

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (12-9-2019 to 12-15-2019)

Date: December 16, 2019

Cc: All Departments

Town Administrator:

- TA weekly's
- Met with P&R Director ref: Recreation program registration software.
- Demo of SportEngine software with P&R Director and Finance Mgr.
- Met with Fire Chief ref: 259 Merrymeeting Rd and Water Softener.
- Spoke with engineering finalist regarding presentation.
- Met with Mike Gelinas regarding Class 6 portion of Birch Hill Rd.
- Coded invoices for Finance.
- Met with DPW Manager/Road Agent regarding;
 - Dodge 5500 out of service due to warranty items.
 - Road conditions- Gravel Ice and sanding operations
 - Inspection report by Primex and report on action taken.
 - Engineers references.
- Agenda, scoring matrix, and sample questions for engineering screening Committee meeting 12/11.- emailed to committee prepared packets.
- Select Board meeting prep
- Attended Select Board meeting 12/9.
- Met with Building Inspector regarding ongoing cases.
- Posted Engineering Screening Committee meeting
- Coordinated appointment for Select Board meeting 12/12meeting
- Prepared Select Board agenda 12/12- posted
- Engineer Screening Committee meeting prep
- Select Board action items
- JLMC agenda
- JLMC Meeting 12/10
- Posted Select Board final approved minutes for 11/18
- 2020 Town Warrant -edits and print for Board.
- Reference checks for engineering firm.
- Met with DPW manager ref Dodge 5500- appointment 12/19- needs to be towed.
- Memo to Trustee of Trust Funds on Select Board authorized transfers.

- Finalized approved Select Board NP minutes of 11/18
- Signature Manifest printed for minutes
- Met with Ag Architects ref: space needs study
- Prep for Engineer Screening Committee- refreshments, AV etc.
- Participated on Engineering Screening Committee of 5 firms.
- Prepared TOTF Packets for the Trustees meeting 12/13.
- Met with Town Clerk regarding 2020 elections
- Intent to Cut posted – Map 260 ,Lot 20 & 21
- 2018 Audit Rep letter printed for signature.
- Spoke with Atty Whitley at Mitchell Group.
- Follow up call to NH HSEM ref: Administrative service reimbursement for 4371 declaration.- Request timesheets
- Meeting with Paving Contractor regarding extension of 2019 contract for paving in 2020.
- Staff Holiday Luncheon prep, attend and clean up.
- Select Board Meeting 12/12
- Assisted Finance with Boodey Farmstead reconciliation
- Meeting with DPW management and SW Disposal Contractor for transition and logistics.
- Select Board NP Minutes 12/9
- TA Weekly 12/9 emailed and posted
- Letter requested by CCVD regarding No Maintenance by Town to CCVD Roads
- Attended Lakes Region Municipal Managers Meeting in Belmont. Guest Speakers on network security and municipal hacking.
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Police Department

- Holiday Lunch
- Domestic assault/Criminal Mischief/Arson charge-Held at Jail until cash bailed.
- Contact with DCYF regarding current case.
- Impound car from Accident in Wolfeboro
- Search Warrant on Vehicle from Accident-Child Porn seized.
- Two MV accidents handled.
- Two Officers firearms qualifications.

Fire Department:

Biweekly Report

12-3-2019 12-17-2019

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
- JLMC Meeting
- JLMC Safety inspection town hall
- Meeting with T. Parker from SELT to setup a meeting and review trail maps.

Truck & Equipment Maintenance:

- Washed trucks, swept apparatus floor and general housekeeping Saturday morning as time permits.
- Perform DOT truck safety checks.
- Change out and recharge batteries in air packs weekly
- In house Calibration of 3 gas meters
- Work on the utility truck conversion continues
- Changed mule from wheels to tracks for winter travel
- Removed forestry tank and pump from mule.
- In service test of new blower for forestry department.
- Setting up the UTV for winter EMS.

Emergency Responses (YTD 323)

Date	Location	Incident	Units Responding
12/8	Ham rd.	EMS	C3, A1
12/8	Alton	Smoke in building	L1, C1
12/8	MM Lake Rd	EMS	A1, C1
12/9	NH Route 11	MVA	A1, E2, C1
12/9	Gertrude Ln.	EMS	1A1
12/11	Hayes Ln.	Outside Fire	F1, C1
12/14	Berry Rd	Tree and wires	F1, A1
12/15	Quaker Rd.	EMS	A1, C3

Chiefs Corner

Cell Phones, Text, voIP and 911

There has been a push by the public to have Text-to-9-1-1 technology for years and a text can often get through when a voice call cannot. When the person in trouble and needs to remain quiet, such as in a domestic violence situations or a school shooter, Text-to-9-1-1 can make the difference between being able to take the risk of reaching out for help or not. Depending on the size of the 9-1-1 center multiple minor emergencies can quickly tie up the phone lines and prevent callers from getting through. Text messages are delivered on a data network that does not require a 9-1-1 phone line to be available. The state of NH is not 100% covered by a cell service area it is imperative the all towns work on tower regulations to support and buildout the communication infrastructure. An

estimated 240 million calls are made to 9-1-1 in the U.S. each year. In many areas, 80% or more are from wireless devices.

What most people don't know is there's a big difference in levels of service from 911 calls and calls made from a cell phone and those placed from a land line phone.

Basic 9-1-1:

Basic 9-1-1 means that when the three-digit number is dialed, a call taker/dispatcher in the local public safety answering point (PSAP), or 9-1-1 call center, answers the call. The emergency and its location are communicated by voice (or TTY) between the caller and the call taker.

In areas serviced by enhanced 9-1-1, the call is selectively routed to the proper PSAP for the caller's location, and the PSAP has equipment and database information that display the caller's phone number and address to the call taker. 93% of counties with 9-1-1 coverage have enhanced 9-1-1 for callers. The term "enhanced 9-1-1" is not synonymous with wireless 9-1-1.

When Phase 1 has been implemented, the call taker automatically receives the wireless phone number. This is important in the event the wireless phone call is dropped, and may allow PSAP employees to work with the wireless company to identify the wireless subscriber. Phase I also delivers the location of the cell tower handling the call. The call is routed to a PSAP based on cell site/sector information.

Phase II allows call takers to receive both the caller's wireless phone number and their location information. The call is routed to a PSAP either based on cell site/sector information or on caller location information. Business and residential use of Voice over Internet Protocol (VoIP) telecommunications services is growing at a rapid pace. Methods to bring 9-1-1 calls into E9-1-1 systems have recently become available, and NENA is leading work to develop full E9-1-1 capability for VoIP-based services.

Next Generation Trends:

Estimates are that nearly 29.7% of all U.S. households currently rely on wireless as their primary service as of June 2011 (having given up wireline service or chosen not to use it).

The wireless communication infrastructure is a vital part of the modern community keeping people in touch with friends, families and emergency services. Fire and EMS rely heavily on cell services for reliable and accurate information as to location without verbal communication. You can see why community planning boards and the master plan should include wireless communication planning with a wireless carrier. A community that through zoning restrict or eliminate tower construction could be responsible for the lack of service in the event of an emergency. #

PW- Highway:

Daily operations

W/E 12/14/19

Monday, 12/9/19:

- Washed trucks and sanders
- Truck maintenance

Tuesday, 12/10/19:

- Dodge towed to be repaired
- Space needs meeting
- Sander from Dodge moved to F350
- Hauled two 10-wheeler loads of sand and salt to Copple Crown

Wednesday, 12/11/19:

- Attended engineering committee review meeting
- Patched hole on Ridge Road
- Truck and loader maintenance
- Cleaned and organized garage
- Treated all paved roads

Thursday, 12/12/19:

- Holiday lunch for town staff
- Picked parts up
- Perambulation of town line boundary markers – Paul
- Grader fixed ice at Ridge Road top and put ditch back - Randy

Friday, 12/13/19:

- Met with Zero Waste to discuss details for start of waste hauling contract
- Checked culverts for blockages
- Replaced spot chains on trucks 4 & 5

Solid Waste:

Car counts:

Mon – 212
Fri – 222
Sat – 231
Sun - 327

Land Use:

- OSI application 2019
- ZBA 2 cases from Bradford Jones from November that spoke to him on needing documents and if we were proceeding for Jan 2020 meeting
- CC meeting minutes 11-26-2019 Draft (saved in common drive on my desktop as well)
- Set up and finished docs for ZBA meeting for 12/10/2019
- Work on 12/17/2019 PB meeting

- Send Terry all electronic files for ZBA for 2019

Assessing:

- 2 Intent to Cuts
- 1 Report of Wood
- Building permits enter into vision

Welfare

- 3 cases on going

Building/Code Enforcement/Health:

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

Town Clerk & Tax Collector:

Town Clerk/Tax Collector Weekly 12/9/19 to 12/13/19.

Open/Unlock Town Hall door	10
Check/Unload Town dropbox	5
Deposits to TDBank, Alton	15
Pickup/Distribute Mail from Post Office	4
Certified Mail signed for	6
Calls Answered	47
Emails Answered	22
Processed Car/Trailer/Boat registration(s)	40
Processed ATV/Snowmobile registration(s)	4
Building Permit receipts	4
Vital Records Requests	2
Dog License(s)	0
Updated Rabies certificates from Vets into system	7
Transfer Station/Beach Passes sold	32
Transfer Station coupons sold	4
Weekly report to Scott	1
Package to FEDEX Alton dropoff	0
Pistol Permit/Fingerprinting receipting	0
Right To Know Requests	0

Elections/Voter Registration/Activities 15
 Helping residents with Assessing information 9
 Running Mailing/Postage machine 11
 Providing Info other departments 5
 Assisting Building Inspector/Code Enforcement/Health Officer 5
 Notary Services 20
 Justice of the Peace Services 11
 Deliveries taken and signed for 24
 Research 4
 Scans/Faxes to residents/customers/mortgagees/banks 4
 Taxes booked 542,627.11
 Welfare hours 4
 2 marriages at town hall performed by Stephanie during town hall hours

Finance:

- P&R Conference Call
- P&R Web Demo
- Called Fastnal
- Called NHIT Rewards
- Called Verizon about discount for FD
- Completed Password update Form –Verizon
- Completed Contact Update Form – Verizon
- Emailed Verizon about new Hwy Cell Phone
- Called Todd Wiggins – Verizon
- Balancing General Fund
- Holiday Party Supplies - Dollar General
- Employee Lunch Set-up
- Attended Employee Lunch
- Employee Lunch Clean-up
- Processed 2 P&R Background Checks
- Verification A/P Edit
- JMLC Meeting
- BMSI Issues –Computer down time
- Budget line corrections
- Met with Employees
- Entered Adjustment Journals
- Ordered Supplies
- Printed Invoices & Coded Invoices
- 2x Mail Run
- Reconciled Bank Statement
- Trained OC A/P entry

Library:

- A reminder to the community: the library will close at 4:00 p.m. on Dec. 24 and Dec. 31. We will be open on Dec. 26.
- There will be no First Steps or Storytime classes on Dec. 26 or Jan. 2.

Recreation:

- Advertise Christmas light contest
- Wrote up volunteer letter for warren
- Got hot dogs and rolls for dot for senior bingo concession stand
- Had exercise class and 1 new person showed up
- Had adult basketball. Only 4 adult showed up so we cut it short
- Had a rec meeting. There is an open spot for a new member
 - Meredith saving bank donated \$400 for winter carnival
 - Talked about new software program
 - Set dates for New Durham Day July 25th
- Had a meeting at KRHS on NFL flag football
 - The district wants to start it in the spring
- Had kids' day on Saturday. Only had 4 kids show up

Dates to Remember:

All nonessential Town Offices Closing on Tuesday, December 24, 2019 at 12 noon
for Christmas Holiday

All nonessential Town Offices Closed on Wednesday, December 25, 2019 for
Christmas Holiday

Select Board Meeting, Tuesday, December 31, 2019 8a at Town Hall

All nonessential Town Offices Closed on Wednesday, January 1, 2020 for New Year's
Holiday

Planning Board Meeting, Tuesday January 7, 2020 7p at Town Hall

Zoning Board Meeting, Tuesday, January 14, 2020 7p at Town Hall

Budget Committee Public Hearing 2020 Budget, Wednesday, January 15, 2020 7p
Community Room.

Annual Reports submissions due to Town Clerk, Wednesday January 15, 2020 4p.