

# Haverhill Town Manager's Report to the Select Board July 18, 2022

## **Bath-Haverhill Covered Bridge:**

Work has begun on the bridge to include the removal of brush from both ends of the bridge, scraping and painting, and replacement of rotten boards. This summer we will be removing the pavement on the approaches to the covered bridge and adding fines and gravel to fill the voids that have developed at the abutments and under the approaches. These areas will not be repaved, but rather be covered in a stay mat surface to allow for proper even drainage at the approaches and through the stone abutments.

## **Community Blight Mitigation:**

This year, the Town, through its Health Officer, has secured biohazard remediation specialists from New England Trauma Services to decontaminate the site by removing trailers, sheds, and debris at *42 Railroad Street*. The EPA is scheduled to arrive in October 2022 to assess the house and soil conditions on-site after which they will decide if they will pay to remove the house on the lot and mitigate the soils. There is an abutter interested in the lot once vacant. There are grants that will support this work.

Also, this year, the Town budgeted for the dismantling and removal of the dilapidated structure at *42 Ammonoosuc Street*. The asbestos and lead evaluation were completed, and the project went out to bid. CW Whitcher won the bid to demolish the structure and clear the lot. The project is now in contracting with hopes that the house will come down in August 2022. There is also an abutter interested in the lot once vacant.

## **Quarterly Newsletter:**

The first issue of the Town of Haverhill's community newsletter was mailed a few weeks ago to all residents of Haverhill. We received a lot of positive feedback about the newsletter. We encourage residents to reach out and let us know what you would like to see in future newsletters. Our goal is to make sure we are disseminating useful information to Haverhill residents through the newsletter.

## **Blackmount Trail Upgrades:**

The Parks & Recreation (P&R) Department, Highway Department and Maintenance Department are working on this project. They obtained an estimate for work needed to widen, level, and resurface the trail between North Haverhill and the Grafton County complex. As with everything these days, the cost was higher than originally projected; so, the scope for 2022 has been limited to upgrades from Augies Rest Stop to Mace Hill. The team is also looking for sponsorships for the installation of dedication benches. Also, when funding allows, there will be lighting installed along the trail. P&R is also working with NCIC to identify, apply for, and hopefully obtain grant funding to offset the cost of this work.

### **Flat Iron Bridge:**

The Flat Iron Road bridge has been on the State's red list for the past several years and needs replacement. It is the only Haverhill bridge currently on the State's red list. Town Administration has been working with NCIC to prepare and apply for the NHDES Culvert Flood Risk Assistance Grant program. If awarded this grant would cover design & construction of a new bridge in this location. The Town's application was submitted on July 2, 2022.

### **North Haverhill & Rte 25 Cross Walks:**

The Town has been working with the NHDOT on design specifications and locations for the installation of new pedestrian crossings along Route 10 in North Haverhill Village. A state representative visited and met with me, Highway Road Agent - Colton Grant, Head of Maintenance - Jim McKinnon, and North Haverhill District Commissioner - David Lackie to review and decide upon locations and to discuss options. The sidewalk access will need to be ADA accessible, pedestrian signs and cross walk markings would need to be installed, and street lighting where there is none. The locations have been identified, along Route 10 in North Haverhill. The installation of each cross walk (depending upon elements needed at each location) will range from \$5,000 - \$15,000. The State has agreed to incorporate some aspects of the work into their paving project, which will be done along Route 10 through North Haverhill in 2023. We are awaiting a final decision so that we know what will be left for the Town to install and pay at each location. Selectmen Kevin Knapp and TM Codling will visit with the North Haverhill Commissioners on July 19, 2022, to discuss logistics; work will not begin until 2023.

### **Town Employee Training:**

On Friday July 15<sup>th</sup> the Town offered an optional training for employees: "*Dealing with Difficult Situations (and People)*". This training focused on the difficult situations we face every day, such as angry customer, disagreements with coworkers. It is important for us to handle these situations professionally and communicate in a way that is appropriate for each situation. Although we can't always avoid difficult situations, good communication skills will allow us to handle them in a better way. Training such as these help employees with self-awareness and are meant to help employees communicate more effectively with each other and with the residents we serve every day. There were ten (10) employees who attended this training.

### **Haverhill Road Inventory:**

In 2021, the Town was not able to pursue any highway capital improvement projects due to the failure of Article 02. This event highlighted for us the need to focus on the condition of our highway infrastructure and to begin planning for much needed maintenance and upgrades to Haverhill's roads. We updated our culvert and bridge inventory in 2021 and are updating our roadway inventory now. We are also overhauling and supplementing our road files so that we can begin the development of a comprehensive highway capital improvement plan (CIP). Town Administration and the Highway Department would like to put forward a bond request in 2023 for improvements to the Town's highway infrastructure as part of the overall strategy for highway management and maintenance. More to come on that at a future meeting.

**Haverhill Public WiFi Network:**

In September of 2021, the Town of Haverhill deployed a free public WiFi network along parts of Central Street in the Village of Woodsville. In the summer of 2022, the Town deployed antennae at the Woodsville Community Field. Currently, there are three (3) hosts along Central Street; Vickie Wyman of The Atlantic Real Estate Network; Robert Welsh of Welsh Reality Apartments; and Mike & Brie Choate of Mike’s Garage in Woodsville Village. The Town also hosts antenna at the Woodsville Community field providing WiFi at the ball field again so that the community can broadcast youth sports and so we can ensure accessibility for improved safety. Mosedale Integrated Solutions, our Public WiFi provider, isolated a connection at the Woodsville Community Field specifically for the coaches and public safety, so they can make WiFi calls when needed from the ball field and isolated another connection specifically for those running the July 4<sup>th</sup> event.

On July 4th there was robust usage of the Town’s free public WiFi network, to include:

- 314 regular daily visitors
  - 205 weekly visitors
  - 150 occasional visitors
  - 206 *NEW* visitors
- 875 total visitors on July 4th**

Visits on that day consisted of:

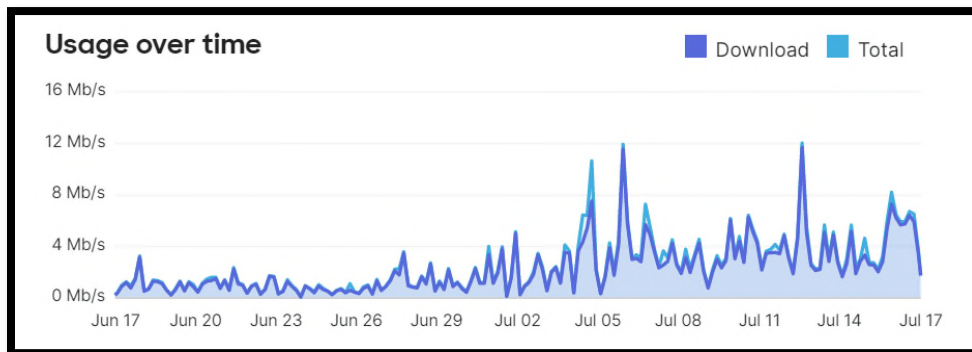
- 329 visits lasting 5-20 mins
- 221 visits lasting 20-60 mins
- 204 visits lasting 1-6 hours
- 121 visits lasting 6 or more hours

**Clients Stats for June 2022**

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
278	75	552.3 MB

**Clients Stats for July 2022 (to-date)**

TOTAL UNIQUE CLIENTS	AVERAGE # OF CLIENTS PER DAY	AVERAGE USAGE PER CLIENT
2068	315	385.4 MB



### **Haverhill Broadband Committee:**

The Haverhill Broadband Committee was organized in December 2021 for the purpose of helping Town Administration prepare for a local “last-mile” build-out of fiber to provide high speed internet to households throughout Haverhill. The committee is focused at this time on three activities:

1. CAI is mapping all addresses that are served or will be served by the three (3) large Internet Service Providers (ISP). The overlay map will visually identify the areas of Haverhill that are unserved and underserved by current ISPs, which will help the committee to determine the areas that will be included as part of the Request for Proposal (RFP).
2. Draft and publish a Request for Proposal (RFP) to secure a public / private partnership with an ISP to build-out broadband to all underserved and unserved properties.
3. Apply and secure grant dollars as part of an overall funding package. With a public / private partnership it will be expected that the chosen entity to invest private capital as part of the funding package. It is the intent of the committee to do everything possible to fully fund a local broadband buildout using grant dollars and private investments, not tax dollars.

The Town submitted an application on Friday June 3<sup>rd</sup> for the Northern Border Regional Commission (NBRC) State Economic Infrastructure & Development (SEID) program grant with a \$1 million dollar ask. The Town received eight (8) letters of support from entities within the community. The Town is utilizing Northern Community Investment Corporation (NCIC) for assistance with grant preparation and management.

*Information related to both the Grafton County & Haverhill Broadband Committees and their work can be found on the Town’s website.*

[https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E-7F3A313651A8&Type=B\\_BASIC](https://www.haverhill-nh.com/index.asp?SEC=5AC42E47-9D3F-45CF-9E6E-7F3A313651A8&Type=B_BASIC)

### **E-Waste Event:**

The Town is hosting an electronic waste event on August 20<sup>th</sup> at the James R. Morrill Building from 9:00 am to 1:00 pm. During this event residents of Haverhill can dispose of their unwanted electronics such as computers, monitors, microwaves, televisions, air conditioners, batteries, florescent bulbs, and mercury devices for a nominal fee. For more information about this event residents can call the Town Administration Office.

### **UNH Installation & Maintenance of Culverts Course:**

On August 24<sup>th</sup> the Town will be hosting an Installation & Maintenance of Culvert course given by UNH at the Clifford Memorial Building. When we host courses for UNH our Highway Department gets to attend and get certified at no cost to the Town.

**Town Warrant - Article 27 & 28:**

The Town was notified on May 4, 2022, that petitioned Articles 27 & 28 on the Town’s 2022 warrant had been disallowed by the Department of Revenue Administration (DRA). On May 24, 2022, the Woodsville District, through their attorney, filed an appeal requesting reconsideration of the DRA’s decision. On June 10, 2022 the Town was notified of the appeal and that a hearing had been scheduled for August 1, 2022. On July 5, 2022, the Woodsville District filed its Memorandum of Law with Exhibits. On July 6, 2022, the DRA filed its Memorandum of Law with Exhibits.

**Public Safety Needs Assessment:**

Through 2022, the Town will be evaluating facilities that currently house the Fire & Police Departments to ensure they are meeting the operational needs of those departments. Included in this evaluation will be a review of spatial needs for things such as, equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, meeting & training spaces. This project will also include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning for recommended changes. Town Administration will begin meeting with Fire, Police, and others to begin the needs assessment.

PRE-DESIGN PLANNING		DESIGN OF HAVERHILL PUBLIC SAFETY FACILITY			BIDDING	CONSTRUCTION PHASE SERVICES	BUILDING COMMISSIONING	POST-CONSTRUCTION SERVICES
3 - 4 MONTHS		8 - 12 MONTHS			2 MONTHS	12 - 16 MONTHS	1 - 2 Months	11 Months
<b>Notice to Proceed</b>	<b>Site Plan Analysis</b> • Access / Egress • Security Concerns	<b>Participatory Design Process</b>	<b>Design Development</b>	<b>Quality Control Team Review</b>	<b>Release for Bidding to Subcontractors</b>	<b>Pre-Construction Conference</b> <b>Commence Construction</b>	• Technology Integration • Furniture Installation • Building Computer Graphics • User Training for systems	<b>Warranty Inspection 11 Months after Substantial Completion with Design Team, Town, and CMAR</b>
<b>Kick Off Meeting</b> • Review Project Scope • Review Schedule	<b>Conceptual Design</b> • Refine Site Plan • Operational Adjacency Diagrams	<b>Schematic Design</b>	• Refine Materials • Select MEP Systems	<b>Construction Documents</b>	<b>GMP Delivered</b> <b>Construction Contract Execution</b>	<b>Bi-Weekly Coordination Meetings</b>		
<b>Spatial Needs Assessment</b> • Review Previous Studies • Integrate pandemic design methods	<b>Issue RFQ for CMAR</b>	<b>Schematic Review &amp; Approval</b> • Conceptual Plans Refined • Elevations / Materials	• Constructibility Review • Security Systems • Finishes / Furnishing	• Prepare Drawings and Specifications • 30%, 60%, 90% AHJ Reviews	<b>Monitor Permit Applications / Acquire Permits Necessary to Start Construction</b>	<b>Monitor Construction Activities</b> • Contract Documents Compliance • Schedule Compliance • Compliance with Schedule of Values • Certify Payment Applications • Shop Drawing Review • Prepare Punch Lists • Certify Site Work / Permits • Furnishings Bid Package • Move-Management	<b>Construction Close-Out</b> • Ensure "Punch List" Completion • Obtain Materials & Systems Warranties • Assemble Finished Construction Photos • Monitor Warranty Items	
<b>Site Analysis</b> • Vehicle Access • Circulation • Review and Confirm Regulatory Requirements	<b>Final Site Master Plan</b> <b>Update Project Schedule &amp; Budget</b> <b>Bond Education / Community Outreach Program</b>	• Cost Estimate / Budget • Feedback from Community and Stakeholders • Hire CMAR • Update AHJ	• Value Management • Energy Efficiency for Operation • Cost Savings • Cost Estimate / Budget • Update AHJ	• Update Cost Estimate / Budget • Submit for Site Permitting • Value Management <b>Owner Review</b>		<b>Substantial Completion</b>	<b>Final Completion</b>	
<b>Identify Potential Grant Opportunities</b>		<b>Owner Review</b>	<b>Owner Review</b>					

**Plumbing Project July 25<sup>th</sup> – 29<sup>th</sup>:**

There will be a large plumbing project underway the week of July 25<sup>th</sup> at the James R. Morrill Building. The old cast iron pipes, which are failing, will be replaced. This will cause an extended closer of bathrooms in the building. To limit the number of people in the building many SAU and most Town employees stationed in the JRM building will be working remotely. The Haverhill Police Department and Town Clerk will remain open, and the Public Assistance office will be open with limited hours.

### **Central / Forest Intersection:**

We have refocused our efforts to prepare for work at the Central Street / Forest Street Intersection. In 2021, the NHDOT 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 to narrow the intersection and eliminate cross-traffic issues. Work will include the removal of pavement, installation of loam and seed. We are in the process of updating the schedule, updating the estimate for the project needed to post the necessary bond, then we will be able to request final approval on the excavation permit. We intend to complete this work in the summer of 2022. Temporary signs to warn motorists of a change in the traffic pattern will also be installed.

### **Grant Activity:**

Grants pay for the products and services the town provides and or allows us to do things that we otherwise would not be comfortable asking residents to pay for through taxation.

The Town of Haverhill grants either applied for and/or awaiting award in 2022:

- Locality Equipment Purchase Program – Police Cruisers (\$50,000.00)
- FAA/AIP – Runway Pavement Maintenance (\$105,468.00 / in-progress / will be awarded)
- BIL/AIG – Airport Capital Improvement Plan (CIP) projects (\$110,000.00 X 5 years)
- ARPA – Welfare & Highway overruns & equipment for the Haverhill PD (\$238,000.00)
- EPA – Decontamination & remediation of 42 Railroad Street (\$25,000.00 / pending award)
- Brownfield – Decontamination & remediation of 42 Railroad Street (\$85,000 / pending award)
- NHDOS – Traffic Enforcement Grant (Mobile Data Terminals) (\$7,528.00 / pending award)
- NHDOS – E-CRASH Grant - Barcode Scanners for ID (\$5,969.00 / pending award)
- NHDOS – LIDAR Speed Units & Portal Speed Displays (\$4,498.00 / pending award)
- FAA/AIP – Land Acquisitions & Easements for Runway Safety (\$\$\$ pending P&S)
- NBRC – Haverhill Last-Mile Broadband Network (\$17 M project / grant for \$1M max pending award)
- ICMA – 2022 ICMA Conference Grant (\$1,500 to fund TM attendance at the annual conference / pending award)
- Culvert Flood Risk Assistance Grant (\$750,000) for Flat Iron Road Bridge replacement

NOTE: There is \$530,000.00 AIP grant funds in the Dean Memorial Airport's (5B9) AIP account for Capital Improvement Plan (CIP), which includes the FAA/AIP Land Acquisition & Easements project listed. Every year another \$150,000.00 is added to the AIP account for CIP projects at 5B9 as well as access to non-discretionary funds if needed.

## **Department Head Reports:**

- ❖ **Tax Collector** – Tax collector is working with residents whose properties were tax deeded to repurchase their properties. Some will be assisted through the Housing Assistance Program (HAP). *NOTE: Tax Office hours have changed to Tuesday & Wednesday 9:00 am -4:30pm*
- ❖ **Highway Department** – Installed a large culvert on Daniels Road to mitigate water flow issues that have caused extensive flooding in that area for years. Started roadside mowing and continued ditching. Installed a stop ahead sign on French Pond Road to warn trucks of the up coming stop at Benton Road.
- ❖ **Dean Memorial Airport** – The airport had its annual safety inspection by the NH Bureau of Aviation, the report is pending, but we are not expecting any new findings. Fuel prices have been rising, once we get our recent fuel delivery, the price per gallon at the pump will be increasing significantly.
- ❖ **Emergency Management** – Attending regular EMD calls with the state. Focusing on long range planning for a fully equipped Emergency Operations Center (EOC) and beginning needs assessments for the Fire and Police departments.
- ❖ **Maintenance Department** – Working on addressing sewer system issues including the repair of one pump at the sewer station, the messaging system, air release vacuum valves on the sewer main. Finished installation of two new doors for the JRM gymnasium. Working at the covered bridge to replace rotten boards, painting, and brush clearing. Mowed tax deeded properties in No. Haverhill. Many other miscellaneous projects throughout Town facilities.
- ❖ **Parks & Recreation Department** – HARP summer camp program is underway with just under 70 children signed up for full and part time attendance. Other summer programming includes, the community garden, concerts at RR Park, corn hole, pickle ball, drums alive, line dancing, walking groups, and more.
- ❖ **Public Health** – Took a ride with the TM to review locations in Town that are in need of being addressed: junk yards, unregistered cars, dilapidated structures, and other health concerns. Working with a landlord in Woodsville to mitigate health issues. Still working with State and Federal Agencies on 42 Railroad Street.
- ❖ **Town Clerk** – Organized and hosted the placement of a commemorative marker on the grave of Ebenezer (Phillip) Mackintosh in the Horse Meadow Cemetery. Will be scheduling and holding interviews in the coming weeks for a new Deputy Town Clerk. *NOTE: Town Clerk Office hours have changed, the office is now closed on Fridays.*

## ❖ **Welfare Department –**

Emergency Shelter Client Updates: The town has had no payments for emergency shelter housing for the last two weeks however we do have 2 bills for June for 2 homeless individuals to stay at All Seasons for 3 days (2 separate rooms) who work in Woodsville and have applied for NHERAP. I also just submitted a bill for a person at Tyler Blain Shelter (#479). Currently a total of 6 client rooms in two motels, 2 clients (2 rooms) at Eastgate Motel in Littleton and 7 clients (4 rooms) at All Seasons Motel and the in Woodsville who are homeless and are all approved and paid for by TCCAP through the NHERAP. This was a savings for the town for the month of May of \$33,006.30 paid to the All Seasons/Nootka and \$13,562.60 paid to the Eastgate Motel by Tri-County CAP for the NHERAP. I have yet to receive the bills for June. We have one client who left the All-Seasons Motel for permanent housing in the last two weeks, and another who was just turned down for the apartment they had applied for after being fired from a local business while the apartment's landlord was present. The client at the Nootka had a room as a result of leaving a domestic violence situation with her children that were being paid for by TCCAP, however, her partner was issued a no-trespass order and she and the children returned home. I then had a call from the person's partner requesting housing as he is now homeless. He was referred to the emergency shelter at Tyler Blain.

General Assistance Client Updates: In the last month, the town received approval for the payment of property taxes for 4 homeowners who applied for HAP (Homeowners Assistance Program), and the town did not end up having to deed their property. I received news that the program will cover deeded properties as well, and I have assisted two more applicants in the last two weeks with the HAP. The NHERAP (New Hampshire Emergency Rental Assistance Program) requires participants to re-apply every 3 months and I have assisted 3 more clients in the last 2 weeks with the re-application process. I have continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment. I issued two vouchers (clients #478 & #318) for food to Aldrich's Store for 2 clients that had no income and who have accessed the food shelf and are awaiting approval for SNAP benefits. I also finished the updates to the welfare guidelines with Town Manager Brigitte Codling, and the select board approved the changes on July 5, 2022.

## ❖ **Town Fire Department –**

1. The HFD held a successful driver training last month at the Grafton County Complex. We were able to train 15 new drivers on basic driving skills.
2. On August 6<sup>th</sup> the HFD will be hosting a charity softball game at the middle school. Proceeds will be donated to CHAD. We will have trucks on site for families to view as well as a food truck.
3. The HFD updated all our radio chargers on the fire trucks. We also took delivery of three (3) new portable radios.
4. The HFD finally received our new recruitment banner, which is now hanging on the front of the North Haverhill fire station.
5. The HFD will be flushing all the "dry" hydrants in town Monday night.
6. The HFD has started planning an incident command class to take place during August drill.
7. The HFD will host a fundraiser steak dinner for renters at the fairgrounds.



8. The HFD will hold its annual super raffle and awards dinner on August 27<sup>th</sup> at the Clifford Memorial Building. All town employees are invited to attend for the dinner.

❖ **Police Department –**

1. Rifle familiarization completed
2. One Conex cleaned and removed
3. New target stands received
4. Gracie Defense certification completed (Great job Mac and TY)
5. Next scheduled details (DWI August)
6. Totes received for evidence room
7. June 25th Millennial run completed
8. Evidence Room replenishment underway
9. New Officer in August Academy training going well
10. Addition of 2022 Thanksgiving food collection
11. Still seeking Part time Animal Control officer // advertised
12. Still seeking Sergeant and/or Officer // advertised
13. Two Cruisers awaiting upfit, one cruiser awaiting delivery
14. Detective Training (Interview) set for September
15. Inhouse BJJ training continues for those expressing interest
16. HCMS Graduation 1300 June 15 completed
17. Elementary school safety day 1230-1430 completed
18. June 17 0830-1000 HS Alice training completed
19. June 7 Elementary School Alice training completed
20. New Chief Audit completed and very successful June 27th
21. Prouty Ride was July 09 0800-1030
22. Ridgeline training competition August
23. New Summons ordered (To simplify Officers work)