mandatory pre-construction on-site visit / meeting prior to the start of construction.

### **Book Keeper Position:**

The new bookkeeper/admin Diane Thompson started on June 4, 2019; she has done a fantastic job, very quick study, and we are happy she has joined our team.

### **Deputy Animal Control Officer:**

After reorganization of our animal control program, the Animal Control Officer and the Chief of Police have recruited and interviewed, and now have hired a Deputy Animal Control Officer to better serve the residents of Haverhill. This position replaces the two kennel monitor positions that no longer exist.

**Airport Manager Position:**

The Airport Commission members on the hiring committee, the Town Manager, and Selectman Bjelobrk held interviews the week of June 3<sup>rd</sup>. We have made an offer to one individual for the position of Airport Manager, and pending acceptance will be offering another individual the position of Airport Maintenance Technician.

**Custodian:**

Tammy Wright (*who used to work at the kennel*) has been serving as custodian at the Morrill Building. She has done a wonderful job, with many compliments from employees and the public on how nice the building is looking. She will be working at the Clifford Building to assist with custodial services once the HARP program starts up.

**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 the week of June 10<sup>th</sup>.

**Clark Pond Road:**

The Town has responded to additional requests 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 still 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 are monitoring pavement on Lily Pond Road and will revisit with Pike Industries in July. 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 yet proceeded with any planning for work at this time, but will begin so in the month of July.

**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 still waiting to hear back from both commissions with a confirmation as to their intentions, plans, and funding for plans related to the blocks.

**Public Opinion Survey:**

The Town Manager's public opinion survey **closed on Friday June 7, 2019** and a report of the electronic data has been provided to the Select Board and Department Heads for review, however, hard copy responses will take a little longer to gather and collect related data for review. I request formal review of results to be postponed until June 24<sup>th</sup> so that everyone has time to absorb the responses.

### **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., as soon as we are able. This has been delayed due to the need for computers to be networked and phones installed.

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

Alex Belenz and I will be meeting with NH DOT Traffic Engineer, the DOT District Engineer, and all three Woodsville Commissioners on June 13th 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.

### **Waste Tires:**

The Town is working with the North Country Council (NCC) to offer a Waste Tire Collection Event this summer.

### **IT Services:**

We are acquiring the services of Profile Technologies to work with us on getting our IT systems updated and to troubleshoot issues we have been experiencing. Jim Marshall has been asked to work with Profile Technologies to migrate all our information from him to Profile Technologies. We signed an agreement with Profile Tech Monday June 10, 2019 to network the Clifford Building. They are also developing a proposal for reconfiguration of the PD network to make it Criminal Justice Information Services (CJIS) compliant. Afterwards the TM will work toward securing a Maintenance and Support Agreement for Town IT services into the future. Time is of the essence with securing maintenance and support as Town operations need to progress daily without interruption and there are many unresolved issues.

### **Department Head Reports:**

- **Town Clerk** – Town Clerk is back and the Town Clerk's office fully staffed. Processing a lot of registrations with summer now here.
- **Tax Collector** - Busy this week with bundles of mail, customers paying off taxes from Lien Notices and money continues to come in for first installment of 2019.
- **Maintenance Dept** – The Clifford Memorial Building is nearly ready for the Recreation Department move; still waiting for phones and computers to be hooked up. Worked at the A.P. Pool getting it ready for the summer program; this required the removal of the old kiddie pool and concrete cap over the area. Pool is now full and ready for summer.
- **Highway Dept** – The highway department has been focused on grading roads the past few weeks between rain showers. The week of Memorial Day began with rain so the roads were checked from the weekend and the crew worked on equipment and servicing trucks. The Road Agent worked to collect crack seal locations to send to the TM. The crew did some York Raking and clearing a plugged culvert on Briar Hill Rd. Meeting on Friday morning with the Highway Crew and the TM; 11 AM the crew returned to the shop to discuss the meeting. The HW Dept met with the Aflac agent. Friday they finished Woodward Rd with gravel grading rolling and chloride. Plus using the Hoe to dig rocks move trees and clear the beaver problem on Briar Hill Rd. Graded Limekiln Rd early the week of June 3<sup>rd</sup>.

- **Welfare Dept** – Leslie has moved back to her office and is very glad to be there. She states she did learn a lot during her time in the Selectboard Office and glad she could assist. We were thankful to have her. She has had a couple of new clients and has caught up on her filing and account posts. Her office is always open to all board members who have any questions about what she does and how she screens welfare applicants. She reports she loves her job and interacting with her clients.
- **Recreation Dept** - Much of the director's time has been dedicated to getting the pool ready for summer, to hiring staff/job interviews, and with packing for the move from the Morrill Bldg to the Clifford Bldg. Pool facility is nearly ready for summer. There was a concert in Railroad Park this past Saturday night.
- **Finance & HR Dept** – She will provide her report.
- **Planning** - Mary Pinkham Langer, DRA visited the office again last week. She reviewed the reclamation plans for the pits and introduced her replacement to me. Mary has been exceptionally helpful over the permitting process which is near completion. We have also received a lot line adjustment application for property located along Rte. 116. This is a simple adjustment that was brought to the board preliminarily, much earlier this year. Austin attended the Annual Spring Planning and Zoning Conference that was organized by the NH Office of Strategic Initiatives. This was a productive day; he attended many workshops regarding main street revitalization efforts throughout the state.
- **Zoning** - A public hearing is scheduled for June 17 at 5 PM for two separate applications for exceptions to Haverhill's Wetland and Aquifer Protection Ordinance. The two applications are for single family homes along Benedict's Way. The residents have been very diligent in completing their applications.

*“The World is Changed by Your Example, not by Your Opinion.” ~ Paul Coelho*