

**Town Manager's Report
to the Select Board
Monday July 19, 2021 at 6:00 PM**

Dean Memorial Airport Safety Study:

The airport safety study is going well, the third public meeting was held on July 14th at the Clifford Memorial Building. Dubois & King provided an updated presentation of all five possible alternatives for relieving safety obstructions at the Dean Memorial Airport. This project (study & acquisitions of land or avigation easements) was included as a Warrant Article in 2020 and passed by a Town vote. The next step is for Dubois & King to wrap up the study and finish drafting the project report. After which, we will bring the project report to the BOA and FAA for discussion at a meeting between the Town, BOS, FAA, D&K. The FAA will determine which alternatives they are willing to fund. The final report will be produced with probably two alternatives that could be funded. A public hearing will be scheduled before the Select Board. The Select Board will hold the hearing, take public comment, and decide on which option they prefer. After which, the process of producing a construction project will ensue. All work is funded using AIP Grant money, at 100% in 2021.

Bath-Haverhill Covered Bridge:

This 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. In 2020 it was determined that there was 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. Hoyle, Tanner & Assoc performed the structural evaluation and have now submitted the report. Which will be forwarded to the Select Board to be discussed at their next meeting.

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 July 28th at 10:00am.

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. We have identified four (4) hosts. The latest update for this project is that the equipment has been shipped and should arrive this week.

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. The Woodsville Fire District filed for Declaratory Judgement in early June; the Town responded on Monday June 28th. The Town requested that with the passing of SB26 that both parties agree to drop the case, the Woodsville District Commissioners declined. All filings are public record; the hearing is scheduled for September 2021.

Select Board Email Accounts:

There have been comments made at recent Select Board meetings suggesting that Town Administration staff have been accessing sitting Select Board member email accounts. To assure Select Board members that this does not occur, and has never occurred, I asked Profile Technologies to run diagnostics on each sitting Select Board member's account. Reports were run and provided to the Select Board to show that no one has accessed their email accounts at any time other than themselves. The only time anyone would access an email account is after someone has left Town employment or service, and only when the situation warrants it.

Haverhill Master Plan Rewrite:

A consultant has been selected to assist us with rewriting the Town's Master Plan. It has been 13 years since the last update of Haverhill's Master Plan, and it has become very outdated. The Master Plan should speak to the many facets of the Town, including its culture, economy, demographics, etc, but also, and more importantly, it should speak to what the people of Haverhill want to see unfold over the next 10 years within Haverhill. It is also a document that is required for many grants, as grant applications often must be supported by a Town's Master Plan. Work to rewrite the Master Plan will begin late 2021 and will continue through 2022. The consultant will lead the project, working with many different stakeholder groups from throughout Haverhill. The Planning Board will be the final reviewers of all work developed by the Master Plan Committee and various stakeholder groups.

Highway Projects and Planning:

The Road Agent and I toured Haverhill last week to update the list of projects and to begin prioritizing projects to help identify projects that should be included in the 2022 budget. The list is extensive as most of Haverhill's highway infrastructure needs some level of improvement. There is one bridge in Haverhill that is on the State's Red List, and two that have been rated in poor condition, one of which could be moved to the red list if not addressed in the coming years. We have many stretches of pavement that need to be reconstructed and/or repaved. However, our dirt roads are in fairly good shape, that is except for a few in the Mountain Lakes District that need to be upgraded. The Road Agent and I will be working over the winter on the development of a five-year Highway Department Capital Improvement Plan, which I am not sure has ever been done before.

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.

North Haverhill Cross Walks:

The Town is working with the NH DOT to see about installing five new crosswalks along Route 10 in North Haverhill Village. The sidewalks will need to be ADA accessible, pedestrian signs and cross walk markings would need to be installed, and possibly street lighting. The locations have tentatively been identified, one near the entrance to River Meadow Campground where the sidewalk ends, one near Aldrich's Store, one near the Town Administration Office, one near the Fire Station, and one near the Post Office. The installation of one cross walk (depending upon elements needed at the location) range from \$5,000 - \$15,000 each. Once the Town gets approval the work may need to be planned in stages as funding allows.

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. The Road Agent and Town Manager visited the site and subsequently developed a Scope of Work, which was presented to the Mtn Lakes Commissioners, who met and approved the scope of work and agreed to allow the project to occur in August so the new road surface time to set up before winter.

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 working with three loggers, who believe it would be best to survey the lot prior to any logging occurring. The Snowmobile Club will start clearing the project area of trees, in the meantime on their own.

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 would still like to complete this work in 2021.

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** – Taxes are being paid; reminder letters were mailed last week by the Tax Collector.
- ❖ **Town Clerk** – The Town Clerk's office has been processing registrations, vital records, etc., and is working with seasonal help to weed through documents that have been housed in the basement of the JRM building for decades.
- ❖ **Dean Memorial Airport** – The airport safety study is underway. There is a second prospective student who may be applying for an Aviation Scholarship for flight instruction. Working on getting the credit card reader project. Hosted ultralight club at the airport last weekend.
- ❖ **Highway Dept** – The highway crew is working on grading roads, ditching, maintaining equipment, and special projects.
- ❖ **Maintenance Dept** – Has been focused on completing recommendations from State safety inspection. Also, still working in the Police Department constructing new office spaces. Nearly done with construction of the temporary hold dog shelter behind the HPD.

- ❖ **Welfare Dept** – There has been a drastic increase in applications for shelter housing, working with area resources to mitigate the cost to the Town, while making sure those who need assistance are getting assistance.
- ❖ **Emergency Management** – Sitting in on Emergency Operations Center (EOC) calls and keeping apprised of COVID-19 issues.
- ❖ **Public Health** – Still working on the vacated house in Woodsville, while addressing other concerns around Haverhill.
- ❖ **Parks & Recreation Dept** – HARP summer camp is under way and going very well. 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. There was a concert Saturday night that was moved from Railroad Park to the Clifford Building due to rain.
- ❖ **Town Fire Department** – The Fire Department will have a presence at the North Haverhill Fair this year. We are pursuing EMT training for those who are interested. The Dept's Emergency Services Plan is coming along and the Dept purchased new equipment with fundraised monies. The new patches have arrived!
- ❖ **Police Department** –
 - ✓ HPD Mission Statement under final review
 - ✓ Seeking training opportunities for Cpl. DiDomenico and Officer Brown
 - ✓ Three new candidates identified and being vetted
 - ✓ One candidate background continues
 - ✓ SOP re-writes underway
 - ✓ Officer Brown's Intox certification underway (07/19/21)
 - ✓ Officer Mitchell signed up for two Firearm classes better preparing him for firearm instruction
 - ✓ Identified site for ABLE certification for Officers.
 - ✓ Officer Mitchell working on correcting oversized hard plates for vest.
 - ✓ Cottage Hospital SOP underway.
 - ✓ Seeking wrestling mat to begin a voluntary PD ground fighting class.
 - ✓ Det. Fortier making good progress with case load
 - ✓ Gracie GST cert class identified, may have to await new year's budget for funds
 - ✓ Vehicle assault and felony takedown class ready.
 - ✓ CRASE course date set for August 12 at 1000 hours