

**Town Manager's Report  
to the Select Board  
Tuesday September 3, 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. Ms Danforth has requested that the Select Board consider a 20 year rather than a 50-year covenant regarding open space. 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.

**Airport:**

Haverhill Dean Memorial Airport Commission has begun discussions with the NHDOT Bureau of Aeronautics and the Aeronautics consultant Dubois & King, regarding the Airport Capital Improvement Plan (CIP). The 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 in the near future. The Town Manager / Airport Manager is now working with Dubois & King on preparing a grant application to fund apron and fuel farm improvements at the airport. Additionally, the Town will be going out for solicitation of an Aeronautics consultant, 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. Finally, we have an interested person for the position of Airport Manager and will be meeting with him the week of September 16<sup>th</sup>.

**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. Next steps is for the board to decide what will be done with the Airport House so it can be scheduled before winter.

**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 will be pursuing temporary construction easements from abutters.

**Lily Pond Road:**

We are monitoring pavement on Lily Pond Road and will revisit with Pike Industries in September. 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 August; starting with tree planting. We have discussed tree species with the landowner and have priced the trees, planting will occur in September.

### **No. Haverhill Sewer Pump Station:**

Pump Systems, Inc. came to maintain the pump station, to include cleaning the sewer well, replace float sensors, and check the valves. Additionally, the back-up generator was evaluated and will get services soon. We are working to reestablish the phone line to the Sewer Pump Station so that we can get the Programmable Logic Control (PLC) panel operational.

### **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. It was recommended by the board that we have the pipes inspected before we proceed. Alliance Mechanical Inc. sent a technician to inspect the pipes and we are waiting for the report.

### **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; they now will be asked to present a project to include planning, cost estimate, and perpetual maintenance.
- We will now begin the process of having the SAU and 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 Belenz 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 working on the Town’s excavation permit and traffic control plan, which must be submitted to the NHDOT for approval.

### **Waste Tires:**

The Tire Collection Event held on Saturday August 24<sup>th</sup> at the Center Haverhill Armory on Benton Road was a success, the Town collected about 300 tires. Northeast Resource Recovery Association (NRRRA) picked up the tires last Thursday. Thank you to Christina Hebert, Connie Sleath, Richard Clifford, and Aden Codling for helping the Town Manager run the Tire Waste event...a true team effort!

### **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 16<sup>th</sup> meeting.

## **Department Head Reports:**

- **Town Clerk** – Town Clerk's office has been routine, nothing new
- **Tax Collector** – This week Tax Deed Notices were sent.
- **Maintenance Dept** –
  - Maintenance met with Pump Systems Inc at the No. Haverhill Pump Station to address clogged pumps and then met with them two days later to assist with the maintenance and cleaning of the pump system; sewer well, pumps, floats, and valves.
  - He also met with Alliance regarding the pipes at the Morrill Building.
  - He contacted Powers Guaranteed Generators so they can come evaluate both the back-up generator at the Pump Station but also at the Morrill Building.
  - He has been in contact with Rod's Roofing to have them come and evaluate the roof at the Clifford Building.
  - Painting occurring at the Morrill building.
  - The roof over the Temporary Hold Shelter which is located at the Center Haverhill Armory needs to be replaced and the room renovated, we need to establish a short-term and long-term fix for the Temporary Hold Shelter.
- **Highway Dept** – Interviews were completed for the new Highway Maintenance Workers, there were nine well qualified applicants, two of which who have been asked to do a ride-a-long interview with the Highway Department crew. From there a final selection will be made, references checked, and background check done before an offer of employment is made.
- **Welfare Dept** – There has been a continued need for housing assistance. Homelessness has been an issue we have seen consistently this year.
- **Planning & Zoning** – Planning Board has contracted with HEB Engineering to develop the Gravel Pit Remediation plans for each pit, bonds have been established to complete remediation per the plans once the Gravel Pits are no longer in operation. The P&Z Boards have been notified about plans for the development of a Solar Farm along Mace Hill in No. Haverhill; the boards have been asked to review the plans in detail to ensure all requirements are met.
- **Recreation Dept** –
  - Sherri is at the CMB and the office space is working well.
  - The King Street students have moved into the classrooms at the Clifford Building and classes began on 9/3. This may have an impact on some Recreation programs, if so the back-up plan is to hold a few classes in the Morrill Building gym.
  - Youth Soccer program will be held in September & October for K-3rd graders.
  - Pickleball is going strong on Wednesday nights 6-7:30pm at the Clifford Building.
  - Pool is now closed and is being cleaned up.
  - Playground for the VFW field has been ordered. Installation date pending.
  - Railroad Park concert coming up on 9/14 from 5 to 7:00 p.m.

- **Police Department –**

- The day after the Select Board meeting Chief Alling went to Mountain Lakes and did OHRV interdiction. He located a side by side OHRV at the beach and spoke with the owner who said they believed they were allowed on the roads in MTN Lakes. Chief Alling educated the individual on the law and that they were not allowed on the road. The resident was very apologetic and amendable to that. Another resident expressed that there had recently been information put out by the MTN Lakes district saying they were allowed on the road. Chief Alling spoke with the Maintenance Manager Donald Drew about OHRV's and putting out educational information in their weekly emails to residents about OHRV laws. They also discussed Chief Alling attending a precinct meeting in the near future to educate the residents in this area. The Police Department has also increased patrols in the area and made a conscientious effort to have higher visibility in the area.
- On August 22nd Sergeant Elliott attended another training session in the Emerging Leaders Program through Primex.
- An emergency alerting system called Cop Sync is being re-implemented in the schools and within the municipal building. It was previously in the above-mentioned entities, but the original company went out of business and was purchased by Kologik. Cop Sync allows users to alert police through the use of software that can be installed on their computers and through an app on a handheld device. Kologik is working on the logistics of getting all the necessary software up and running in the schools and municipality. On 8/26 Chief Alling attended the school wide staff training on Cop Sync and gave his feedback to the school about its function and use. Later in the day the Police Department and many Town Employees attended a training at the Municipal Offices on Cop Sync.
- On August 28th members of the Police Department were at the Elementary School and Middle School greeting students on their first day back to school. It is a high priority for the police department to be involved in the schools.
- On August 28th Chief Alling and Detective Sullivan attended a training event through Primex for Public Safety Administrators where Gordon Graham presented on a wide variety of topics in relation to Eliminating Job Based Harassment and Ethical Decision Making. Gordon Graham is a 33-year veteran of California law enforcement. His education as a risk manager and experience as a practicing attorney, coupled with his extensive background in law enforcement, have allowed him to rapidly become recognized as a leading professional speaker in both private and public sector organizations with multiple areas of expertise.
- ACO Katie Balazano has stepped down and Andrea Brissette is now the Animal Control Officer. Katie did an excellent job as ACO and we wish her all the best. Andrea was previously hired to be the Deputy Animal Control Officer and has taken the reigns of being ACO with eagerness. She has already shown a great amount of ambition and interest in being as effective as possible in the position.

*“Great things are never done by one person.*

*They are done by a team of people.”*

*~ Steve Jobs*