

## **Town Administrators Report**

**To: Board of Selectmen**

**From: Scott D. Kinmond, Town Administrator**

**Re: Weekly Report of Departments (9-2-2019 to 9-8-2019)**

**Date: September 9 2019**

**Cc: All Departments**

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### **Town Administrator:**

- Labor Day Holiday
- Assisted P&R with banner order
- TA's Report for the weekly
- TA assembled weekly reports from departments.
- Met with DPW Manager/Road Agent to assist with Employee counseling process and form.
- Coding of monthly invoices
- Received Edmunds GovTech Contract with edits, emailed to Chair for review.
- Assist Building Inspector with court- violation filing.
- Employee appreciation planning with Finance Manager- Gifts ordered.
- 2020 Budget work 4130,4152,4153,4194,4195,4196,4240 and benefits for 4210
- Prepared draft agenda for Select Board meeting 9/9.
- Prepared Select Board Nonpublic meeting minutes for 8/29.
- Site Visit to Playground for plaque placement.
- Janitorial Service- window cleaning crew in at Town Hall and PD.
- Pulled AC units for window cleaners.
- Pulled Office Clerk Apps for DPW Manager/Road Agent and AAI to review.
- Meeting with Facilities Space Needs Study firm- AG Architects for contract review.
- Submitted AG Architects contract to Legal for review and comment.
- Met with resident regarding concerns regarding 15 Meaders Point Road and erosion issues. DPW Manager contacted to do site visit.
- Select Board Chair in to sign Edmunds GovTech contract, scanned and emailed to Edmunds.
- Reviewed Draft Select Board Agenda for 9/9- approved.
- 2020 Budget work
- Met with DPW employee regarding job classifications.
- Replied to questions from Chair on 8/26 TA Weekly report.
- Draft TA Report on 9/9/ Select Board Agenda.

- Banking Services RFP review with committee- Finance Manager, Tax Collector, BOS Chair, and Town Treasurer.
- General Engineering Services RFQ completed draft.
- DPW Job Descriptions finalized with track changes- LEO I & II, HEO I & II and Highway Supervisor. Reviewed with DPW Manager
- Met with Chair ref: Select Board schedule for November & December.
- Met with Finance Manager regarding Banking Services research, follow up discussion with Financial Institution.
- TA Weekly report finalized, print, email and post
- Select Board Meeting agenda for 9/9 finalized- Posted
- Emailed TPTF regarding Banking services and how accounts are maintained- i.e. savings, checking, or CD investments.
- TA Report on Select Board Agenda for 9/9 completed.
- Attended SRPC TAC Meeting at SRPC in Rochester
- Met with Chair regarding Project status', Birch Hill Road repair forecasting.
- Received signed Edmunds GovTech contract.- Implementation manager assigned.
- Met with NDWQ Chair regarding Watershed Management plan, engineering RFQ, 319 Grant.
- Met with property owner at 15 Meaders Point Rd, delivered signed street excavation permit.
- Select Board Meeting agenda 9/9 Posted.
- Select Board Meeting packets emailed and printed.
- Picked up additional soccer shirts for P&R in Wolfeboro.
- Prepared chili for P&R Commission Concession stand- Soccer opening day.
- Attended and assisted with Playground ribbon cutting and dedication ceremony at Smith Ballfields.

### **Police Department**

- Arrest at 259 Merrymeeting road-Criminal Trespass, Disorderly conduct-released on must appear summons.
- Cruiser 3 dead lined-spotlight broken-attempting to get two way here to fix.
- Meeting with Strafford County Commissioners regarding radio Infrastructure-re issues with radio communications from New Durham.
- Complaints from Old Bay road regarding shooting-told they can shoot until 2100 hours.
- Sgt. Meattey Injured off-duty, recovering at home.
- Cruiser rifle set up with tactical gear.
- Traffic stop complaint Investigated-unfounded.
- Meeting with State Police re employment background.
- Meeting with US Marshals.

**Fire Department:**

- No report

**PW- Highway:**

- Check for beaver issues in ponds
- Unplug culvert on Birch Hill Rd
- Grade/ditch Brackett Rd
- Weekly report submission sent to town administrator
- Weekly SWF coupons processed for deposit
- Schedule dump truck inspection with B&B Auto
- Monthly fuel report pulled for finance
- Les Leary in to replace hydraulic line on backhoe
- Email to resident regarding driveway permit approval
- Clean up tree debris from Ten Rod Rd
- Code payables
- Work on 2020 budget for Hwy and SWF
- Grading on Meaderboro Rd
- Fix transitions where driveways meet roadways
- Raking on Brackett Rd
- Sweep Penny Lane
- Leon attended Grader operations class

**Solid Waste:**

- MSW #1 #2
- 2 C+D

**Land Use:**

- Met with PB Chair and reviewed agenda
- Posted agenda to website and bulletin boards
- Printed packets for PB members
- Set up for PB meeting
- Attended PB meeting
- Met with property owner about variance

**Assessing:**

- Answered emails
- Answered phone messages
- Emailed report of wood and certification to DRA
- Made copy of report and warrant for report of wood
- Gave copies to Tax Collector

- Reviewed current use question with BI/CEO
- Printed new Current Use Handbook
- Made copy of handbook for BI/CEO
- Reviewed application for voluntary merger
- Gave Voluntary Merger application to BI
- Mailed signed Voluntary Merger application to Registry of Deeds
- Updated timber bond spreadsheet
- Worked with BI answering abutter concerns
- Entered BP into vision
- Updated address changes in vision
- Met with assessor
- Created current use report in vision
- Printed current use report from BMSI
- Did comparison of current use between Vision and BMSI
- Worked with Assessor entering new utility values in both Vision and BMSI
- Spoke with property owner about assessment
- Assisted engineer with map & lot folder copies
- Printed reports from Vision and BMSI
- Worked on MS-1

#### **Welfare**

- No Report

#### **Building/Code Enforcement/Health:**

- 6- Inspections
- 2- Building Permits
- 0- CO Inspections
- 1- Electrical Permits
- 1- Mechanical Permit
- 0- Plumbing Permit
- 0- Site Visit
- 7- Office Visits
- 11- Phone calls
- Several Violation Notices being prepared for District Court action.
- 2- Notices of Eviction served due to RV violations. PD assisted.
- TA contacted Legal regarding ongoing Code Violations

#### **Town Clerk & Tax Collector:**

- Some property owners who have received deeding letters have responded with payment plans or enough money to cover this year's impending liens.

Town Clerk from September 2 to September 10:

- Building Permit Fees: \$3,472.47
- Cemetery Fees: 0
- Dog Fees: \$538.00
- Landfill/Beach Decals \$45.00
- Photocopies \$3.00
- Town Motor Vehicle \$11,271.00 (includes boats)
- State Motor Vehicle \$5,363.68 (includes boats)
- OHRV State \$84.00
- OHRV Town \$3.00
- Vitals \$75.00

Total: \$40,976.40

- Worked on Budget 2020.
- Contacted bookbinders for price for bound copy of the last four years of Town Report.
- We have licensed 811 dogs so far this year. We have twenty-four dogs left on our unlicensed dogs.

#### **Finance:**

- Created Legal spreadsheet
- Completed Wage Verification
- Order Employee appreciation gifts
- Updated Excel - Postage
- Entered Postage Journals
- Updated Excel Gas & Diesel
- Entered Gas & Diesel Journals
- Corrected Excel Gas & Diesel formulas
- Processed BMSI Report -NHRS
- Updated Excel NHRS
- Exported BMSI NHRS Report
- Uploaded BMSI NHRS Report to NHRS
- Processed BMSI Report – Valic
- Updated Excel –Valic
- Ordered Supplies
- Imported Tax Journals
- Entered Missing Tax Journals
- Printed Time Cards
- Trained O/C 4 days
- Printed Invoices & Coded Invoices
- Worked on Fixing Files

- 1 Bank runs
- Met with Employees
- Entered Adjustment Journals

### **Library:**

- No Report

### **Recreation:**

- I prepared, and organized a successful opening ceremony for the playground & Soccer Season. Well over 100 in attendance.
  - got volunteers
  - bought crafts and helium
  - advertised
  - picked up cotton candy machine
  - set up and returned everything for the event
  - talked to fire department and police department
- Finalize two more programs on the my rec.com
- Delivered all the uniforms for all the teams and ordered 4 more shirts.
- Got parents to sign up to donate food for the concession stand every week.
- Schedule ref's and prepared forms for them sign.
- Finished shopping for the concession stand and set it up.
- Printed price list for all the food
  - got money box ready
- Set up cribbage this week because my employee has a doctor's appointment.
- Set up two goals with nets.
- Made sure bingo was all set for the first session
- Emails and messages try to resolve problems mostly from my MyRec.
- Ran the four-year-old practice, but was successful in recruiting a volunteer coach to fill the position.
- Got most of the parents to sign the code of ethics form all the teams

### **Dates to Remember:**

Planning Board Meeting, Tuesday, September 17, 2019 7p at Town Hall  
 Select Board Budget Meeting, September 23, 2019 6p at Town Hall  
**Employee Appreciation Luncheon – Staff Mtg. 12n-4p at Community Room**  
 Select Board Budget Meeting, September 30, 2019 6p at Town Hall