

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (9-30-2019 to 10-6-19-2019)

Date: October 7, 2019

Cc: All Departments

Town Administrator:

- MS-60A DRA Audit Form- completed and submitted
- MS-434R DRA Revised Revenue submitted for review
- Edmunds Credit Card information and payment forms downloaded
- Copies of Select Board Meeting, Minutes, Budgets and materials.
- Email PB, ZBA and ConCom chairs regarding Land Use Admin support.
- Revised 4194 and 4415 budgets due to new information and requests.
- Posted draft 9/23 Select Board Minutes.
- Solid Waste Bid Opening- 3 bidders
- Select Board Meeting prep & set-up.
- ZBA Agenda and material printed for ZBA Packets.
- Select Board Meeting 9/30.
- Received PB Agenda 10/1 from B Chair- posted
- Prepared PB meeting packets Agenda, minutes and budget emailed to PB members.
- ZBA meeting packet for 10/8 emailed to ZBA board.
- Select Board action items from 9/30 meeting
 - Select Board meeting minutes for 9/23 finalized and posted.
 - Select Board meeting nonpublic minutes for 9/23 finalized.
 - Budget sheet updated.
- Provided copies to Attorney on Right to Know Request on Tax Deeded property sale.
- Research Involuntary Merger so. Shore Rd.
- Met with DPW Manager regarding Select Board Meeting and reclassification actions & sand bid.
- Met with McKay's regarding the sand bid, and over delivery. Agreed to pay 2019 PO & Contract amount, and remaining after Jan 1st with new PO.
- AAI Interviews- 6 scheduled, 1 withdrawal, 1 no show and 4 interviews
- SW Disposal Bid review/analysis.

- Met with PB Chair regarding contract with consultant on contract for Impact Fee review and Flood Plain Insurance.
- Received Intent to Cut- Map 270, Lot 17. Submitted to Tax Collector and Road Agent for review.
- Reviewed Fema grant submittal for administrative reimbursement.
- Print updated budget sheet from 9/30 distribute to Select Board and Finance.
- Continued SW Disposal Bid analysis.
- AP Review
- Met with Select Board Chair.
- RTK request from resident for police report. Referred to Police Chief.
- Letter to DPW Staff on reclassifications and wage adjustments.
- Town Services roster drafted
- Attended NHPWA Fall Technical Training Session in Manchester.
- Attended NHPWA Bboard Meeting.
- Posted TA Weekly Report, distributed to Select board and Town Department Heads.
- Posted Select Board agenda for 10/8.
- Processed PD request for use of Community Room.
- Video issue on Select Board meeting 9/30- notified Town Hall Streams.
- Attended SRPC TAC Meeting
- Posted no trespass notices at Tax Deeded Properties- 116 Ridge Rd and 48 Ham Rd. Locks changed.
- Printed and copied DPW Staff memos on reclassifications/wage adjustments, DPW Manager reviewed.
- Draft nonpublic meeting minutes for Select Board 9/30.
- Posted Meetinghouse Restoration Committee meeting 10/9.
- Posted P&R Commission Meeting notice
- Posted Select Board Meeting Agendas
- SW Disposal Bid Tab and analysis finalized copies for Select Board and DPW Manager – SWF Supervisor.
- Met with Finance Manager regarding Treasurer's depository authority.
- Met with Town Clerk & Tax Collector regarding P folders for Land Use & Assessing.
- Posted Intent to Cut.
- Prepared and posted JLMC agenda for 10/8 meeting.

Police Department

- No Report

Fire Department:

- No Report

PW- Highway:

- Paved repair on Valley Rd
- Paved repair to walkways at Town Hall
- Dug out and prepared Butternut Ln pavement repair
- Worked with irrigation contractor at ballfield for repairs to irrigation system.
- Installed Temporary Electrical service panel at Meetinghouse.
- Graded Muchado Hill Rd
- Cleaned up buildings at DPW and checked over plows and frames

Solid Waste:

- 1- MSW Shipped
- 1- C&D Shipped
- Shipped steel

Land Use:

- Printed additional information to be added to the PB packets.
- Setup for PB meeting Spoke with Chairman of PB and reviewed what the materials I provided.

Assessing:

- Pulled deeds and printed Started entering data into databases
- Verified sales on DRA website

Welfare

- No Report

Building/Code Enforcement/Health:

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

Town Clerk & Tax Collector:

Town Clerk/Tax Collector Weekly 9/30/19 to 10/4/19.

Open/Unlock Town Hall door 5
 Check/Unload Town dropbox 5
 Deposits to TDBank, Alton 7
 Pickup/Distribute Mail from Post Office 3
 Certified Mail signed for 3
 Calls Answered 80
 Emails Answered 15
 Processed Car/Trailer/Boat registration(s) 62
 Processed ATV/Snowmobile registration(s) 0
 Vital Records Requests 4
 Marriage License(s) issued 2
 Dog License(s) 5
 Updated Rabies certificates from Vets into system 22
 Transfer Station/Beach Passes sold 5
 Transfer Station coupons sold 8
 Weekly report to Scott 1
 Package to FEDEX Alton dropoff 0
 Pistol Permit/Fingerprinting receipting 1
 Right To Know Requests 0
 Elections/Voter Registration/Activities 2
 Helping residents with Assessing information 7
 Running Mailing/Postage machine 20
 Providing Info other departments 3
 Assisting Building Inspector/Code Enforcement/Health Officer 3
 Notary Services 9
 Justice of the Peace Services 1
 Deliveries taken and signed for 8
 Research 2
 Scans/Faxes to residents/customers/mortgagees/banks 4
 Taxes booked \$22,941.98

Finance:

- Processed A/P
- A/P Mailing
- Printed Time Cards
- 2x Bank runs
- Met with Employees
- Entered Adjustment Journals
- Printed Invoices & Coded Invoices
- Entered New Vendors
- Interviews
- Attended BOS Meeting
- Processed SWR Deposit
- Coded Hwy Invoices

- Volunteered for P&R Teen Group
- Entering P&R Revenues Journals
- Balanced P&R Account
- Printed PD Budget report
- Emailed HWY Budget report
- BMSI – NHRS report
- Updated Excel – NHRS
- BMSI Export –NHRS
- NHRS Import
- BMSI – Valic Report
- Updated Excel - Valic
- Printed HWY Budget report
- Processed Bank Deposits
- Printed Bank Statements

Library:

- The library is back to normal after a flood in the crawlspace; a rapid response by the building inspector, highway department, and fire department took care of things initially and equally rapid responses from AAA Water and ServPro took care of the rest. Fans will continue to run over the weekend. Thanks to everyone who helped.
- Spectrum Challengers, the joint Library/Rec program for fourth, fifth, and sixth graders met for the first time this week. An escape room, a guided obstacle course, sack races, tug of war, and scratch-off masks made for a fun afternoon.
- We will be running Move It, Move It! for kids five and under on Fridays at 11:15 a.m.
- Major preparations are underway for the Halloween Extravaganza. Performances and trick-or-treating will be from 5:00 - 7:00 p.m. on Oct. 31.

Recreation:

- Budget meeting with Select Board on Monday night.
- Coach scrimmage for kindergarten and 4 year olds.
- Went shopping for concession stand, teen dinner and spectrum snacks.
- Met with teen group on Thursday night. 6 teens showed up.
- Met with Meghan (Beckford's farm) to go over meat packages for meat bingo.
- Talked to Contractor about getting proper mixture for upper infield.
- Met DPW Manager down at the fields to talk about putting rest off the mulch.
- Met with PT Gen Laborer at the field. Trained him what to do every week for the lining of the field.
- Created flyers for haunted trail and craft fair. I hung them up at town hall, library, store, dump, police station, Alton legion, Alton circle store, Johnson's, and Alton TD Bank.
- Made phone calls, sent emails and advertised on face book.

- Coordinate donated food for the concession stand and set it up.
- Set up refs for soccer games.
- Checked on all employees to make sure they didn't need anything.
- Ordered rope and buoys for lake.

Dates to Remember:

Planning Board, Tuesday, October 15, 2019 7p at Town Hall

Select Board Meeting, Wednesday, October 16, 2019 6p at Community Room

JLMC Staff Training, Tuesday, October 22, 2019 12n-3:30 p.m. at the 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