

Haverhill Town Manager's Report to the Select Board August 15, 2022

Select Board Questions.... Answered:

- **At the August 1st SB Meeting, Selectmen Knapp inquired about gloves ordered by the Highway Department:** I was able to speak with Colton Grant, Road Agent and he stated that by purchasing a case of work gloves he was able to save \$237.00 on the purchase, and they are gloves needed for the entire year.

- **At the August 1st SB Meeting, Selectmen Graham stated that a Public Safety Facility has never been brought to the board for discussion:** This project has been brought up as part of my TM Report many times throughout 2022. When I report on things like this, that is the SB & the public's opportunity to ask questions, discuss, and give input on each topic.
 1. **February 28th** - https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Select_Board_Meeting_Minutes_FINAL_2-28-22.pdf (explained Lorie Aldrich & I would be attending a Public Safety Facility Seminar)
 2. **March 28th** - https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Select_Board_Meeting_Minutes_3-28-22_FINAL.pdf (explained that we attended and what we were planning to do)
 3. **April 25th** - [https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Select_Board_Meeting_Minutes_4-25-22\(1\).pdf](https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Select_Board_Meeting_Minutes_4-25-22(1).pdf) (explained that a committee would be formed to begin the planning process)
 4. **June 6th** - https://www.haverhill-nh.com/vertical/sites/%7B7B636F77-2058-47A7-A817-81AAD9EE8E62%7D/uploads/Select_Board_Meeting_Minutes_6-6-22.pdf (this meeting I presented a preliminary schedule, see below)
 5. **July 18th** – Brought up the public safety needs assessment (from the schedule below) during Town Manager Report and again under Emergency Management.

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
Notice to Proceed	Site Plan Analysis • Access / Egress • Security Concerns	Participatory Design Process	Design Development	Quality Control Team Review	Release for Bidding to Subcontractors	Pre-Construction Conference Commence Construction	• Technology Integration • Furniture Installation • Building Computer Graphics • User Training for systems	Warranty Inspection 11 Months after Substantial Completion with Design Team, Town, and CMAR
Kick Off Meeting • Review Project Scope • Review Schedule	Conceptual Design • Refine Site Plan • Operational Adjacency Diagrams	Schematic Design	• Refine Materials • Select MEP Systems • Constructability Review • Security Systems	Construction Documents	GMP Delivered Construction Contract Execution	Bi-Weekly Coordination Meetings		
Spatial Needs Assessment • Review Previous Studies • Integrate pandemic design methods	Issue RFQ for CMAR Final Site Master Plan	Schematic Review & Approval • Conceptual Plans Refined • Elevations / Materials • Cost Estimate / Budget	• Prepare Drawings and Specifications • 30%, 60%, 90% A/E Reviews • Update Cost Estimate / Budget	• Monitor Permit Applications / Acquire Permits Necessary to Start Construction	Monitor Construction Activities • 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	Monitor Construction Activities	Construction Close-Out • Ensure "Punch List" Completion • Obtain Materials & Systems Warranties • Assemble Finished Construction Photos • Monitor Warranty Items	
Site Analysis • Vehicle Access • Circulation • Review and Confirm • Regulatory Requirements	Update Project Schedule & Budget Bond Education / Community Outreach Program	• Feedback from Community and Stakeholders • Hire CMAR • Update A/EI	• Energy Efficiency for Operation • Cost Savings • Cost Estimate / Budget • Update A/EI	• Submit for Site Permitting • Value Management				
Identify Potential Grant Opportunities		Owner Review	Owner Review	Owner Review		SUBSTANTIAL COMPLETION	FINAL COMPLETION	

- At the August 1st SB Meeting, Selectmen Robbins inquired about a 5- or 10-year plan for the Town:** We have been working to collect the data necessary to produce a 5-year Capital Improvement Plan (CIP) for the Town, over the past three years. To include inventories for vehicles, buildings, roads, bridges, software, equipment, etc. We needed to collect information over the past three years to prepare ourselves to produce a 5-year CIP. This year we began working on the development of the 5-year CIP, with a 10-year projection. The CIP, once completed, will assist us with better forecasting, budgeting, and will give residents and the Select Board insight into the many projects and efforts we are working on and will be working on in the future. We intend to have the CIP completed and available for the Select Board and the public for consideration in conjunction with the 2023 budget.
- At the August 1st SB Meeting, Selectmen Robbins asked about the status of Woodsville's Appeal to the DRA's disallowance of 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. The Haverhill Select Board voted not to intervene in the case and so there was no Town representation at the closed hearing held on August 1, 2022. Town Administration has yet to receive the hearing clerk's decision whether the DRA's disallowance of Article 27 & 28 will be overturned or not. If the clerk rules to overturn the DRA's disallowance, the Town tax rate will go up in the fall to account for payments to the Woodsville District for their Fire and Highway budgets. Additionally, it was discussed at the last meeting, that the reason Town Administration was discussing this subject with the Town's lawyers, was so we fully understood the process unfolding, what our role could be or needed to be, and what the risks were to the Town throughout the process. Town Administration are risk managers for the Town, it is our responsibility to mitigate risk and be prepared to effectively brief the Select Board so that, when needed, they can make educated decisions.
- At the August 1st SB Meeting, Selectmen Robbins asked about the Flat Iron Bridge project and how the Highway Department intended to ensure egress from Flat Iron Road during construction:** 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; and there has been no award decision made for this grant yet. We are planning to install a Bailey Bridge adjacent to the current bridge, to the south/west of its current location to ensure residents have access to and from their properties throughout construction.

New / Updated Information for the Select Board

E-Waste Event:

The Town is hosting an electronic waste event on Saturday August 20th 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. TM Codling, Jake Cochran of Maintenance, and Sherri Sargent of P&R will be working this event. For more information about this event residents can call the Town Administration Office.

Quarterly Newsletter:

Town employees are in the process of drafting the second Town of Haverhill Newsletter. We received a lot of positive feedback about the first 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 Town has published a Request for Bids, which is scheduled to close Thursday August 18, 2022, at 2:00pm. The work to be performed is to widen, level, and resurface the trail between North Haverhill and the Grafton County complex. The request for bids asks bidders to bid on two sections of trail. One from Augies to Mace Hill the second from Mace Hill to the County complex. The Town reserves the right to accept the bid of one or both sections depending upon bids. Also, the Town reserves the right to offer the work to more than one bidder, should bids be acceptable for each section by two bidders.

The Parks & Recreation (P&R) Department, Highway Department and Maintenance Department are working on this project. The team is 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.

UNH Installation & Maintenance of Culverts Course:

On August 24th 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.

Central / Forest Intersection:

The Select Board voted on August 9th to cancel any work on this intersection and instead want to meet with the NHDOT in January to see what else might be done rather than the Town or District taking on work to correct safety issues at the intersection.

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. In 2019 we established a truck and equipment rotation schedule and in 2021 we updated our culvert and bridge inventory. We have been updating our roadway inventory this summer. 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 future meetings.

Public Safety Needs Assessment:

The Town has begun evaluating facilities that currently house the Fire & Police Departments to ensure they are meeting the operational needs of those departments. Included in this evaluation includes review of spatial needs for things such as, equipment, vehicles, locker rooms, showers, gear extractors, storage, workstations, meeting & training spaces. This effort will also include a review of grant funding opportunities, site feasibility, staffing needs, and other necessary planning for recommended changes. Various individuals will need to participate such as, Town Administration, Fire, Police, and others.

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 so that the community can broadcast youth sports and so we can ensure accessibility for improved safety.

	Total Unique Clients	Avg# of Clients per Day	Average Usage per Client
Previous count	278	75	552.3 MB
July 4th count	2068	315	385.4 MB
Current count	1117	361	405.2 MB

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) awarded
- 2022 ICMA Conference Grant - TM Attendance (\$1,500) awarded
- 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 – Decon & 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 (\$17 M project / grant for \$1M max pending award)
- Culvert Flood Risk Assistance Grant (\$750,000) for Flat Iron Bridge replacement (pending award)

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.

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 applied on Friday June 3rd for the Northern Boarder 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. The committee drafted and approved both formal recommendations to the Select Board as well as a Press Release related to those recommendations.

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

Department Head Reports:

- ❖ **Dean Memorial Airport** – Dean Memorial Airport Awareness Day is coming up on September 10th. There will be pilots taking children for free airplane rides, helicopter rides for a fee, static airplane displays, to include a black hawk helicopter. There will also be food vendors and other activities. All are welcome.
- ❖ **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.
- ❖ **Highway Department** – Ditching Lime Kiln Road, Briar Hill Road, Woodard Road, and more (5000 yards of ditching over the past two months). Changing out culverts on Country Lane Drive and elsewhere (430 linear feet total over the past two months). Roadside mowing, cutting trees, and chipping brush. Hammered ledge on Country Lane Drive.
- ❖ **Maintenance Department** –
 1. Repairs to plumbing in JR Morrill Building completed. Cast iron drainpipes removed from all 1st floor bathrooms in the main floor of the building, drains and vents replumbed with new PVC pipes. Boiler room sump pump drain also replumbed. Some bad steam pipes in boiler room replaced.
 2. JRM standby generator annual maintenance and testing completed.
 3. JRM elevator annual safety inspection completed. Elevator load test also performed this year, thank you to Haverhill PD and Sean Miller from NE Powerlifting for loaning us the weights to get this done without hiring a third-party test company.

4. Several fluorescent lights at JRM were converted to high efficiency LED lighting. This is part of a lengthy ongoing process to upgrade the lighting to reduce maintenance and increase efficiency.
5. Negotiations are underway to arrange a heating fuel contract for the upcoming winter season.
6. Pump # 2 at the sewer pump station is back online, it was an electrical wiring issue causing the problem. Awaiting new vacuum air release valves for the sewer line, the old valves that had been removed to be rebuilt were beyond the point of a rebuild.
7. Septic tanks at JRM building will be pumped out next week.

❖ **Parks & Recreation Department** – HARP summer camp program has wrapped up with over 70 children having participated. One week Challenger Soccer Camp started Monday behind the JRM building. There is a teen night this Friday night August 19th and Select Board members are welcome to chaperone.

❖ **Public Health** – Working on evaluating 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** – Town Clerk’s Office has been busy, the month of July brought in 508 registrations, 12 boats and 13 dogs registered. I’ve changed my hours and that has gone smoothly, and those hours are Monday 9-6, Tuesday through Thursday 9-5. I’ve interviewed three candidates and chosen one, who will be able to start the transition once her background check comes back ok. Her name is Carol Brooks-Broer. I am hosting the state for an election training on August 26th at the CMB. It will go from 9 – 12. I welcome any SB members to register for this training. **NOTE: Town Clerk Office hours have changed, the office is now closed on Fridays.**

❖ **Welfare Department** –

Emergency Shelter Client Updates

The town had no payments for emergency shelter housing for the last two weeks however we did have 2 bills for January 2022 for 2 homeless individuals to stay at All Seasons Motel for the time period before they applied for NHERAP. I also just submitted a final bill for a person at Tyler Blain Shelter (#479) as he just found an apartment. 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 July 2022 of \$34,126.40 paid to the All Seasons/Nootka and \$13,562.60 paid to the Eastgate Motel by Tri-County CAP for the NHERAP. We have two clients who will have to leave the All-Seasons Motel in the next two weeks, as the rooms

are already booked in advance online. I received the welcome news that the NHERAP has just received an additional \$30 million dollars for the state of NH to continue the program, and TCCAP will send someone to visit the shelter housing participants at the All-Seasons Motel to fill out DHHS applications for housing vouchers and to go over new guidelines for reporting efforts to find housing. I issued vouchers for payment for a woman living in her car (#481) for a security deposit and the first month's rent to get her into an apartment.

General Assistance Client Updates

In the last two weeks, the town received approval for the payment of property taxes for 2 more homeowners who applied for HAP (Homeowners Assistance Program). I have assisted two more applicants in the last two weeks with the HAP that were not behind on property taxes as these were paid out of escrow by the bank, however, they were facing foreclosure. The HAP program paid the back mortgage in arrears to the banks for these two applicants. The NHERAP (New Hampshire Emergency Rental Assistance Program) requires participants to re-apply every 3 months and I have assisted four more clients in the last two weeks with the re-application process, as well as submitting two new applications for the program. I have continued to provide updated utility bills for clients on the NHERAP to TCCAP for payment. I issued a payment to restore electric service to a client (#451) as he presented a form from his doctor stating that he cannot go back to work until September, and he currently has no income. I then referred him to apply for fuel/electric assistance through TCCAP. I referred 2 people to the Food shelf in the last week. I am currently working with the CDFA for our area to be chosen for assistance with increasing opportunities for low to moderate income affordable housing.

❖ **Town Fire Department –**

1. On August 6th the HFD hosted the first Battle of the Badges charity softball game at the middle school. All proceeds were donated to CHAD.
2. The HFD finally received our new recruitment banner, which is now hanging on the front of the North Haverhill fire station.
3. The HFD has started planning an incident command class to take place during August drill.
4. The HFD will hold its annual super raffle and awards dinner on August 27th at the Clifford Memorial Building. All town employees are invited to attend for the dinner.

❖ **Police Department –**

1. Prouty Ride July 09 Complete
2. New computer for Admin Asst. Defosse
3. Final review of the SOP's pending implementation
4. Active Shooter training items received
5. Both Conex containers emptied and removed
6. New target stands received

7. Speed Details Available till October
8. Evidence room clean-up nearing completion (Good work Det Elliott & Admin Asst. Defosse)
9. New Officer Elliott starts academy Aug 1, 2022
10. Addition of 2022 Thanksgiving food collection
11. Bike Rodeo completed (Thanks Cpl. DiDomenico)
12. Received PD Magnets
13. Still seeking Part time Animal Control officer // advertised
14. Still seeking Sergeant and/or Officer // advertised
15. Received radios for cruisers
16. Detective Training (Interview) set for September
17. Portable radio fixed
18. Inhouse BJJ training continues for those expressing interest
19. Cruiser fulfillment two weeks out (fingers crossed)
20. Aug Scheduling for Active shooter training
21. September Scheduling for Defensive Tactics training
22. NH Office of Highway Safety audit complete (Thank you PD Admin Aldrich)
23. Ridgeline training competition August
24. New Summons ordered (To simplify Officers work)
25. Implemented Bail Commissioner on-line procedure to assist Officers
26. Directed patrols to improve proactivity