

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (9-23-2019 to 9-29-2019)

Date: September 30, 2019

Cc: All Departments

Town Administrator:

- Meeting with Town Counsel regarding District Code Violations prosecution, and complaint forms.
- Site Visit Dam Project
- Met with Fire Chief regarding documentation for performance memo.
- Budget cover memo for Select Board
- AAI Apps- 50% reviewed
- Payroll reviewed
- Payables reviewed
- Met with Assessing AAI regarding involuntary lot merger case.
- Shopped at Hannaford's for Employee Appreciation Luncheon.
- Met with DPW Manager for project update.
- Select Board meeting Prep.
- Select Board Meeting 9/23
- Site Visit Dam & Dry Hydrant Project
- Met with Highway employee regarding reclassification and wage adjustment approval.
- Prep for Employee appreciation luncheon
- Employee Luncheon for Town Staff approximately 20-22 in attendance.
- Donna Young recognized as 2019 Customer Service employee and Don Vachon as 2019 Most Valuable Employee.
- AAI Finance & Administration Job Description- edits
- Met with AAI Zuzgo regarding Duties
- Select Board Signature File documents distributed
- 2020 Budget updated from 9/23 Select Board Meeting-Printed copies for Select Board and Finance manager.
- Order Athletic field lining paint for P&R Director
- Conditional letter for DPW-LEO-SWF Operator and P&R Gen Laborer.
- Contacted DPW-LEOI/SWF Operator candidate ref Conditional offer.
- Luncheon for AAI Zuzgo Best wishes with new endeavors.

- Checked with State Purchasing on Sate Bids. Advised will be posted this week.
- Met with DPW Manager to review staffing following Select Boards approval of New Job Descriptions.
- Met with resident regarding tree down in Downing Pond. Advised DPW Manager- Road Agent to investigate
- Prepared Select Board Non pubic minutes 9/23- draft
- Edits to 9/9 Select Board Meeting Minutes- posted and printed
- Edits to 9/9/ nonpublic Select Board Meeting Minutes- printed and booked.
- Requested assistance of Tax Collector regarding research on involuntary lot merger.
- Prepared list for AAI candidate interviews 10/1 2-5p.
- Attended NHIT Board meeting in Concord.
- Prepared draft Select Board Meeting agenda for 9/30- emailed to chair.
- Contacted Town Hall Streams regarding 9/23 Select Board Meeting video recovery.
- TA Report on Select Board Meeting 9/30 Agenda
- TA Weekly Report
- Site Visit to dame project
- Prepared fiscal impact of DPW reclassifications
- Received additional funding request for Non-profit service organizations.
- Assist DPW with invoice coding
- Met with Mike Gelinas regarding SELT- trailhead parking areas, and whether requires PB approval.
- Prepared Select Board packets- emailed to Board.

Police Department

- Search warrant Conducted at a Rt 11 residence, drugs and cash taken seized- Arrested was Corey Fair, two (2) counts with Possession with intent to Distribute-sent to County Attorney's Office.
- Sgt. Meattey returned to work from off-duty Injury.
- Officer Saltzman returned from Military Leave.
- Rifle training at range.
- Cruiser Radio ordered for 2020 cruiser.
- Worked with two-way communications on cruiser setup.
- Officer Roy worked two shifts during week.
- Two more Duty Pistols ordered.
- Cruiser 4 side lined for maintenance.

Fire Department:

Biweekly Report

9-16-2019 9-30 -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
- Meeting with LRFA for estimate on ladder truck bodywork.
- Dry Hydrant installation completed see chief corner for further information.
- Second floor office space rearranged to increase efficiency and add a workstation for radio maintenance.

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.
- Install electronics and computer for fuel injection system on utility truck.
- E1, F1, A1 shuttled back and forth to the inspection station.
- LRFA was in for evaluation of the surface deterioration on the ladder Truck.
- Worked on generator on E2 was starting hard.

Emergency Responses (Total runs YTD 260)

Date	Location	Incident	Units Responding
9/19	Camron Road	EMS	A1, C1, 04
9/19	NH Rt 11	EMS	A1, C1, C2
9/20	Ossipee Corner	Fire & EMS Cover	E2, C1
9/21	Ridge Rd.	EMS	A1, 02, C1
9/21	Hayes Lane	EMS	A1, C1,
9/21	Main Street	EMS	A1, C1
9/21	Alton	Structure Fire	E1, L1, C1
9/21	Merrymeeting Rd.	Outside Fire	F1, C1

9/21	Ten Rod Road	EMS	A1, C1
9/21	Hayes Lane	EMS	A1
9/22	Ridge Rd.	EMS	A1, C1
9/24	Merrymeeting Lake	Boat Rescue	A1, C1, NH Fish & Game
9/25	Merrymeeting Rd.	No determent	No Response Needed
9/26	Main Street	EMS Standby	A1, C1, C2, 04
9/27	Hayes Lane	EMS	A1
9/27	Chamberlin Way	EMS	A1
9/28	Mountain Drive	Outside Fire	E2, C1
9/29	MM Lake Rd.	Outside Fire	O5

Chiefs Corner The dry hydrant installation is complete, operational testing will take place as soon the as water is at an adequate level. There was some difficulty due to portions of what was possibly the old stone dam that was 6 to 8 feet beneath the ground and unknown to us prior to excavation. This stone foundation prevented us from a full depth excavation. Requiring the hydrant to lay at an angle to be at the appropriate height to draft from. This angle did remove some of the concerns as to the weight of the steel pipe setting on the PVC coupling, the angle distributed the weight of the steel pipe along its length, reducing the risk of the steel pipe shearing off the PVC coupling by more than 30%. Many hydrants installed using PVC are angled to increase weight distribution and eliminate high concentration of weight on individual components. Schedule 40 Steel pipe weighs 18.97 lbs per ft 10' = 440 lbs total of pipe and two 90 elbows weighing in at 36.59 lbs each is 513 lbs shear force on the PVC threaded coupling. Laying the pipe over approximately 30 degrees from vertical removes over one third of the total weight on the PVC coupling approximately 170+ lbs static. The increased contact area with soil further reduce the static force on the coupling. The above does not include extraneous forces such as weight of water, thermal expansion or contraction and or any other forces applied by equipment attached to the hydrant during firefighting operations.

PW- Highway:

- Dam project
 - New pins and splash board installed
 - Concrete patched on dam walls and abutments
 - Slopes loamed and seeded
 - Assisted with boat launch area
 - Removed old utility pole, repurposed for new sign poles
 - Dry Hydrant installed assisted PD and contractor
 - Installed safety poles around hydrant head
 - Graveled drive to hydrant
 - Photographs of project for DES and Dam inspectors
- Tree down No Shore Road.- Crew cut and removed.
- Winter Sand hauled in and stockpiled (200 yds received)

- Trucks repaired for state inspection
 - Air Can replaced
 - Air Tanks replaced
 - Steering Box replaced
 - Front axle 4x4 hub replaced
 - Tires replaced on pick up
- Trucks inspected, rotated to B&B & Granite Ford.
- Driveway permits
- Staff attended Employee appreciation Lunch
- Provided recommendations for job classification changes and supervisor.

Solid Waste:

- Shipped MSW & C&D
- Called for Cardboard pick up

Land Use:

- No Report

Assessing:

- No Report

Welfare

- No Report

Building/Code Enforcement/Health:

- 3- Inspections
- 2- Building Permits
- 0- CO Inspections
- 0- Electrical Permits
- 3- Mechanical Permit
- 1- Plumbing Permit
- 4- Site Visit
- 4- Office Visits
- 14- Phone calls

Town Clerk & Tax Collector:

Open/Unlock Town Hall door 6
 Check/Unload Town dropbox 6
 Deposits to TD Bank, Alton 5
 Pickup/Distribute Mail from Post Office 3
 Certified Mail signed for 4
 Calls Answered 47
 Emails Answered 17

Processed Car/Trailer/Boat registration(s) 82
 Processed ATV/Snowmobile registration(s) 1
 Vital Records Requests 10
 Dog License(s) 2
 Updated Rabies certificates from Vets into system 7
 Transfer Station/Beach Passes sold 5
 Transfer Station coupons sold 10
 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 5
 Running Mailing/Postage machine 11
 Providing Info other departments 5
 Assisting Building Inspector/Code Enforcement/Health Officer 4
 Notary Services 6
 Justice of the Peace Services 2
 Deliveries taken and signed for 11
 Research 2
 Scans/Faxes to residents/customers/mortgagees/banks 1
 Taxes booked \$27,731.00
 Cemetery deeds payment and deed processing 2

Finance:

- Processed A/P
- A/P Mailing
- Printed Time Cards
- Process Payroll
- Met with Laura
- Attended Laura's Goodbye Party
- 3 Bank runs
- Met with Employees
- Entered Adjustment Journals
- Corrected Payroll Timecards
- Ordered Supplies
- Printed Invoices & Coded Invoices
- Entered New Vendors
- Met with New Hire
- Called to set-up interviews
- Mail Run
- Attended NHIT Meeting
- Processed SWR Deposit
- Entered New Hire – P&R

- BMSI 30 minutes down time – payroll issues enter a new employee and took on a different last name Hamilton to Chasse’
- Attended BOS Meeting
- Employee Appreciation Supplies
- Called MyRec 5x to get help printing Revenue reports for 2019
- Called Heartland 2x for help with P&R overpayment issues
- Called MyRec for help correcting credit issue from 2018
- P&R Journal Corrections
- Rebalanced P&R Bank account for 2018 October-December due to outstanding credit issue with MyRec
- Called MyRec to correct duplicate payment, issued MyRec account credit to cardholder
- Called P&R cardholder to inform about error and correction that was applied to her MyRec account
- Entered SSCI Background Check -SWR
- Entering P&R Revenues Journals
- Balancing 2019 P&R Bank Account
- Set-up Employee Appreciation
- Entered SSCI Background Check -P&R 3x
- Attended Employee Appreciation

Library:

- Story time Field trip to Miller Farm on Thursday, Oct. 3 - kids 5 and under got to pick apples for free thanks to Rich Leonard.
- Spectrum Challengers, a monthly Library/Rec program for students in grades 4-6, starts on Oct. 10.
- Flu Clinic from 1-2 p.m. on Tuesday, Oct. 8; free with most insurances. Bring your card.

Recreation:

- Paid refs
- Organized refs
- Organized donated food for concession stand
- Shopped for concession stand
- Made teen flyer
- Went through Nichole email
- Help cook/clean up during employee lunch
- Had volunteer do 5 hours of work
- Went through lights Christmas Lights for Halloween haunted Trail
- Organized more uniforms
- Lined fields
- Went to bank for concession stand
- Emailed rec committee
- Put basketball sign ups on the my rec website

- Attended a meeting at Kingswood with Ossipee, Wolfeboro Rec Departments and Kingswood Athletics about sports in the School District.
 - Looking at running a field hockey clinic in the spring
 - Looking at running a flag football league next fall
 - Want to do games for basketball and soccer with each other

Dates to Remember:

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