

**Town Manager’s Report
to the Select Board
Monday January 6, 2020**

Budget Schedule:

In accordance with the Department of Revenue deadlines the following schedule has been prepared for the Town’s budget and Town Report preparations:

**Town of Haverhill
2020 Budget
Development Schedule**

Event	Date Due
Draft Department Budgets due to the Town Manager	Friday – December 20, 2019
Town Manager Meetings with Department Heads	Monday – December 23, 2019 – Friday January 17, 2020
TM Budget to the Select Board & Budget Committee	Friday – January 17, 2020
Budget Committee Meetings	Monday January 20 through Friday February 7, 2020
Last day for Petitioned Warrant Articles	Tuesday – February 4, 2020
Last Day for Budget Committee Recommendations to Select Board	Friday – February 7, 2020
Select Board Budget Hearing	Sometime the week of February 10 - 14, 2020
Town Report to the Printers	Tuesday – February 18, 2020
Annual Town Reports with Budgets to Public	Tuesday – March 3, 2020
Last day Budget & Warrant Articles to DRA	Monday – February 24, 2020
TOWN MEETING	Tuesday – March 10, 2020

Emergency Operations Planning:

There was a well-attended Emergency Operations meeting held on Friday January 3rd to discuss the Town’s Emergency Operations Plan which was completed in September of 2019. Key “players” and those in a position to support the key players were invited to discuss their roles in the event of an emergency here in Haverhill. Subsequently the Town Manager sent all players a copy of the Emergency Operations Plan (EOP) and a link to Intendent Command System (ICS) trainings offered by FEMA. There will be additional meetings scheduled throughout the year.

Grafton County Complex Safety Concern:

In light of the violent attack that occurred on November 4, 2019 on a resident of Haverhill who picked up a young man just released from the Grafton County Correctional Facility. The Town Manager, Grafton County Corrections Superintendent Tom Elliot, Grafton County Commissioners Office Julie Libby, and Haverhill Police Chief Ailing met to discuss concerns and possible solutions. It was decided that Tom and Brandon will pursue public awareness sessions at the Horse Meadow Senior Center and Town Manager Codling will work with the NHDOT to see about signs along Route 10 near the correctional facility. The group also discussed a possible cab voucher program.

Haverhill & Woodsville Highway Departments:

There are two highway department merger meetings set up for this week on Wednesday January 8th and Thursday January 9th from 4pm – 6 pm each night. The goal of the meeting is to discuss logistics for a possible merger of the two highway departments. The desired result is to collectively develop Warrant Articles for both the Town and the Precinct Town Meetings to allow the public input into the decision to merge or not to merge.

Haverhill Corner & No. Haverhill Fire Departments:

There is an open discussion planned for Monday night January 13th to determine interest in the possible merger of the Haverhill Corner and North Haverhill Fire Departments in the future.

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. We provided one last piece of information related to the engineering costs recently and we have been told we should have a final answer in “a few weeks”. We expect FEMA to fully obligate funds to the Clark Pond Road project. We expect to bid this project this winter, with a completion date in the summer of 2020. The Town is ready to go out to bid as soon as funds are obligated.

Lily Pond Road:

Overall the original work performed by the Town along Lily Pond road continues to be a disappointment. The project as a whole and how it was executed will serve as a “what not to do” lesson for those left to correct and improve was what done. The road will likely need repaving much sooner than it should have needed it and will be monitored and programmed for repaving when appropriate to do so based on performance of the pavement. There will be more improvements and corrections made in the summer of 2020, to include ditch improvements, shoulder work, and to drainage.

James Morrill Building:

Alliance Mechanical has started performing work over the winter to improve the heating system. Work shall include a new boiler & burner, converting the system to LP, insulating the steam lines and return lines, and zoning the entire building. The boiler will not be replaced until spring because it will require shutting off the heating system for two weeks. To date they have begun insulating the lines, next up will be the zoning.

GovDeals Auction Site:

We have partnered with GovDeals an online auction site. The Town will have their own auction page for publishing items for sale. Use of the site costs the Town nothing, all costs are borne by the buyers. This site will be used to sell the two indoor-outdoor TVs and other items needing to be liquidated.

Central / Forest Intersection:

After months of meetings between the North Country Council, NHDOT, Woodsville Precinct, and the Town Manager a phased solution to correcting safety issues at the Central & Forest Street intersection was agreed to. In response the Town Manager developed and submitted for NHDOT District 2 consideration the Excavation Permit and Traffic Control Plan for the Central Street (302) and Forest Street 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.

Specifically, work will include the 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. The NHDOT through District 2 has begun its evaluation of the intersection and utilities under the road that are their responsibility, in preparation for work at the intersection. The Woodsville Precinct stated that the precinct no longer intends to participate in this safety project. At this point work at this intersection will wait until the spring of 2020 due to unavoidable delays.

Garbage/Trash Ordinance:

Until such time as a Health Officer is appointed the Garbage / Trash Ordinance will be on-hold. The goal is to establish guidelines and a method of addressing issues with excessive or habitual trash on private property.

Mace Hill Solar Development:

The Mace Hill Solar developer has pulled both construction permits and no longer intends to develop.

Haverhill Town Happenings:

The fourth “Haverhill Happenings” will take place in the evening at the Woodsville Library later in January date and time to be determined. All are welcome!

Commissions:

The Town is seeking members of the public to serve as Commissioners on the following commissions:

- One (1) Airport Zoning Commissioner
- Two (2) Conservation Commissioners

If anyone is interested in serving on one of these commissions please reach out to either the Commission Chair (contact info on the Town website) or Brigitte Codling, Town Manager at townmanager@haverhill-nh.com

Department Head Reports:

- **Town Clerk** – Business as usual for the Town Clerk.
- **Tax Collector** – Worked on deeds and posting payments for the week ending January 3, 2020 we deposited \$1,203,656.47 in taxes. Melinda also did month end, year report, and close out.
- **Maintenance Dept** – Completed work orders as they come in from staff, met with Servpro regarding mold issues at the Center Haverhill Armory, met with EZ steel regarding estimates for replacing overhead doors at the armory, keeping the ice-skating rink clear. Short weeks due to the holidays.
- **Planning & Zoning** – The Planning Board has been working on remediation planning for gravel pits. Working with HEB regarding the Blaisdell pit and the open area requirements related to remediation.
- **Highway Dept** – Plowing, sanding, salting, and fixing equipment. Lots of ice, with the excessive amount of rain so far this winter.

- **Dean Memorial Airport** – Received the NHDOT Aeronautics Bureau issued the airport’s annual inspection report as well as the airport’s Registration Certificate. Ralph is collaborating with another airport to get a better price on a fuel delivery. Working to finalize a realistic 2020 budget for the airport. With just day-to-day operations the airport budget was exceeded in 2019.
- **Welfare Dept** – Homelessness and heating assistance. We welcome Amanda Murtagh as the new Welfare Administrator. Jennifer Boucher and I will be assisting Amanda as she gets up to speed.
- **Parks & Recreation Dept** – Primarily working on 2020 programming and budgeting for 2020.
- **Police Department** –
 - Officer Torrey continues in his field training program.
 - Officer Barnum attended Field Training Officer (FTO) school
 - HPD participated in a “touch a truck” event at Ocean State Job Lots
 - Sgt Elliott taught and active shooter response class to staff at HCMS
 - Officer Torrey took his PT test for entry into the academy and passed with no issues.
 - Officers from HPD in coordination with Trp Tucker conducted a K9 sweep of the high school.
 - Sgt Elliott attended firearms instructor recertification training.
 - Chief Alling attended security assessment meetings with the school
 - Chief Alling spoke with the Director at the Senior Center about Superintendent Elliott from GCHOC and himself coming in to do a presentation on safety and procedures for incarcerated individuals being released. Director Aiken-Hall will be reaching out to Chief Alling with potential dates for that to take place.
 - HPD dropped off a large amount of food in donations we had collected for WHS as part of their “Project Pantry Pack”
 - HPD hosted an American Red Cross blood drive.
 - HPD served the annual holiday dinner at the Horse Meadow Senior Center.
 - HPD made a donation of \$250 to the Horse Meadow Senior Center through our fundraising efforts.
 - Officer Torrey begins the Police Academy on Monday
 - Chief Alling attended a meeting regarding active killer response planning.
 - Otherwise it has been all law enforcement related activity.
- **Public Health** – Performed a daycare safety inspection; received a foster home license, and a daycare license.

"People's participation is the essence of good governance."

~ Narendra Modi