

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (3-22-2021 to 3-28-2021)

Date: January 18, 2021

Cc: All Departments

Town Administrator:

- Pre-site visit to Bennett Road to check conditions for site walk
- Coordinated with Select Board Members attendance at Bennett Rd site walk, Selectman Veisel will rep Board.
- Spoke with Select Board Chair regarding the recording of the site walk.
- Met with Interim TA Scruton to review open projects
- Met with Town Historian regarding preliminary research on Libby & Bennett Roads.
- Met with DPW Manager ref: new hire and Bennett Rd site walk.
- Bid Opening for Compact Track Excavator
 - 2 Bids received and 1 no bid
- Attended Bennett Rd Site Walk
- Met with Fire Chief regarding multiple fire calls- Farmington x 2, and New Durham (structure fires and station coverage)
- Select Board meeting 3/22.
- Met with Interim TA Scruton re: Files and Select Board Meeting action items
- Met with Building Inspector ref: Watson Case and Long Sm Claims Case.
- Assisted Interim TA with email & printer setup with IT
- Met with DPW Manager regarding roadside mower purchase, seller has backed out of the sale. Called seller and expressed concerns with his business ethics.
- Met with Fire Chief, Interim TA invited to 4/12 Select Board meeting
- Spoke with Mike Gelinas regarding letter for Merrymeeting Road Crossing approved by Select Board
- Spoke with JJ Keller regarding training modules
- JLMC Meeting set up for 3/30 2p.- prepared agenda, emailed committee, wed admin to post agenda.
- Coordinated Budget Committee Meeting for Copple Crown budget review
- Emails with legal regarding Bennett Road and Small claims case
- Prepared PAF's for DPW wage adjustments

- Facilitated and Moderated UNH T2 “Inspiring PW Advocacy round table session.”
- Intent to cut follow up, resent to DRA
- Prepared Town email and phone contact list. Emailed to Interim TA along with Biweekly pay sheet.
- Met with DPW Manager ref; roadside mower.
- Prepared Bid award letter for excavator- Milton Cat
- Prepared corrected letter for PREP grant- coordinated with Land Use AAI regarding PB vice Chair’s signature and copies.
- Prepared letter for PMSC regarding Merrymeeting Road trail crossing.
- Emailed Town Engineer with property access contact for Landfill test well
- Emailed ABB ref: TA VM change to new email
- Prep for staff breakfast
- Town Clerk, P&R Director and I prepared breakfast for (15) town staff
- Met with Building Inspector to prep for Small Case.
- Processed RTK request for RSMS info on Gosslin Way. Provided
- Updated RSMS info for 2024 with SRPC
- Rec’d Landfill closure annual report. Signed and returned.
- Handled Small Claims case pre-trial hearing
- Attended NHIT Trustee Board meeting
- Phone Extension list updated and distributed
- Met with DPW Manager regarding Roads and equipment
- Prepared Select Board 3/22 nonpublic meeting minutes
- Rec’d call from DPW Manager that several gravel roads, frost came out and centers are extremely muddy.
 - Checked Middleton Rd, Quaker RD, Jenkins and Berry.
- Posted News & Announcements message ref: seasonal muddy roads
- Attended CPR/AED training at Town Hall
- TA Weekly finalized- emailed
- Emailed DRA ref: changing portal access to Finance Manager.
- Emailed Web Admin for posting of Budget Committee Meeting and 3/22 Select Board Meeting Minutes –draft
- Met with Town Historian regarding documents requested by Town Counsel. Provided same.
- Rec’d bid award letter signed by vendor.
- Met with Finance Manager regarding ZHR manuals for new hires and vacation request.
- TA Weekly for 3/29
- DRA MS232 completed, ready for Select Board Signatures. Also uploaded docs to DRA portal from elections.

Police Department

- 3 Mutual aid calls-1. Pursuit, crash-k9 call/2. Wanted Felony warrants/3. Pursuit bailout.
- Cruiser 2 to dealership-Brake issues.
- Cruiser 5 Battery issues
- 2 arrests-bailed.
- Admin computer issues-IT called.
- Prosecution bill sent over for payment
- 18 guns removed from Evidence room-more to be removed after 90-day waiting period.
- Citizen brought cookies for Officers response to mother's medical call.

Fire Department:

Biweekly Report 3-13-2021 4-2-2021

Administrative

- Sort Mail
- Process Bills
- Performed QA of Temsis reports
- Coded Temsis reports for Billing
- Payroll
- Fire Permit issuance
- Updating weekly Fire House data and enter in NIFRS
- Monday night training: Medical training second night Fire Training

Truck & Equipment Maintenance:

- Washed trucks, swept apparatus floor and general housekeeping Saturday morning as time permits.
- Perform DOT truck safety checks.
- Change out and recharge batteries in air packs weekly
- In house Calibration of gas meter.
- Removed tracks and reinstalled wheels on the mule for upcoming outside fire season.

Emergency Responses (YTD 80)

Date	Location	Incident	Units Responding
3/12	Birch Hill		EMS A1, C1
3/14	Alton		Structure fire L1, E2, C1

3/19	Jenkins Rd	EMS	A1
3/21	Alton	Structure fire	L1, E2, C1
3/21	NH Rt. 11	MVC	A1, F1, C1
3/22	Farmington	Structure fire	E1
3/22	Stratford	Outside fire	C1
3/22	King HWY	Structure fire	C1, E2, L1 & other
agencies			
3/22	Farmington	Equipment fire	C1, E2
3/22	Farmington	Outside fire	E2, C1
3/23	Interlaken Drive	EMS	A1, C1
3/23	Ten Rod Rd.	Outside fire	F1, E1, C1
3/24	Birch Hill Rd.	EMS	A1, C3
3/26	Birch Hill Rd.	Tree / Wires	F1, C2
3/27	Jenkins Rd.	EMS	A1, C3
3/28	Marsh Hill	Outside Fire	F1, C2
3/29	MM Lake Rd.	EMS	05, POV, 1A1
3/29	Ham Rd.	Tree / Wires	C1
3/30	Alton	Structure Fire	C1, E2

Chief's Corner

I have received the "Town Facilities Plan" I am reading the provided information. It does appear that facilities condition information is a conformation of known and existing conditions that have been in other reports and or observations. I had hoped the report in relationship to the fire station and PD would have been narrowed in scope to two options with projected costs ie, new construction and or renovations. Once we have made that determination then and only then we can move on to utilizing the existing site or a new site with associated costs. Just a brief synopses of my thoughts.

PW- Highway:

- No Report

Solid Waste:

- No Report

Land Use:

- No Report

Assessing:

- See Town Administrator

Welfare

- No Report

Building/Code Enforcement/Health:

Deputy building inspector

- wrote out 2 permits
 - 1 CO
 - 1 Minor
- went on 3 inspection with John
- Went on 2 inspection on my own
- wrote out a fee sheet
- had robin enter permits into spreadsheet
- had Robin close out permits in vision & spread sheet
- Emailed people their permits and receipts
- Made folder for Building Permit

Town Clerk & Tax Collector:

- **No Report**

Finance:

Printed Timecards

- Entered new employee into the payroll system
- Processed Payroll Edmunds Payroll Rec
- Training Office Assistant
- A/P Scanning
- A/P Verification
- A/P Check Printing
- BMSI Check printing issue
- Payroll Check distribution
- Processed A/P Check Mailing 2X
- 2x mail Processed Journals
- Edmunds Edmunds Touch Point Call
- Answer emails
- Call BMSI
- Called Edmunds
- CPR Training
- Attended Employee Breakfast
- Answered employees questions via phone, texting, emails and in person

Finance Assistance

- Filed for Anina
- Pulled files for Anina
- Filed for Scott

Library:

- Anyone is welcome to stop in to paint a rock in celebration of Spring Rocks! at the library. Or, they can take a prepared rock, paintbrush, paint,

dotting tools, or whatever they need to complete their masterpiece at home and then return it to us later on.

- All of the performers for our Summer Reading Program - Tails and Tales - have been lined up. In person shows will be at the school with masks worn and social distancing maintained.
- Just in time for National Library Week, we welcome new staff member Shirley Cummings.

Recreation:

- Had Bingo at Alton Legion
- Went to the bank to get change for Bingo
- Made deposits for Bingo
- Set up cribbage for Georgie
- Posted Go Take a Hike on Facebook
- Posted rules and Hikes on webpage
- Printed out more eggs to laminate for Easter hunt challenge
- Filed Easter eggs with Donated candy
- Signed 13 kids up for the egg hunt on Saturday
- Answer Question from people about tee ball and Easter egg hunt
- Fixed the Fee for tee Ball registrations
- Help make Breakfast for town Employees
- Had CPR training
- mailed Swim instructor her application
- Emails and messages daily

Dates to Remember:

Planning Board Meeting, Tuesday, April 6, 2021 7p- Virtual Meeting

Select Board Meeting, Monday, April 12, 2021 6p- Virtual Meeting

ZBA Meeting, Tuesday, April 13, 2021- Virtual Meeting

Parks & Recreation Meeting, Wednesday, April 14, 2021 6:30p- Virtual Meeting

Planning Board Workshop, Tuesday, April 20, 2021 7p- Virtual Meeting

Select Board Meeting, Monday, April 26, 2021 6p- Virtual Meeting

Conservation Commission Meeting. Tuesday, April 27, 2021 7p- Virtual Meeting