

## **Town Administrators Report**

**To: Board of Selectmen**

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

**Re: Weekly Report of Departments (12-16-2019 to 12-22-2019)**

**Date: December 22, 2019**

**Cc: All Departments**

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### **Town Administrator:**

- Code Invoices
- Print 12/9 BOs NP Minutes & JLMC Meeting Minutes 12/10.
- CCVD letter regarding road maintenance
- Met with Police Chief regarding personnel matter
- Posted ZBA approved Minutes 11/12
- Posted TOTF Approved Minutes 11/7
- Emailed 2019 equalization form to DRA
- Fire Extinguishers inspected at Town Hall
- 2018 Audit finalized
- Payroll reviewed
- Engineering Committee meeting minutes
- Tabulation of engineering committee's scorings of presentations and Q&A.
- Emailed Select Board regarding personnel matter
- Emailed Engineering Screening Committee scoring results
- Picked up Basketball uniforms at Calico Graphcs in Wolfeboro for P&R Director.
- Delivered monthly check to School District.
- Met with contract assessor agent regarding roles and responsibilities.
- Contract assessor instruction for Dep Building Inspector to enter Building Permits into Vision, and Tax Collector to pull deeds and do BMSI address change, and then to Assessor for Vision address change.
- Worked with IT on CAI link to upload updated tax cards.
- Contract assessor or TA to do value changes in BMSI
- Reviewed Equalization value of 77.1 with Contract Assessor.
- Prepared Memo to Select Board of Equalization value.
- Camera program added to Town Clerks new PC's for viewing.
- Emailed Police Chief on personnel matter.
- Emailed Supt of Schools on Select Board position on Elections and obligation to District RTK request.
- Prepared Salt PO memo for 2020.

- Prepared Memo on Paving Contract Extension memo.
- Emailed Contract Assessor or contract encumbrance.
- Printed materials for PB meeting for the Chair.
- Attended UNH T2 Road Managers Meeting in Concord
- Attended Master Road Scholar recognition luncheon in Concord.- UNH Advisory Board member for NHPWA.
- Emailed updated 2020 warrant to Chair
- Returned Call to Milton Cat Product Specialist
- Prepared draft Agenda for 12/31
- Prepared Memo to Select Board on Engineering Screening Committee results.
- Ordered sign for Birch Hill Class 6 road section.
- Reviewed JC Shirley Timber Trust #28 for funding for VNA, and JC Shirley Charity #39- emailed chair findings.
- Revised 2020 Warrant, adding warrant article for Trust Fund withdrawal from JC Shirley Timber Trust #28 for VNA etc funding.
- Emailed ClearGov the 2020 Budget with BC recommended budget
- ComStar Dispositional reports reviewed, signed and returned.
- Emailed Chair draft warrant for 12/31 meeting.
- Posted 2018 Audit to Website
- Responded to RTK request for 2018 Audit, referred to website.
- Returned Call to Supt. Of Schools regarding video access.
- Prepared materials for Select Board Meeting on 12/31
- UNH T2 Advisory Board meeting conference call
- Website design changes for webmaster.
- Coffee & Donuts to DPW staff
- Evaluation of new Backhoe
- Communications for Milton Cat Salesman regarding evaluation findings.
- Rec's email from Treasurer that nominee has withdrawn. Provided Treasurer with another candidate that may be interested.
- Met with Select Board Chair regarding Legal and Dep. Treasurer.
- Emailed Select Board regarding legal and Dep. Treasurer.
- Coordinated with Treasurer for meeting 12/31 8a with Select Board and new nominee.
- Assist Finance with Compliance work.
- Review AP
- Conference call with SportEngine on Recreation Department registrations.
- TOTF meeting minutes 12/13 draft posted- printed for Finance correction for GL.
- Encumbrance review of 2019 budget.

### **Police Department**

- Cruiser mileage: 2013 sedan:137,000, 2014 sedan:89,000, 2015 SUV:70,000, 2018 Dodge:19,000

- 1 Motor vehicle arrest-bailed
- 2 accidents-minor
- 1 grand jury presentation at Superior Court.
- 1 ALS at Motor vehicles
- Chiefs meeting in Farmington-academy Info
- All dropped off presents to wish upon a star brought over to Food Pantry.
- 1 domestic-turned into civil issue 72 Mt drive.
- 1 EBW arrest for Hillsborough County-transported to jail.

### **Fire Department:**

- No Report

### **PW- Highway:**

Daily operations

W/E 12/21/19

### **Highway**

- Shop housekeeping
- Payroll
- Checked supplies
- Sorted mail
- Coded accounts payable invoices
- Plowed and treated roads
- Treated dirt roads
- Ordered salt (100 ton)
- Checked and rescraped roads
- Added more salt
- Checked ice on roads
- Retreated dirt road
- Pushed back snow & drifts
- Equipment maintenance

### **Solid Waste:**

- No report

### **Land Use:**

- Work on 12/17/2019 PB meeting
- Print Terry all electronic files for ZBA for all of 2019
- Finish and email OSI survey
- Email all 4 conservation organizations to find out fee amounts paid and owed for CC – then pay 3 of them checks sent.

- Match priority mail receipts back into folder with slips.
- Send out Priority mail for decision letter done on case 2019-009 map 110-22
- Return calls to residents looking to combine adjacent lot and worked with John building inspector on this.
- Start getting PB meeting together for 1-7-2020

**Assessing:**

- Processed intent to cut
- Processed Road Bond release
- Processed Yield Tax

**Welfare**

- No Report

**Building/Code Enforcement/Health:**

- 4- Inspections
- 2- Building Permits (1 Renewal, 1 CO)
- 1- CO Inspections
- 0- Electrical Permits
- 0- Mechanical Permit
- 0- Plumbing Permit
- 0- Site Visit
- 5- Office Visits
- 11- Phone calls

**Town Clerk & Tax Collector:**

**Town Clerk/Tax Collector Weekly 12/16/19 to 12/21/19.**

Open/Unlock Town Hall door 10  
 Check/Unload Town dropbox 5  
 Deposits to TDBank, Alton 13  
 Pickup/Distribute Mail from Post Office 8  
 Certified Mail signed for 11  
 Calls Answered 62  
 Emails Answered 17  
 Processed Car/Trailer/Boat registration(s) 76  
 Processed ATV/Snowmobile registration(s) 4  
 Building Permit receipts 8  
 Vital Records Requests 2  
 Dog License(s) 0  
 Updated Rabies certificates from Vets into system 7  
 Transfer Station/Beach Passes sold 26  
 Transfer Station coupons sold 0  
 Weekly report to Scott 1

Package to FEDEX Alton dropoff 0  
 Pistol Permit/Fingerprinting receipting 1  
 Right To Know Requests 2  
 Elections/Voter Registration/Activities 2  
 Helping residents with Assessing information 17  
 Running Mailing/Postage machine 9  
 Providing Info other departments 2  
 Assisting Building Inspector/Code Enforcement/Health Officer 4  
 Notary Services 8  
 Justice of the Peace Services 4  
 Deliveries taken and signed for 30  
 Research 1  
 Scans/Faxes to residents/customers/mortgagees/banks 3  
 Taxes booked 2,450,552.55  
 Welfare hours 3

- We have received the absentee ballots for the presidential primary and are counting ballots and getting new forms ready for mailing of ballots.
- June 2019-December Tax logs organized by log dates and numbers to get ready to go upstairs.
- Selling lots of transfer station/beach sticker due to new year 2020 approaching.

**Finance:**

- No Report

**Library:**

- No Report

**Recreation:**

- Received delivery of benches and goals delivered and put them in the shed at the ball fields for next year soccer season
- Took 3 judges around to judge Christmas light contest and Delivered gift cards
- Working on getting ready for meat Bingo on January 26<sup>th</sup>
- Ordered yard signs for next year's craft fair
- Sent out email to volunteer committee and coaches
- Signed up for the fishing game club membership
- conference call with sportsengine
- Participated in an amazing UTV ride. To learn our new trails for hiking, biking, Snow shoeing and snowmobiling for upcoming events.

**Dates to Remember:**

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.