

Town Manager's Report to the Select Board Monday June 24, 2019

Vision & Mission:

Department heads have continued to provide their input regarding Haverhill Town Government Vision & Mission statements. I provided to Dept Heads a link to the Town of Dover, NH as they have developed a webpage that outlines the work they did in this area for their town. <https://www.dover.nh.gov/government/city-operations/executive/city-manager/strategic-management/vision-mission-core-values/index.html>

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."*

Brandon Aling offered his ideas for both: *Vision Statement: "To be a community that holds dearly its heritage and prolific history while continually striving to progress in-perpetuity" Mission Statement: "To provide effective, accessible, and prudent local governance to all residents and visitors to our municipality, with the enduring goal of improving the quality of life for all residents and fostering a thriving sense of community."*

Christina Hebert has been researching Vision and Mission statements for small towns to offer some examples at our next Department Head meeting.

Old Dump Map 414 Lot 007:

On June 10, 2019 the board voted to sell property owned by the Town identified as Map 414 Lot 007. The Town furthermore voted to accept the survey dated August 2001 that shows this lot as being a total of 3.07 acres. The Select Board agreed to sell the lot with no easements via Quit Claim Deed to Douglas and Bonnie Henson for the sum of \$1888.00 per the original bid accepted by the board in April 18, 2016.

Chapel Street Demolition Project:

RJ Olszak Construction Inc. dba All-Ways Wrecking signed the demolition contract. Residents of Chapel Street were notified by the TM that Chapel Street would be closed from Monday June 24th to potentially July 5th. All-Ways Wrecking mobilized Monday June 24th, demolition to follow.

Airport Manager Position:

The Airport Commission members on the hiring committee, the Town Manager, and Selectman Bjelobrck did not hire an Airport Manager, however, offered the position of Airport Maintenance Technician to Mr. Dan Freeto of Lyman, NH. Mr. Freeto previously served in the same capacity at the Caledonia County State Airport in Lyndonville, VT. At this time the Airport Commissioners and the Town Manager are going to collectively manage the regulatory work involved with the Airport.

Clark Pond Road:

The Town has responded to additional requests made by FEMA through the NHDOS related to our procurement of HEB's engineering services as well as our selection process for the construction option chosen by the Select Board. Once FEMA has reviewed the information we expect them to fully obligate funds to the Clark Pond Road project.

The environmental permit was formally accepted by the NHDES on June 11, 2019. They have begun their review and project their review will be complete within 30 days. After which they will issue us a decision.

The Final Design Plans have been accepted by the NHDOT. Next step is for HEB to incorporate all design review comments by the Town Manager and the NHDOT and develop Contract Plans for the bidding purposes.

We will not proceed with bidding until FEMA funds have been obligated.

The time frame for construction is narrowing quickly. The TM and HEB have been communicating as to the Pros and Cons of postponing construction until the spring of 2020. Benefits to bidding this fall and constructing in the spring include: lower bids, lower risk of delayed precast elements, no late season paving, turf establishment prior to final payment etc.

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, shoulder work, drainage structures, and tree planting. Remaining available funds for work on Lily Pond Road this summer is \$8,463.95. Colton Grant and I reviewed Lily Pond Road on Thursday 6-20-19 to begin planning necessary work. The goal is to begin work in July.

Granite Blocks at Railroad Park:

We have offered a gift of up to 25 granite blocks to the High School; waiting to hear back from the SAU. I am still waiting for both the Heritage Commission and the Recreation Commission to present a plan for any or all of the remaining blocks; to include planning, cost estimate, and perpetual maintenance. As reported in an earlier report there has been an offer to purchase any or all of the granite blocks from Old Village School in Wells River; that offer still stands. We have also obtained another request to purchase the blocks from Paul Skipper of Plymouth, NH. Once we know how many, if any, the commissions will actually use we will have the rest valued and will negotiate the sale of the remaining blocks. It is expected that there may also be granite to value and sell from the Chapel Street demolition project from the foundation.

Public Opinion Survey:

The Town Manager's public opinion survey closed on Friday June 7, 2019. A report of the electronic data as well as copies of the paper submissions have been provided to the Select Board and Department Heads for review. Results will assist the Select Board and the Town Manager with goal setting.

Relocation of the Recreation Department:

We have been slowly relocating the Recreation Department and all its activities to the Clifford Building, including Sherri Sargent's office and all equipment. Profile Technologies is still trying to troubleshoot issues with the phone set up at the Clifford Building, they expect one way or the other to have it resolved early this week.

NH North Country Council:

Alex Belensz and I met with NHDOT Traffic Engineers, the DOT District Engineer, and all three Woodsville Commissioners on June 13th to discuss issues and options for improving safety along Central Street. It was decided that a "demonstration project" will be performed this summer at the intersection of Central Street (Rte 302) and Forest Street (Rte 135); this will include closing the back entrance from McDonalds, removing turning lanes, narrowing the intersection, and installing a temporary cross walk at the narrowed section of road. Additional improvements along Central Street and peripheral intersections was also discussed.

Waste Tires:

The Town is working with the North Country Council (NCC) to offer a Waste Tire Collection Event this summer. The date has not yet been scheduled.

IT Services:

We have acquired the services of Profile Technologies to get our IT systems updated and troubleshoot issues we have been experiencing. 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.

Winter Sand & Gravel Crushing Bids:

Winter sand screening and gravel crushing bids were accepted prior to, and publically opened on, Friday June 14, 2019 at 4:00 pm in the Town Select Board Office. The low bidder for all items was Custom Crushing out of Meredith, NH. The low bidder was awarded both the winter sand screening and the gravel crushing bids. The specifications for both and the results of bids can be reviewed in the Town Select Board Office.

Tax Deeded Trailers:

Reached out to Joe Martel regarding the tax deeded trailer on Sand Road, waiting to hear back. Letters were drafted for the other two trailers discussed on June 10, 2019.

Department Head Reports:

- **Town Clerk** – Processing a lot of registrations for summer vehicles.
- **Tax Collector** - This week was Lien Execution and working on more payments. Brought in \$1,528,661.54 this week in mail, office, and electronic. 2018 unpaid Tax Liens equaled \$250,313.92.
- **Maintenance Dept** – Working on deep cleaning the Clifford Building, repairs to the entrance of Morrill Building, regular custodial services, other misc. tasks at both buildings.

- **Highway Dept** – With the Road Agent on vacation Colton Grant accepted the challenge of taking over as the Road Agent’s delegate. The HW Dept has been grading roads, began the ditching program, maintaining winter equipment, and cleaning and organizing the Highway Garage. Very productive couple of weeks.
- **Welfare Dept** – Leslie has been monitoring and responding to clients. There have been a few that have consumed a lot of her time and attention over the past few weeks.
- **Recreation Dept** – There was an A.P. Pool Open House held on Sunday June 16th for the public, the HARP summer program started last Monday, and the Rec Dept held a Teen Pool Party at the A.P Pool last Friday night.
- **Finance & HR Dept** – She will provide her report.
- **Assessing** – Tim Northcott has been working on abatement requests, drafting abatement letters, assessing properties, and responding to inquiries related to properties.

*"Coming Together Is a Beginning; Keeping Together Is Progress;
Working Together Is Success." – Henry Ford*