

# Littleton Board of Selectmen

## TOWN MANAGER'S REPORT – 4/30/2018

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### **Northern Borders Regional Commission Application**

**Guests:** No one expected.

**Background:** Littleton has an awarded an NRBC grant from June 2016 for \$110,000. The funds will be used for some of the rail trail resurfacing costs. The grant award will be used for the rail trail project.

We are applying for additional funds to assist with the acquisition of the parcel for the “Littleton Commons” project. The NRBC grant application requires the adoption and signing of an “Authorizing Resolution”, see bottom of report.

**Action/Recommendation:** Consider making a motion, that the Board of Selectmen approve the submission of an application to Northern Border Regional Commission for the Littleton Commons project in the amount of \$250,000 and to authorize Town Manager, Andrew Dorsett to sign any and all forms relevant to the submission of the application and award.

### **Donation of Technology Equipment – Plymouth State University**

**Guests:** No one expected.

**Background:** The Supervisors of the Checklist have been using an outdated PC in the office and were in need of three laptops for their in office work and the ability to work remotely during elections. Without a budget to purchase new equipment I reached out to Plymouth State University. PSU donated three laptops for the Supervisors' use.

**Action/Recommendation:** Consider making a motion that the Board of Selectman accept the donation of three computers.

### **Traffic Committee**

The Traffic Committee is an internal management committee composed of the following staff: Police Chief Paul Smith, Fire Chief Joe Mercieri, DPW Director Joe DePalma, and myself. Other staff, experts, or guests are included as needed.

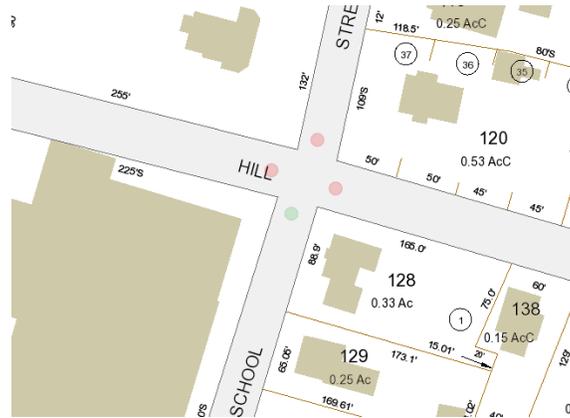
At the Traffic Safety Committee's last meeting on April 17<sup>th</sup> several solutions were determined for recommendation to the BOS; Stop Sign on Upper School Street, Opera House restricted parking, and Mt. Eustis no through trucks. Recommendations below.

### **School Street – Stop Sign**

**Guests:** Possibly Mike Doucette

**Background:** We received a concern from Mike Doucette, LHS's driver's education instructor about a safety issue created by site line/visibility issues on Upper School Street. After review of the issue by the Traffic Safety Committee it was determined that there is a safety issue and a new stop sign is recommended.

In the image below red circles for stop signs (Hill St. signs currently in place), and green for no stop sign from that direction. The proposed is the upper School Street.



**Action/Recommendation:** Consider making a motion, that in accordance the Littleton Town Ordinance, Chapter 1 Section 3:6, the Board of Selectman and Town Manager hereby authorize the Chief of Police to erect a Stop Sign at the northerly side of School Street at its intersection with Hill Street.

**Opera House** – Opera House Parking Only – Overnight Parking or Opera House Business Only  
**Background:** Staff have indicated that Heidi Hurley – Herb Lahout’s business manager is aware of this issue.

**Action/Recommendation:** Consider making a motion, that in accordance the Littleton Town Ordinance, Chapter 1 Section 3:6 the Board of Selectman and Town Manager hereby restrict parking at the Opera House parking lot to Opera House parking, notwithstanding existing easement dated 7/29/1998 with abutting property owner Herb Lahout.

### **Old Business**

#### **Traffic Ordinance**

**Guests:** No one expected.

**Background:** We held public hearings on the topic last year where it was demonstrated that this residential road presented significant safety issues by allowing its use as a commercial trucking way, the updated “No Through Trucking On Public Ways Where Signs Are Erected” policy has added Mt. Eustis Road to the list of roads. (See page 21- 22 of packet emailed by Ceil).

**Action/Recommendation:** Consider making a motion that the Board of Selectman adopt the amendment to the traffic ordinance, and to authorize the Chief of Police to erect appropriate signage.

## **Town Manager's Report** (No Action just FYI)

**River District:** On April 16<sup>th</sup> and 18<sup>th</sup> public and abutter meetings were held for 2018 and 2019 projects in the River District.

**Cable Franchise Agreement:** Littleton is the lead participant in the Profile Cable Consortium which exists to negotiate the member groups Cable Franchise Agreement and utilize Channel 2 for public access to the cable channel. The negotiation was stalled due to other member communities transitioning membership in the Consortium. On April 12<sup>th</sup> the group finally reached an agreement to move forward with negotiations thanks to the efforts of Chad Fillion.

**FEMA – Littleton Flood Plain Ordinance Review:** On April 19<sup>th</sup> we met with FEMA to review Littleton's Flood Plain Ordinance and pending development projects. FEMA representatives indicated that recommendations for amendment to the ordinance to remain compliant would be pending and assisted to work through current issues for current development proposals.

**CDFA – Littleton Commons:** On April 20<sup>th</sup> I met with CDFA to review our grant application for the Littleton Commons project and answer questions.

**Life Safety:** On April 25<sup>th</sup> we held CPR/AED/Narcan training at the Fire Station for town employees and community entities. I required that at least two employees from each department participate. My goal is to purchase (hopefully through grant) an AED for each municipal location. There has been conversation about expanding the program so that other employers in the community participate increasing Littleton's resiliency to assist when residents or visitors have a potentially life ending event. We held two training sessions both were well attended.

**NH Preservation Alliance & Community House:** Andrew Cushing from the NHPA visited Littleton on April 25<sup>th</sup>. We were notified that the Community House will be receiving the 2018 Preservation Achievement Award for their work on the Community House restoration! Andrew contacted me and was interested in seeing other historic properties in the community for future preservation projects. He toured several other structures including the Opera House, Tannery Marketplace and the brick building in front of it, viewed the Community House Annex, and the Renaissance Mills building.

**NHDOT Traffic Light Study:** NHDOT took public input on April 27<sup>th</sup> Friday evening at the Opera House. Residents expressed their concerns. I requested that the NHDOT consider delaying the removal study until the current and pending construction on Meadow Street was completed to incorporate any potential traffic pattern changes. Other discussions included the potential to coordinate traffic removal with a lower of the speed limit on Meadow Street to 30 mph. The BOS may want to consider drafting a letter with its thoughts or concerns on the removal of these lights.

There will be an awards ceremony for the Littleton Community House on Tuesday, May 8 at a ceremony at the Concord City Auditorium.

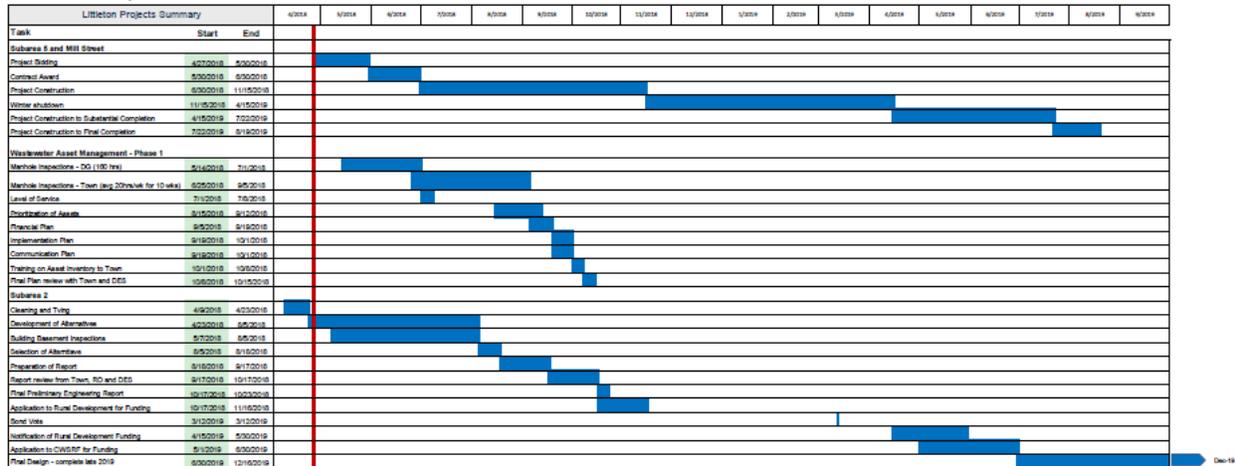
**Town Office Personnel:** Last week we've been conducting job description/duties interviews with the administrative staff to analyze duties and determine the most efficient use of each employee and their work space. This was planned prior to the approval of my assistant and will ensure that this position is best utilized. There will be some changes pending at the town office.

**White Mountain Community College:** May 2<sup>nd</sup> I'll have my second meeting with WMCC to discuss future collaboration.

**Private Developers:** Since the last report there have been several meetings and many discussions with private developers exploring projects in the community. Areas of interest have been for Meadow Street, Exit 43, residential development, and River District properties.

**Website – Manager's Page:** Currently working to put up project information, status, and schedules on the site as well as Board presentations and information.

**Sewer Projects Draft Schedule:**



**Saranac/Ammonoosuc Project:** We received two bids for the project.

CONTRACTOR	BASE BID (BB)	BB - Alt #1	BB - Alt #2	BB - Alt #3	BB - Alt #4	BB - Alt #5
<b>Caulder Construction</b>	<b>\$ 1,969,988.50</b>	<b>\$ 1,859,111.50</b>	<b>\$ 1,833,737.10</b>	<b>\$ 1,817,395.30</b>	<b>\$ 1,806,112.30</b>	<b>\$ 1,775,312.30</b>
<b>J.A. McDonald</b>	<b>\$ 2,246,112.75</b>	<b>\$ 2,147,261.25</b>	<b>\$ 2,124,801.25</b>	<b>\$ 2,123,677.25</b>	<b>\$ 2,119,677.25</b>	<b>\$ 2,095,677.25</b>

The project numbers have come in a bit higher than budgeted but means for additional funds are available. We've requested an increase in the project from the grant funders and I will be meeting with Littleton Water and Light to request a previous offer that LW&L may be able to cover costs associated with lighting in the project. If LW&L agrees this will cover much of what is needed.

As always if you would like more information about anything listed in the report or not listed please email me.

Respectfully submitted,  
Andrew Dorsett



## TOWN OF LITTLETON

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April 30, 2018

### RESOLUTION

The Littleton Board of Selectmen, at their meeting dated \_\_\_\_\_, approved by a majority vote of the board members the submission of an application to Northern Border Regional Commission for Littleton Commons in the amount of \$250,000 and to authorize Town Manager, Andrew Dorsett to sign any and all forms relevant to the submission of the application and award.

Littleton Board of Selectmen

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Schuyler W. Sweet, Chairman

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Franco D. Rossi, Vice Chairman

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Carrie L. Gendreau, Selectperson