

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (9-9-2019 to 9-15-2019)

Date: September 16, 2019

Cc: All Departments

Town Administrator:

- Payroll
- Met with DPW Manager to discuss background on conditional offer candidate for SWF Operator.
- Met with Fire Chief regarding B&B fire codes.
- Met with Kings Hwy resident regarding abutter's proposed building construction and septic.
- DPW AAI's farewell/best wishes lunch
- Attended Cemetery Trustees meeting- provided budget and CRF/ETF information.
- Met with Bank of NH regarding Banking Services proposal.
- Met with Assessing AAI regarding estimated valuation numbers with utilities.
- Select Board Meeting prep
- Select Board Meeting 9/9.
- Attended the Annual Salt Symposium at the Grappone Ctr. in Concord, NH.
- Met with Land Use/Assessing/Welfare AAI who gave her resignation, as she accepted Full Time position as Assessing Secretary, Town of Alton.
- Met with Chris Berry, Principal at Berry Engineering regarding Bennett Rd Class 6 to Class 5 process- Town Meeting, utilization of Subdivision Road Standards / NHDOT specs. Meaders Point Road, road excavation for well and septic line- Street excavation Ordinance provided, application and discussed storm water management and Kings Hwy project (abutters concern)
- Met with So. Shore Rd residents regarding DES 319 Grant and drainage construction easements/agreements. Signed with letter of support.
- Received MS 1 from Assessing- Submitted to DRA, and copy for Select Board to sign.
- Met with Fred Quimby regarding DES 319 Grant and AV equipment for meeting.
- Met with DPW Manager regarding projects and Dam draw down status.
- Select Board meeting 9/9 action items
 - RFQ- General Engineering Services edited, finalized and posted to website, TH Bulletin Board and sent to DES for posting.

- Job Descriptions for DPW position- LEO I & II, HEO I & II. Copies to DPW and Job Description book.
- Select Board Meeting minutes 8/29- edited, finals posted to Website and copies to Town Clerk.
- Select Board meeting Nonpublic minutes 8/29- edits, finalized and posted to NP Minutes book.
- Budget 4550, 4589- Meetinghouse, & 4140
- Met with Building Inspector regarding personnel matter, situation resolved.
- Coordinated meeting with Town Counsel regarding Land Use Ordinance Violations in District Court.
- Met with Select Board Chair and IT Contractor to review past years, and items for 2020 budget and contract extension for 2020. Contractor to provide 2020 equipment, software upgrades and contract maintenance.
- Met with probationary employee, released from employment.
- Met with P&R Director re: 2020 Budget.
- Met with TD Bank re: Banking Services Proposal.
- Received Budgets from DPW, PD,E&R, Recreation, Library, Fire.
- TA Weekly assembled and distributed via email, posted to Website
- Worked on Budgets-
4130,4140,4150,4152,4153,4191,4192,4194,4195,4196,4199,4210,4312.
- TA weekly
- Rec'd email question from TOTF Treasurer regarding Article #15, CRF contribution- name of CRF. Sent inquiry to DRA regarding the Article, even though name was not correct.
- Assist P&R Director with ordering of Athletic Field Lining paint.
- Rec'd Guidance from Town Counsel on;
 - Conditional Use Permits- Storm Water Management Inspections agreement.
 - Pole Licenses for utilities process and documents.
 - Architect Contract

Police Department

- Drug overdose –Route 11 CPR by Officer and Narcan by Ambulance male subject revived.
- Drug overdose Mountain drive-subject transported to Huggins.
- 2 Arrests-Driving Offences.
- No Part timers available to work shifts-all have been asked to submit availability to end of year-only two have responded.
- Sgt. Meattay still out on off-duty Injury.
- Cruiser 3 Issues-spot light/Plate Lights.
- Search Warrant done-two phones seized in Criminal Threatening complaint.
- Rifle training.

Fire Department:

9-3-2019 9-16 -2019

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
- Working on 2020 Budget request and submitted to TA
- September 5th Strafford County commissioners meeting regarding the communication center upgrades
- September 12th continuance of Strafford County commissioners meeting regarding the communication center upgrades.
- Engine 2 out for inspection it will need front springs bushings.
- Ladder 1 appointment for cost estimate for body work, paint and rust removal.
- 3 members went to Training with the Wolfeboro fire department "first due without a crew" in preparation for in house training.
- Inspection and final report for Copple Crown main lodge building
- Monday the 9th C2 in car 1 went with the Drug Box to the hospital for drug replacement

Truck & Equipment Maintenance:

- Washed trucks, swept apparatus floor and general housekeeping Saturday morning as time permits.
- Perform DOT truck safety checks.
- Clean and Sweep apparatus floor
- Change out and recharge batteries in air packs weekly
- Installing Fuel Injection system on utility truck
- Replacement of the PlymoVent stop on engine 2

Emergency responses

9/4	valley road	EMS	A1, C1
9/7	South Shore RD	EMS	A1, C1
9/7	Nipmuck Lane	Fire Alarm	E2, C1

9/12	Places crossing, Farmington	Structure Fire	E2, C1
9/14	Pine Point RD	Fire Alarm	E1, F1, C1
9/15	Lions Camp Pride Way	Fire Alarm	E2, C1

Chiefs Corner

A look at the problem and the solutions manpower at a reasonable cost to meet the challenge her is some unique alternatives,

The Twin Falls Idaho Fire Department, Police Department, and Sheriff's Office are putting a new emphasis on inter-agency collaboration, city officials say. The heads of these agencies say they don't have the intention — or the resources — to hire new staff in masse anytime soon. Instead, to deal with the natural uptick in calls that comes with population growth, they're making the most of what they have by finding new ways to work together with all of their community resources.

Code 3 Podcast: Interagency cooperation during rescue task force response Jim Morrissey, a tactical paramedic and terrorism preparedness coordinator in California, recommends interagency cooperation under extreme circumstances and shortages in staffing levels.

NFPA 3000 a new provisional standard brought EMS, firefighters and law enforcement together to tackle interagency training

PW- Highway:

- Fall Gravel Road Grading
- Dam and dry Hydrant preparations at Main Street Dam
- Backhoe repairs- Leaking hoses
- Mowing & Trimming of facilities
- 2020 budget work
- Working to secure Roadside mower, as regular contractor unavailable to supply one.
- Painting of stop bars and lines
- Winter Sand delivery and pile management
- Applications reviewed for DPW AAI
- Measured asphalt grader shim areas on Birch Hill Rd, and pavement repair on Valley Rd and walkway at Town Hall
- Reviewed with TA the Dam repair plans.
- Driveway permits reviewed

Solid Waste:

- Shipped 1 MSW
- Shipped 1 C&D
- Reviewed operations for changes.

Land Use:

- Met with ZBA Vice Chair
- Spoke with TA about ZBA budget
- Received email from ZBA Vice Chair-Meeting canceled
- Emailed ZBA members about cancellation of meeting
- Posted ZBA meeting cancellation on website
- Posted ZBA meeting cancellation on front door and bulletin boards
- Updated Planning Board notebook
- Updated ZBA notebook
- Researched Conditional Use Permits for TA
- Wrote notices of decision for planning board
- Emailed PB Chair to come in and sign notices

Assessing:

- Printed report from BMSI
- Printed report from Vision
- Worked on MS-1
- Spoke with Assessor about MS-1
- Worked on MS-1
- Reviewed MS-1 figures with TA
- Worked on MS-1V
- Spoke with resident about Boundary line Adjustment
- Finished MS-1 and MS-1V for assessor review
- Entered BP permits in Vision
- Printed BP report
- Compared BP report from BI and Vision
- Pulled deeds from Registry
- Entered data into Vision and BMSI
- Attended phone conference with Assessor from Vision about upgrade
- Reviewed MS-1 and MS-1V with assessor
- Reviewed sales ratio with assessor
- Filed PA-34's
- Reported address correction to E-911
- Compared BP report from Vision with BP report from BI

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:

Town Clerk/Tax Collector Weekly 9/9/19 to 9/13/19

Open/Unlock Town Hall door	10	
Check/Unload Town drop box	5	
Deposits to TD Bank, Alton	5	
Pickup/Distribute Mail from Post Office	3	
Certified Mail signed for	7	
Calls Answered	80	
Emails Answered	27	
Processed Car/Trailer/Boat registration(s)	35	
Processed ATV/Snowmobile registration(s)	1	
Vital Records Requests	8	
Dog License(s)	7	
Updated Rabies certificates from Vets into system	13	
Transfer Station/Beach Passes sold	7	
Transfer Station coupons sold	5	
Weekly report to Scott	1	
Package to FEDEX Alton drop-off	0	
Pistol Permit/Fingerprinting receipting	0	
Right To Know Requests	1	
Elections/Voter Registration/Activities	2	
Helping residents with Assessing information	6	
Running Mailing/Postage machine	15	
Providing Info other departments	3	
Assisting Building Inspector/Code Enforcement/Health Officer	5	
Notary Services	21	
Justice of the Peace Services	2	
Deliveries taken and signed for	9	
Research	2	
Scans/Faxes to residents/customers/mortgagees/banks	7	
Taxes booked	\$20,248.74	

Finance:

- A/P Edit List Review

- A/P Edit Corrections
- A/P Check Run
- A/P Mailing
- Updated Excel Electric
- Printed Time Cards
- Process Payroll
- Called Amazon about return of incorrect items
- UPS Mail Run
- Trained O/C 2 days
- Updated Excel Town Utilities
- Updated Excel Utilities & Fuel
- Met with Laura
- Called SSCI to update legal name
- Attended Karen's Goodbye Party
- 1 Bank runs
- 1 Mail run
- Met with Scott on budget reports and staffing
- Forestry budget report
- Met with Employees
- Entered Adjustment Journals
- Corrected Payroll Timecards
- Computer down time – ANS 30 minutes
- Computer downtime – BMSI 30 minutes
- EM Budget Report
- FD Budget Report
- FD Detailed Report
- Ordered Supplies
- PD Budget Report
- Printed Invoices & Coded Invoices
- FA Budget Review
- TD Bank Calls 2 hours
- Cleaned and cleared a pathway in Back Hall
- Met with Small Business Machines
- Entered New Vendors

Library:

- With the installation of two new computers and one donated one, the library will offer better options for both staff and patrons.
- Our social media postings continue to reach around 1,000 people every week.
- Inaugural session of Spectrum- Start-Ups on Sept. 19.
- Friday Storytime starts back up Sept. 20.

- Regular programming includes: Book Club, 3rd Monday of each month; Mystery Book Club, 1st Wednesday of each month; Yoga, Wednesdays at 8:40 a.m.; Tai Chi, Wednesdays at noon; First Steps, Thursdays at 10:30 a.m.; Storytime, Thursdays at 11:00 a.m. and Fridays at 11:15 a.m., Spectrum Challengers, second Thursday of each month after school, Spectrum Start-Ups, third Thursday of each month after school, and Cribbage, each Tuesday at 1:00 p.m.

Recreation:

- -Organized people donations for concession stand
- -Started organizing the basement. Took 3 dump loads to the dump with Matt.
- -Went over the budget and met with Scott about it.
- -Scheduled refs for soccer games.
- -Did a write up for the Baysider about opening ceremony on playground.
- -Started adult pickleball. Had 11 participants.
- -Met with Corey, of Revolution United, down at the fields because coaches wanted a bigger field.
- -Lined a U8 field and went over the other lines on fields.
 - Shopped and went to the bank for concession stand.
 - Sent out emails and dealt with program problem.
- -Made copies for senior bingo. Working on organizing concession for it.

Dates to Remember:

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