

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (3-1-2021 to 3-7-2021)

Date: March 8, 2021

Cc: All Departments

Town Administrator:

- Finance Manager advised of fraudulent use of PD Credit Card- Card cancelled, cardholder no longer wishes to have his name on the card. Need to research other resources for credit/debt purchases.
- Finance Manager advised of bank charges and a check coding issue. Requested they email bank manager with information.
- Met with Town Clerk regarding Elections logistics
- Met with Police Chief regarding background completed on part time officer, once appointed will take PT test with Police Standards for FT Certification to be reactivated. Requested Appointment to be prepared by Town Clerk for Select Board Signature.
- Met with Fire Chief regarding elections, he will supply CO monitors for workers, heater and tent.
- Met with DPW Manager regarding elections- set up Monday afternoon, Bays 1 & 2 to be cleaned out for workers warming area and food. Also discussed interviews for Friday 3/5.
- Met with P&R Director regarding Winter Carnival & Fishing Derby.
- Worked with ComStar and Finance Manger regarding the PayScan electronic deposit, confirmed received and advised Comstar.
- Assisted resident regarding a potential involuntary merged lot.
- Met with Town Clerk and DPW Manager regarding elections, equipment staging, cones etc.
- Staff Meeting all department in attendance.
- Assisted resident with paperwork for application for unmerging of involuntarily merged lots.
- Assisted resident with abatement question
- Town Reports received and distributed to Library, General Store and Post Office.
- Prepared Select Board Nonpublic Meeting minutes for 2/22 and 2/25.
- Communicated with Norway Plains regarding Library boundary Line adjustment and PB application.

- Emailed staff regarding credit card use and in interim to seek alternative payment arrangements until new sources can be obtained which don't require staff SS# and credit implications.
- Select Board draft Agenda prepared for 3/8 emailed to Chair.
- Spoke with SRPC regarding upcoming TAC meeting on 3/5, and that I would be leaving New Durham 4/2.
- Set up meeting with Town Clerk and Moderator for Friday 3/5 10:30a regarding elections and food planning.
- Emailed MVSB regarding credit card options for Town with no credit implications for cardholders. Information provided with addendum to Credit card holder agreement for this process. Forwarded to Finance Manager for review.
- Assisted resident with Assessing question
- Provided Lan Use AAI with PB, ZBA and ConCom budgets for invoice coding.
- Emailed vision with Edmunds Tax coding question, Vision logged into system and obtained information, which I forwarded to Edmunds.
- Emailed Vision regarding setting up employee on line training access for prerecorded sessions. Vision provided log in and password, and emailed to Assessing/Finance AAI for training for position.
- Emailed Conditional Offer to Interim TA candidate, which was returned, as accepted.
- Prepared Town Administrator's report on the agenda
- Prepared for Select Board Wage adjustment costing impacts
- Emailed Select Board Chair revised 3/8 agenda and outstanding minutes.
- Emailed Select Board the acknowledgement that the Interim TA Candidate has accepted the offer.
- Coordinated with DPW AAI and Select Board Rep DPW interview 3/5.
- Spoke with Finance Manager regarding reconciliation of accounts status.
- Prepared Select Board Consent Signature manifest
- Set up Zoom meeting for one of the DPW LEO interviews.
- Emailed Sel. Chase with DPW interview materials.
- Prepared sketch of drive thru elections for meeting with Town Clerk and Moderator
- SRPC TAC Monthly meeting
- Met with DPW Manager regarding interviews and Elections
- Met with Supervisors of the Checklist regarding a computer security issue, spoke with HAVA regarding the incident and user restoration process.
- Met with Town Clerk and Moderator, and finalized Election drive thru process and staffing.
- Finalized TA Weekly Report- emailed and print.
- Finalized Select Board Packets- Print, scan, and emailed. Chair advised never received emails on agenda.
- TA's report for 3/8 weekly prepared.

Police Department

- Driving while Intoxicated-Quaker Road-Arrest, Bailed for Court date.
- Driving While Intoxicated-Depot road-Arrest, Bailed for Court date.
- Driving While Intoxicated-Kings Highway-Arrest, Bailed for Court date.
- Female subject taken in for protective custody-Transported to jail-next day transported to Hospital for IEA.
- Notified by Finance Department and TA that Departments credit card account cancelled-note Police Department pays most of its bills by Credit card-cannot wash cruisers at car wash because of this until this is resolved Chief will be using his personal credit card and submitting bills until this is resolved.
- Rescue in Devils den-Female drove personal vehicle on snowmobile trail-assisted by NH Fish and Game, vehicle still on trail.
- 6 Domestic calls for 41 Ten Rod Road. Father-son.
- Furnace issues all weekend.
- Arrest-Illegal alien-ICE called to pick up.

Fire Department:

- No Report

PW- Highway:

Daily operations W/E 3/7/2021:

- Conducted interviews for Light Equipment Operator positions
- Called about roadside mover
- Washed trucks
- Repaired equipment
- Raked dirt roads
- Cleaned shop
- Met with Scott for bids on excavator
- Posted town roads with 6-ton weight limit

Solid Waste:

- Car counts: Mon 3/1 – 256
 - Fri 3/5 – 219
 - Sat 3/6 – 184
 - Sun 3/7 – 313

- Sent out: 2 Trash
 - 1 Demo

Land Use:

- Worked on abatement letter spreadsheet
- Photocopied all abatement letters and created folders
- Started ZBA agenda for 4-13
- Started CC agenda for 3-30
- Hosted/attended PB Meeting 3/2

Assessing:

- Vision Training- Online
- Assist LU AAI
- Coordinated training with TA on DRA Timber / Excavation

Welfare

- No Report

Building/Code Enforcement/Health:

Deputy building inspector

- wrote out 5 permits
- went on 4 inspection with John
- had robin enter permits into spreadsheet
- went through another permits folder and closed them out that John inspected
- moved files into office down stairs
- had Robin close out permits in vision
- looked up files in master filing cabinet for john
- Had Webinar Health Officer 101

Town Clerk & Tax Collector:

- Town Elections Prep
- Process intake of Abatement Apps
- Town Reports arrived per RSA 3/2.

Finance:

- Tax Journal Entries
- Order supplies
- ANS –virus software 25 mins
- Edmunds – touch point call
- NHRS Report
- NHRS Export

- NHRS Import
- NHRS Excel Update
- Valic Report
- Valic Excel Update
- NHRS Scanned & Emailed Voucher
- Bank of America – Fraud /Reissue/ Cancel PD Card 3hrs
- A/P Verification
- Atlantic Broadband – phone outage 1.25 hrs
- Bank Rec
- Printed and Coded Invoices
- Employee call PTO question
- Staff Meeting
- Meet with Employee
- Planning Board Check research
- Called Employee benefit cost question
- Corrected NHRS exception payroll date issue
- Employee phone calls 7x
- Payroll deductions research
- Processed emails
- Corrected NHRS exception #2

Finance Assistance

- Filed for Anina
- Filed for Scott

Library:

- On the Menu continues to be a popular virtual program.
- Middle and high school students can sign up for Pathfinders on March 25 at 6:30 p.m. for career guidance from local people.
- We're gearing up for Spring Rocks and the Summer Reading Program.

Recreation:

- Flooded the ice rink 4 times
- Got more donations fishing derby
 - \$100 from The Buddie Walk
 - \$300 from Farmington Fish & Game Club
- Cleaned and set up Meetinghouse for snowshoe race
- Marked the snowshoe trail with food coloring and picked up sticks
- Printed out registration for all events for the day
- Printed out thank you letter for donation
- Put stuff together for Obstacle course
- Finished sponsors poster board
- Had Bingo at Alton Legion
- Made photocopies and got bingo cards ready

- Went to the bank to get change for Bingo
- Made deposits
- Georgie Canceled cribbage
- Had community rec meeting
- Loaded my car with everything needed for the winter Carnival
- Unloaded my car from the winter carnival
- emailed between Barnstead and our swimming instructors for their programs
- called Baked, Brewed & Organically Moo'ed for winter Carnival food truck
- Got volunteers to line the trail for the meetinghouse snowshoe race
- Posted thank you on Facebook for sponsor's
- Set up and did sign-ups for fishing derby and raffles
- Help clean up after chili contest
- Gave out prizes at snowshoe race and fishing derby
- Got a volunteer to Ref the Hockey game
- Had volunteers and a rec member help with obstacle course
- Brought fire pit and wood to the pond
- Asked someone to bring hockey net for the hockey game
- Went shopping for the rest of the prizes and gift cards for Winter Carnival
- Had 2 volunteers run the chili contest
- Had 2 rec members weigh, size fish, do the leader board, keep track of fish for permit and keep a fire going. I helped out when needed.
- had 1 webinar Creating Condition of Possibility: Diverse, Equitable, and inclusive recreation space for individuals with disability
- Take a summer camp survey
- Did a revaluation Form for webinar
- Emails and messages daily

Dates to Remember:

TA Search Committee Mtg., Tuesday, March 16, 2021 10a- Virtual Meeting
 Select Board Meeting, Tuesday, March 16, 2021 3p- Virtual Meeting
 Planning Board Meeting, Tuesday, March 16, 2021 7p – Virtual Meeting
 NDWQC Meeting, Wednesday, March 17, 2021 6:30p – Virtual Meeting
 Select Board Meeting- Public Hearing- Bennett RD- Monday, March 22, 2021 (3p site walk- 7p Public Hearing), 6p – Virtual Meeting
 Conservation Commission Meeting, Tuesday, March 30, 2021 7p- Virtual Meeting