

**Town Manager's Report
to the Select Board
Monday June 21, 2021 at 6:00 PM**

Highway Department Equipment:

The Town has reached a restructuring agreement with CAT Financial. The Town will pay the interest payment in 2021, which the DRA agreed we could legally pay. Remaining payments are being pushed out by one year. The net cost to the Town for the delayed payments to be made under this restructuring agreement will be \$6,082.85.

Town of Haverhill Fire Department:

The Town is working with the Woodsville Guaranty Bank to determine if the Town can transfer the Haverhill Corner Fire Truck loan over to the Town in 2021. If not, then the Town will be looking for other ways to address the loan. The Town has assumed responsibility of the truck to include 2021 loan payments, and so will pay the precinct for the loan until it is transferred. Also, the Town is working with the Haverhill Corner Precinct to see how much it would cost to install a fire escape at the back of the building from the second story so that Fire Fighters can safely use that space in the winter.

Dean Memorial Airport Safety Study:

The airport safety study is well underway, the next meeting is scheduled for July 14th will be at the Clifford Memorial Building and is for the public. Dubois & King will provide a presentation of all alternatives for relieving safety obstructions that exist at the Dean Memorial Airport.

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. They will be at the bridge this week to perform the evaluation.

Grafton County Broadband Committee:

The Grafton County Broadband Committee is wrapping up the RFI, which asked for “served” locations by address so the consultant can pull the data together 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. The next meeting is scheduled for Wednesday June 23rd at 10:00am.

Black Mount Trail Update:

George Sansoucy completed the appraisal on the trail. The appraisal came in at \$233,000. Now that we have the “fair market value” we can develop a plan of action. The Select Board has voiced that their 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.

American Rescue Plan Funding:

The State presented guidance through a webinar last week. Now that we have more detailed information, we will begin determining qualifying expenses for Haverhill that fall within the guidelines for this funding. Haverhill has been allocated a total distribution of \$477,908.00; of which \$238,954.12 may be paid in 2021 and an equal amount to be paid in 2022. The Town must apply for and justify the funding by August 18, 2021.

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 (MIS) has determined that broadband speeds in Woodsville can easily support this effort. We have identified four (4) hosts, the most important being at Mike's Garage near Railroad Park. MIS is now mapping the network area and revising the schedule. Once 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 North Haverhill precinct boundaries. The purpose of creating this new system would be to promote the economic and residential development within the Town of Haverhill. 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; even though the funding for this project is in the 2021 budget. We will be developing a Scope of Work and Request for Proposals soon for this study.

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. This evaluation has been 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. The goal is to have established sewer fees, based upon 2020 costs for operation and maintenance ready to be added to July 2021 sewer bills for out of district users.

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 move onto the floor of the House of Representatives on June 3rd and passed. The bill 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. The Woodsville Fire District files for Declaratory Judgement in June, the Town is responding as required. All filings are public record; the hearing is currently scheduled for September 2021.

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. The Road Agent and Town Manager will be developing a Scope of Work and Estimate for this work soon.

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. This project is pending the delivery of PVC pipe, which is on order.

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.

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.

Employee Training:

Town employees have been attending system user training on how to enter their time in PayData. Also, employees attended Harassment Training last week, anyone who missed the training will be taking it virtually. We also will be offering Civilian Response to Active Shooter Events (CRASE) training in the near future.

Comprehensive Public Right-of-Way Regulation:

In 2020 the Town joined a collective effort with other NH municipalities for the development of a PROW regulation. The Select Board considered the PROW document but had questions. Those question have been conveyed to the law firm working on this effort. We are hoping to have answers soon so that the Select Board can reconsider the regulation.

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.,
- ❖ **Dean Memorial Airport** – The airport safety study is underway. Staff have established a water source for staff, visitors, and tenants at the airport. There is one active student who has been awarded an Aviation Scholarship for flight instruction.
- ❖ **Highway Dept** – The highway crew is working on grading roads, ditching, maintaining equipment, and special projects. Shawn Dennis was hired to fill the vacancy created with the departure of Forest Boucher from the Highway Department. Also, Colton Grant, Road Agent traveled with Howard Hatch, Selectmen to choose a roadside mowing tractor & roadside mowing equipment. The set up was selected and will be purchased next week. This was funded through the Roadside Mowing line in the 2021 Highway budget.
- ❖ **Maintenance Dept** – Has been focused on the State safety inspection. Also, still working 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** – Is still following up on the Order to Vacate on the property where there are serious health concerns; some of the residents are being housed elsewhere by the Town and some are staying with family and friends. Also reviewing a report of sewage coming from a home in Haverhill Corner into the roadside ditch.
- ❖ **Parks & Recreation Dept** – The Parks & Recreation Department hired four (4) youths from the area to serve as HARP summer councilors. The HARP summer program started last week. Mr. Rich of Youth Beatz worked with the HARP children all week, sponsored by the Haverhill Area Substance Misuse Prevention Coalition. Next week the HARP kids will go to Whales Tales Waterpark and the Montshire Museum. The Antique Strollers have relocated their daily walking program to the James R. Morrill Building until mid-August. The Pickle Ball group continues to play pickle ball a couple times a week at the Clifford Memorial Building.

❖ **Police Department –**

1. CRASE class to the Civilian employees in town.
2. Two candidate backgrounds underway.
3. Lorie is resuming work on the SOP's in July.
4. Patch finalized and order is being place, with what we hope in a two-week turnaround.
5. Uniform and vests look great and we are almost there.
6. Ever continuing adherence to professional standards.
7. Cottage Hospital SOP underway.
8. Updated Mission Statement still being reviewed.
9. Improvements to PD continues, Conex Animal Cage being worked on, Detective office just about complete. Animal Control work area ready.
10. Still seeking ABLE certification for Officers.
11. Stop Stick class completed.
12. Vehicle extraction class completed.
13. Vehicle assault and felony takedown class being worked on.
14. Officer Mitchell set for instructing firearms for the Cadet Academy.
15. Still awaiting new training opportunities for ACO's.
16. PD vehicle unlock kits in Patrol Cruisers (For PD emergencies).
17. NARCAN SOP identified and plan is to implement it for PD partners only.
18. NARCAN availability being reviewed due to influx into United States from across borders.
19. Still seeking affordable lockers for Patrol officers.
20. If the team shows interest, we will explore Town Hall gym for basic ground fighting classes.
21. Officer Mitchell set for instructing firearms for the Cadet Academy.
22. Still awaiting new training opportunities for ACO's
23. PD vehicle unlock kits in the two Patrol Cruisers (For PD emergencies).