

## **Town Administrators Report**

**To: Board of Selectmen**

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

**Re: Weekly Report of Departments (9-16-2019 to 9-22-2019)**

**Date: September 23, 2019**

**Cc: All Departments**

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### **Town Administrator:**

- Met with DPW Manager/Road Agent to review project planning and employment apps for AAI.
- Met with Selectman Chase regarding AAI interviews and ongoing code violation matter
- Met with Fire Chief regarding Select Board's request for update on appointment performance goals.
- Met with P&R Director regarding equipment for fields.
- Budget Finalized and updated except PB, Notes & Bonds and CRF-ETF's.
- Assisted resident regarding code violation Quaker Rd.
- Assisted resident with Land Use question
- Select Board minutes for 9-9-19 reviewed edits and posted draft.
- Meet with Building Inspector regarding fire code for B&B's..
- Met with DPW Manager regarding SWF Operator and AAI interviews.
- Coordinated meeting with Town Counsel regarding Code Violations for District Court.
- Rec' Right to Know request regarding 2018 Tax Deeded Property Auction. Coordinated file viewing.
- Made edits to Electronic Devices Policy.
- Emailed NHMA legal regarding Welfare Lien question.
- Drafted Select Board agenda for 9/23- emailed to Chair.
- Coordinated AAI and SWF Operator interviews
- Posted Assessing/Admin and Land Use AAI positions on NHMA.
- Posted P&R Commission Meeting on website & BB's 9/18 mtg.
- Scheduled Livestream for Community Room for PRC meeting.
- NHIT training at Meredith Inn at Mills Falls.
- Employee appreciation luncheon coordination
- TA Contract accrual costing.
- Emailed Town Hall stream for video formatting for camcorder. IT looped in.
- Select Board agenda 9/23- edits from Chair.
- TA Report on Select Board Meeting Agenda 9/23.

- Scheduled Community Room use for Birch Ridge Community Forest Meeting 9/26/19.
- Prepared & Posted 3- Intent to Cut Timber public notices (Website & BB)
- Posted Select Board Meeting Agenda for 9/23- Website & BB's.
- Planning Board Budget Update- printed for BOS Books
- Finalized Notes & Bonds and CRF-ETF- printed copy for books
- SWF Operator Interview
- AAI Interviews
- Contacted applicants on file from Office Clerk regarding vacancies and interest.
- NHPWA E-Boad Meeting- Conference call
- Posted AAI position on Indeeds
- Prepared Staff report for SWF Operator for ability to do Conditional Offer to candidate.
- Revenue accounts researched.
- Met with Town Treasurer regarding Banking Services RFP, and depository by Treasurer vs staff.
- Met with Mike Gelinas regarding boat launch project at Main Street Bridge.
- Met with DPW Manager/Road agent to review design and specs for Dam project
- Delivered donated gas grill to Town Offices
- Coordinated with Anina for Employee appreciation – meat and deserts ordered and lobster prices from Johnsons
- Dam Project site visit with DPW Manager
- Met with Fire Chief regarding Dry Hydrant install coordination, plumber for connections. Fire Assisted with Stainless Steel rods for dam project.
- TA Weekly completed and distributed.
- TA Report on BOS agenda finalized
- Select Board Meeting Packets for 9/23- printed and emailed
- Complete wage range information pulled from Thornton Study, with applied inflationary impacts.
- Worked on 2019 and 2020 project revenues. Draft in Budget Books.
- Budget books for Select Board finished- Anina assisted.
- **Police Department**
- Drug overdose Hayes Lane.
- Drug overdose drive in at PD
- Domestic Assault-Ten Rod Road-female victim left on Foot- Uncooperative Bleeding from face.
- Arrest-Criminal Trespass-Brackett Road
- Accident Middleton Road-Vehicle vs Dog-Driver left scene-Found driver and vehicle Monday Morning.
- Information given regarding Drug dealing in Town.

- Only 1 Part timer Responded to work shifts-Doing two day FTO with Officer before allowing to work on own.
- Officer Saltzman- Military Training 6 days.
- Cruiser 3 back up and Running-Lights fixed
- Domestic ten rod road-father-son

### **Fire Department:**

- No Report

### **PW- Highway:**

- Gravel road grading
- Prep for Dame and Dry Hydrant work
- Cleaning of inlets and outlets
- Measuring for paving
- Vehicle inspections
- Winter sand
- Driveway permits
- SWF Operator interview
- AAI Interview

### **Solid Waste:**

- MSW 1
- C&D 1

### **Land Use:**

- Printed materials for PB
- Put together packets for PB meeting
- Set up for PB meeting
- Attended PB meeting
- Amended approved PB minutes
- Posted approved minutes to website
- Updated PB notebook
- Spoke with ZBA Chair

### **Assessing:**

- Answered emails
- Answered phone messages
- Worked on cleaning up computer
- Filing
- Updated Welfare files

- Worked with IT to get QuickBooks on computer
- Met with resident about possible Boundary Line Adjustment
- Met with Tax payer about process for unmerging lots
- Met with Realtor about possible subdivision
- Worked with DRA to finalize MS-1
- Processed intent to cut
- Verified taxes up to date for intents to cut
- Met with road agent to sign off on intents to cut
- Submitted intents for BOS signature
- Pulled deeds
- Updated Vision and BMSI

### **Welfare**

- Reviewed files
- Shredded no lien over 4 years old files
- Worked on cleaning up QuickBooks

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

- 4- Inspections
- 0- Building Permits
- 0- CO Inspections
- 1- Electrical Permits
- 0- Mechanical Permit
- 0- Plumbing Permit
- 1- Site Visit
- 8- Office Visits
- 20- Phone calls

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

- The Town Clerk/Tax Collector's office will be open this Saturday from 9 to 12.
- The Building Inspector will also have office hours this Saturday.
- Donna and I have both scheduled to attend the one-day State Election training in Concord. This training is for Clerks and Deputy Clerks only. The Secretary of State wants all of us to be prepared for the upcoming elections. We are attending the training on different days so the office will remain open.

Town Clerk from September 20 to September 26:

- Building Permit Fees: \$130.96
- Cemetery Fees: \$300.00
- Dog Fees: \$64.00

• Landfill/Beach Decals	\$25.00
• Landfill coupons	\$22.00
• Photocopies	\$2.50
• Town Motor Vehicle	\$15,791.20 (includes boats)
• State Motor Vehicle	\$5,299.74 (includes boats)
• OHRV State	\$84.00
• OHRV Town	\$3.00
• Vitals	\$95.00
Total:	\$21,815.40

**Finance:**

- Processed A/P
- Met with Seacoast Business machines
- Called BMSI CW report & merge
- Revenue Report
- Called UNUM
- Called Irving Oil for refund check
- Called HWY
- Called Employee about timecard errors
- Processed SWR deposit & copied checks
- BMSI CW upload
- PD timecard issue, processed new timecard
- Called TD Bank – deposit slips
- Met with Laura
- Attended NHIT Seminar
- Went to Staples –Budget Book Covers
- Interview for possible new hire
- Reviewed Employee File
- Scanned to Email – NHIT Benefit Strag. Invoice
- Emailed SAU49 Working Paper Request
- Called Collin Sports 2x
- Called Bank of America – Replacement CC
- Called Calico Printing – paid via cc
- Met with Scott Revenues
- BMSI 1 hour Audit Adjustment
- Updated Excel - NHIT
- A/P Mailing
- Printed Time Cards
- Bank Run
- Mail Run
- Met with Employees
- Entered Adjustment Journals
- Ordered Supplies
- Printed Invoices & Coded Invoices

**Library:**

- A patron has donated two much-needed bookcases for the Children's Room.
- The Storytime Field Trip for all children five years old and younger in New Durham (and friends and relatives in surrounding communities) will be next Thursday, Oct. 3 at the Miller Farm, 51 Miller Farm. We will meet there at 11:00 a.m. Children in the New Durham School pre-school are welcome to come to the farm after their dismissal. Thanks to Rich Leonard for opening his orchards to us and taking his time to take the kids on a tour.
- Cookie Decorating class - Wed. Oct. 16 FREE! for Adults and Parents with up to two school-aged children. We are lucky to have talented patrons who are willing to share their expertise with the community.

**Recreation:**

- Went to an all-day parks and rec seminar got some CEU units.
  - Met with Ossipee & Milton Rec directors.
- Had a volunteer committee meeting.
  - next meeting is Oct 7th
  - talked about haunted trail
  - meat bingo on Oct 20th
- Had a rec meeting
  - hired a Jr ref
  - bumped a Jr ref up to next scale
  - talked about Craft fair
  - having a light up the town house decorating contest with 1st 2nd and 3rd prizes.
- Started spectrum start up with the library. It was full at a capacity of 15 kids.
- Went shopping for concession stand and got them a mallet.
- Organize refs
- Dealt with an incident involving two children at a soccer practice.
- Took the buoys out down at the beach
- Sent email/text
- Set up soccer games for kindergarten and 4 year olds with Gilmanton.
- and more...

**Dates to Remember:**

Select Board Budget Meeting, September 30, 2019 6p at Town Hall  
Recreation (6p) Water Quality (630p) Boodey Farmstead (6:45p) Library (7:15p)  
Meetinghouse (7:15p)  
Planning Board Meeting, Tuesday, October 1, 2019 7p at Town Hall  
Select Board Budget Meeting, Tuesday, October 8, 2019 8a at Community Room  
Police (8a) Fire & Emergency Management ( 8:30a) Forestry (9a) DPW –  
Highway/SW (9:15a)

Zoning Board Meeting, Tuesday, October 8, 2019 7p at Town Hall  
Planning Board, Tuesday, October 15, 2019 7p at Town Hall  
Select Board Meeting, Wednesday, October 16, 2019 6p at Community Room  
Budget Committee/Select Board Mtg, Wednesday, October 23, 2019 7p at Town Hall  
Budget Committee Mtg, Wednesday, October 30, 2019 7p at Town Hall