

**Town Manager's Report
to the Select Board
Monday September 16, 2019**

Chapel Street Demolition Project:

Pending response from the Tax Deed letter to be sent to the previous owner Thomas Patten, the board has supported the sale of the vacant lot to abutter, Diana Danforth. The board also supported the sale of some of the granite sill blocks from 2 Chapel Street to abutter, Diana Danforth. The remaining granite blocks will be put up for sale via sealed bid. The Select Board voted on Sept 3rd to reduce the open space restriction from 50-years to 20-year. Ms Danforth has also asked the Town to investigate the possibility of a “loop-hole” that would allow her to purchase the property sooner than the 90-day limit set by RSA. Currently the sale date is scheduled for November 12, 2019; which is 90 days from the date of the letter which was dated August 14, 2019. Ms. Danforth has requested that the lot merger requirement be eliminated from the deed as merging the lots would restrict her current lot. TM would like issue Ms Danforth a temporary land lease in the amount of \$0.00 that would end on November 12, 2019 so that she can begin cleaning up the lot.

Airport:

Haverhill Dean Memorial Airport Commission has wrapped up discussions with the NHDOT Bureau of Aeronautics and the Aeronautics consultant Dubois & King, regarding the Airport Capital Improvement Plan (CIP). The final draft CIP includes a list of proposed projects for the airport that support the strategic vision for the airport. There will likely be at least one public meeting to discuss ideas with the public soon. An AIM grant pre-application was prepared and submitted to fund an automated fuel credit card system. Additionally, the Town has published an RFQ solicitation from Aeronautics consultant firms, as the service has not been solicited for over 7 years and needs to be per federal standards. The selection is qualification based and the consultant's services are tied to projects and grant funded. There is an interested person for the position of Airport Manager and will be meeting with him the week of September 16th. Finally, the TM attended a webinar put on by the Transportation Research Board (TRB) titled Resources for Managing Small Airports, which was very informative.

Airport House:

The Town had the Airport House tested for asbestos and the results came back positive, the board subsequently voted to have the asbestos abated. The abatement has been scheduled for mid-September 2019. Abatement will need to occur prior to disposal of the structure; whether by burning or demolition. The cost for abatement and disposal will cost \$1245.00. The Select Board, Planning Board, and Conservation Commission met on September 11, 2019 to discuss the Airport House and for the PB and CC to provide recommendations to the Select Board. There must be two public hearings, the first taking place on September 16, 2019 and the next taking place on September 30, 2019 before the Select Board can take action.

Clark Pond Road:

The Town has been responding to FEMA through the NHDOS. The Town is still waiting for FEMA to review additional information provided; we still expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project in the fall of 2019 with a completion date in early 2020. In preparation for putting the project out to bid the Town Manager has sent temporary construction easements to abutters for signature and has received US Army Corp of Engineers project approval.

Lily Pond Road:

We have been monitoring pavement on Lily Pond Road and have reached out to Pike Industries to schedule the repaving of sections of Lily Pond Road. Other work being considered for repairs by the Town along Lily Pond Road include ditch improvements, shoulder work, drainage structures, and tree planting. Remaining available funds for work on Lily Pond Road this summer is \$8,463.95. We have discussed tree species with the landowner and have priced the trees, planting has been scheduled for the week of September 23rd by J&M Landscaping.

James Morrill Building:

The heating system in the Morrill Building needs to be updated; the recommendation we are considering right now includes a new boiler, insulating the steam lines and return lines, then zoning the entire building. An Alliance Mechanical technician came to inspect the pipes and determined that the integrity of the pipes are good. TM is asking the board to support proposed upgrades to the heating system and to move money from the Buildings Capital Reserve Fund for this purpose.

Granite Blocks at Railroad Park:

- The SAU has accepted the gift of 25 granite blocks; these will be set aside / marked (not paint) for their use when they are ready; they expect to retrieve the blocks this fall.
- The Heritage Commission has determined that they will not be pursuing a project with any of the granite blocks.
- The Recreation Committee would like 35 granite blocks to use at Railroad Park; the commission still needs to provide the Select Board with a project to include planning, cost estimate, and perpetual maintenance.
- We will now begin the process of having the SAU and, if applicable, the Recreation Committee identifying which blocks they intend to take / use.
- Remaining granite blocks will be put up for sale via sealed bid.

NH North Country Council:

Town Manager and Alex Belenzs of the NCC, met with NHDOT Traffic & Safety Engineers and District 2 Maintenance Engineers to discuss the implementation of the “demonstration project” at the intersection of Central Street (Rte 302) and Forest Street (Rte 135); this will include closing the back entrance from/to McDonalds, removing the East bound turning lane on 302 where it meets Bridge Street. This work will include vertical granite curbing, fill, seed and mulch. There will also be warning signs to alert the public that there will be a new traffic pattern at the intersection. Remaining work will occur in the summer of 2020. TM has submitted the excavation permit and traffic control plan; we are now awaiting NHDOT approval.

Garbage/Trash Ordinance:

The Health Officer Steve Robbins is working with Sandi Pierce the Deputy Health Officer to develop a draft ordinance that is supported by the NH RSAs for the Select Board’s consideration. The goal is to establish guidelines and a method of assessing fines for residents who have excessive or habitual issues with trash on private property. It is expected that the draft ordinance will be presented to the Select Board at the Sept 30th meeting.

Highway Department Loader:

The order for the CAT Loader was placed on September 4th, delivery is expected this week. Funds were requested per the approved warrant of \$100,000 from the vehicle capital reserve fund. The remaining \$29,900 coming from the current Highway budget, available due to reorganization of operations. Finished Briar Hill project, working on scheduling both the Lime Kiln Road and County Road projects.

Department Head Reports:

- **Town Clerk** – Town Clerks office has been business as usual, Christina went to the fall conference for updates on DMV, Elections, and Vital Records. Conferences are twice a year with Leigh going to the spring one and Christina going to the fall one.
- **Tax Collector** – Prepared a report of the properties that are up for deeding this year. The tax deed date has been set for Oct 3rd at 12:00 noon. The Tax Collector will be meeting with the Select Board, Property Records Clerk, and the Finance Director on Thursday Sept. 26th to go over the properties in danger. The sale of Tax Deeded properties has been scheduled for June 6, 2020. Tax Collector will not be in the office this week Sept 19th and 20th.
- **Maintenance Dept** –
 - Met with Powers Electric to see if they can service our two generators.
 - Met with Rodd's Roofing to get a quote on roofing repairs at the Clifford Bldg.
 - Worked on renovations to central meeting room, electrical, paint, moving equipment.
 - Installed half door in Town Admin room.
 - Working on closing up the A.P. Pool for winter.
 - Making sure SAU is happy at the Clifford Bldg.
 - Working with Lauri on quotes for roofing at the Ctr Haverhill Armory and for the PD.
 - Interior and exterior painting at the Morrill Bldg.
- **Highway Dept** – A selection was made to fill the position of Maintenance Worker and all other candidates were notified. References were checked and results were very positive. There are few more steps in the process and then a formal offer of employment can be made, and an announcement made as to the selection. Road Agent and Town Manager have finished redevelopment of the Highway Department organizational structure as well as the first draft of the Highway Department's 2020 operational budget.
- **Welfare Dept** – The Welfare Department Administrator has been on vacation.
- **Planning & Zoning** – Planning Board has been presented with the Mace Hill Solar Farm development project. They will review and provide feedback. Planning & Zoning Clerk other than regular duties has been organizing all Planning and Zoning records in the new filing system and will begin a review of all land use ordinances, policies, regulations, and rules for necessary updates.

- **Recreation Dept –**
 - Parker Hill Road played a RR Park concert on Saturday which was well attended.
 - Rec has started Youth Soccer which runs weekly on Sundays.
 - Pickleball also continues weekly and Drums Alive resumes this week at the senior center.

- **Police Department –**
 - We are down to one candidate in the hiring process; he is in the final phases of the hiring process.
 - Chief Alling and Administrator Aldrich attended a First Net seminar that outlined the road map for the roll out of First Net and the expansion of the first responded cellular network through AT&T.
 - An Officer was at WHS on the first day of school greeting students as they returned to school.
 - Officer DiDomenico has begun this year’s LEADS program with the 5th graders at HCMS.
 - Under the direction of Town Manager Codling; Administrator Aldrich is getting a quote for fixing the roof at the kennel and the PD. As well as researching a Police Department sign to go in front of the building.

“The key to success is to assemble a strong and stable management team.”

~ Vivek Wadhwa