

**Town Manager's Report
to the Select Board
Monday September 30, 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. The Select Board voted on September 16, 2019 to approved Ms. Danforth's request that the lot merger requirement be eliminated from the deed as merging the lots would restrict her current lot.

Airport:

The Haverhill Dean Memorial Airport Commission held a Airport Community Day on Saturday September 21st which was well attended, lots of positive feedback. The NHDOT Bureau of Aeronautics provided feedback on our Capital Improvement Plan (CIP); which resulted in a few revisions. 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 soon. An AIM grant pre-application was accepted for an automated fuel credit card system, we now wait for a response. The RFQ solicitation for Aeronautics consultant engineering services closes on October 23, 2019. 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; TM met with him the week of September 16th; Waiting to hear back from him as to whether he would like a formal interview.

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 heard back from FEMA; they ran a Benefit Cost Analysis (BCA) on the estimated construction cost and found the Benefit Cost Ratio (BCR) to be 1.08 which is acceptable. They also determined the \$730,000 estimated construction cost to be cost effective. They have been provided documentation that demonstrates a competitive process, however, they wanted additional supporting documents that clearly describe the criteria by which engineering services were evaluated. We provided this information Friday September 20, 2019. We 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 soon. 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. With the landowner's approval Blue Spruce trees have been planted along the lower half of Lily Pond Road where trees were removed during construction, the planting was done by J&M Landscaping.

James Morrill Building:

The Select Board approved the replacement of the heating system in the J. Morrill Building to include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The work is estimated to cost \$74,190.00. The Board voted to move \$80,000.00 from the Buildings Capital Reserve Fund, so that the difference could be put toward the replacement of the roof over the PD as it has been leaking.

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. TM reached out to Laurie Melanson and let her know that the Town needs a date the blocks will be moved and a confirmation of how many they are taking.
- The Select Board voted on September 16th to sell all remaining granite blocks via sealed bid. The board voted to have the TM manage the sale.

NH North Country Council:

TM developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street project. Work will include installation of vertical granite curbing, top soil fill, seeding, and where needed mulching. There will 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. We are waiting for NHDOT approval or their request for more information.

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. The Select Board asked to have the draft ordinance presented by the Health Officer and Deputy Health Officer at the October 14th meeting.

Highway Department Loader:

The order for the CAT Loader was placed on September 4th; the Highway Department took delivery last week. The Road Agent has scheduled culvert installations on Lime Kiln Road and drainage work on County Road. Public awareness notices have been prepared and the public will be notified of the dates and times to expect delays or road closures. Forest Boucher started his new position with the Highway Department today (September 30th) we are all very excited to have him aboard. We expect him to be a valuable addition to the Highway team.

Mace Hill Solar Development:

The Town has not responded to construction permits submitted by the Mace Hill Solar developer. The plans and alternation of Terrain permit have been made available for the Heritage Commission, Conservation Commission, Select Board, and the Planning Board. Additionally, the Town's Assessor has reviewed them and made recommendations. The Planning Board is expected to also provide recommendations. Once all feedback has been collected a response to the developer and property owners will be drafted.

Employee Appreciation BBQ:

Town employees and Select Board members were invited to gather together on Wednesday September 25th to share a BBQ lunch together. Chief Alling, TM Codling, Road Agent Grant, and Select Board Chair Clogston cooked and served to show their appreciation for the hard work of our Town employees. Town offices were closed for 2 hours, from 11am – 1pm to accommodate this function.

Employee Development:

TM Codling, Jennifer Boucher, and Sherri Sergeant attended an all-day seminar HR for the Non-HR Professionals. The seminar provided a general overview of important HR topics such as HR laws, discrimination, personnel files, HR resources, the Dos & Don't of HR, etc., it was very informative with many take-a-ways for improving our HR processes.

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