

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (12-23-2019 to 12-29-2019)

Date: December 30, 2019

Cc: All Departments

Town Administrator:

- TA Weekly's processed into the report
- Met with Land Use AAI, review upcoming Land Use activities.
- Met with PW Manager/Road Agent regarding a replacement sander for 5500.
- Met with Police Chief regarding candidate for Part Time Officer position.
- Attended Police Standard & Training Interim Director (Ret) Chief Merrill's funeral.
- Met with Finance & Administration AAI regarding website updates.
- Emailed website materials to update the site.
- Met with P&R Director regarding Winter Carnival.
- Met with Chair Swenson regarding encumbrances.
- Off Tuesday & Wednesday for Christmas Holiday
- Met with Building Inspector regarding woodlot status on properties.
- Met with DPW Manager/Road Agent regarding work orders and incident he witnessed at 259 Merrymeeting Rd.
- F&G handled Flags being changed at Town Hall.
- Posted PB Public Hearing notice on website and with Baysider.
- Posted closure for Town Offices 4p Tuesday 12/31 and 1/1 all day.
- Worked with Finance on AP Compliance for audit
- TA Report on the 12/31 agenda.
- TA Weekly 12/23 finalized, printed, posted and emailed.
- Assisted resident with Land Use question regarding land locked property.
- Met with Police Chief regarding Personnel Matter- Officer resignation 2/1 to accept employment in Middleton, sign on bonus and higher hourly rate.
- Met with Chair Swenson briefed on Police Officer resignation and reviewed changes to the Budget master sheet.
- Finalized Select Board 12/31 Agenda-posted
- Finalized TA Report on the 12/31 Select Board Agenda.
- Posted PB meeting minute's 12/17-draft and 11/5 final.
- Emailed Treasurer regarding deposit- Impact fee.
- Reviewed AP

- Prepared signature manifest for 12/31 Select Board Meeting.
- Worked with land Use AAI regarding public hearing post requirements
- Finalized encumbrances memo
- Prepared Select Board Packets for 12/31 meeting
- Emailed Select Board with materials for 12/31 meeting.

Police Department

- Domestic assault 259 Merrymeeting road-victim being chased with a shovel-subject arrested cash bail set-transported to jail.
- Officer Vallardas at active school shooting training.
- 6 alarms-all unfounded.
- 2 vehicles off road-no damage
- K9 callout-Rochester lost firearm
- Letter of resignation from Officer Saltsman-last day February 1, 2020
- Officer Roy-transferred from 45 to 9mm-qualified.

Fire Department:

12-18-2019 12-31-2019

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 T. Parker from SELT to setup a meeting and review trail maps.

Mr. Parker has not yet delivered the trail mapping information or a date when it will be available.

My concern is response time when 911 GPS location is the only information available we have to bushwhack in a straight line or aimlessly ride the trail system until we come across the incident.

Deputy Chief did get a tour of some of mains trails but a map to apply GPS location would expedite any operation. I have sent a email request to Mr. Parker with a second request.

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
- The Saga of Working on the utility truck conversion continues, we have done as much in house as we can and have sent it out for paint and body work. The box will be removed to expedite the body work in preparation of the new bed. This truck is vital to the operation on the newly acquired conservation lands in New Durham. At this point it is undetermined as to how many new trails and what recreational activities will be promoted. But fire department access will be mandatory for rescue operations and this truck will be equipped to handle the task.

Emergency Responses (Total for Year 337)

Date	Location	Incident	Units Responding
12/11	Hayes Ln.	Out Side Fire	C1, F1
12/14	Berry rd.	Tree & Wires	F1, C3
12/15	Quaker rd.	EMS	A1, C3, C1
12/16	Berry Rd.	EMS	A1, C1
12/17	St. Moritz Dr.	EMS	A1, C3
12/18	St, Moritz Dr.	EMS	A1, C2
12/20	Chamberlin way	Fire Alarm	E2, C1
12/22	Nipmuck Trail	Outside Fire	C1, E1
12/24	MM Lake Rd.	EMS/ stage for PD	A1
12/24	Brienne Rd	EMS	A1, C1
12/24	Downing Dr.	EMS	A1, O4
12/25	Berry Rd.	EMS	A1, C1
12/28	Kings Hwy	Canceled by SC	-----
12/29	Kings Hwy am	Fire Alarm	E2, C1
12/29	Kings Hwy pm	Fire Alarm	E2, C1
12/30	Quaker Rd	EMS	A1
12/30	Davis Crossing	Smoke In the area	C1

Chiefs Corner

Good news that could have gone very bad if not for a an 11 year old

An 11-year-old San Jose girl septs up and saved her family when the adults in the household failed to maintain working smoke detectors in the home. A Christmas tree apparently sparked a house fire early Thursday, officials said. Three fire trucks responded to a house fire around 6:43 a.m. where they learned of a remarkable rescue. Berlin Gomez Muniz was up early getting ready for school when she noticed thick smoke filtering into her bedroom and discovered a fire in the living room, officials said. Thinking quick, Berlin led her 9-year-old

sister out of the house and woke her parents and grandmother. All five family members — the two children and three adults — safely exited the home through the back door. “She’s definitely a hero,” said Reginald Williams, assistant fire chief. “Without her, their Christmas would’ve been much different. “The family’s cat stayed inside and did not survive, officials said. The fire caused extensive damage to the home.

Officials are investigating the cause of the fire, but they said it appears to have started in the living room and might have involved wiring near or on a Christmas tree.

Firefighters could not find any working smoke detectors in the home.

From your Chief Please Confirm All Smoke Detectors are Working by Testing Monthly.

Winter is upon us and firefighting instantly becomes more difficult

By Peter Varney MSEE, Fire Chief and fire services professional for over 40 years

As much as we enjoy the snow for some recreational purposes, it does add difficulties to the task of firefighting. Let’s look at just four, number one size up we need to walk around the building to evaluate the conditions at hand. The snow conceals obstacles ie steps, holes, stone walls, depressions, ditches and junk that has accumulated around the building after all this is New Hampshire land of the hoarders. This is a hazard in its self to the firefighter trying to make his or her required rounds to ascertain the best strategies for rescue and extinguishment. Number two Snow is also challenging to walk around and through with firefighter gear and tools. Depending upon the depth of the snow, the mobility of the firefighter is greatly reduced. As the crews are [advancing lines](#) and walking around the structure, they are slowed down by the snow. Slowing down our actions allows the fire to grow doubling in size every 2 to 3 minute if conditions go unchecked. Number three it also hides our tools and hose lines. In the early moments of the response when deploying our equipment the hose line and the tools that we are using if we place them down on the ground they may be difficult to relocate only increasing that difficulty in the dark of night. Number four the fatigue factor of walking through snow also means firefighters will need a reduction in working times with an earlier response to rehab. Remember that we will be exerting extra effort to combat the obstacle that has fallen before us. Working in the snow is not an easy task and thankfully it only happens for a few months of the year.

PW- Highway:

Daily operations

W/E 12/28/19

- Mixed salt with calcium chloride
- Took sander out of truck

- Cleaned out truck bed
- Mechanic worked on grader, servicing (finished 2000-hr service)
- Housecleaning
- Coded accounts payable invoices
- Sorted mail
- Ordered blind drive signs and picked up
- Installed blind drive signs
- Called other towns (references) about backhoe bucket opinions/experience
- Ordered unleaded gas and diesel
- Took S & S Paving to get quote on paving by dam
- One-ton back in service Monday (wing, plow, sander installed)
- Paul checked all salt buckets around buildings
- Mechanic installed spot lights on truck #2 for more visibility backing up
- Sanded dirt roads

Solid Waste:

- No Report

Land Use:

- Processed ZBA application
- Posted Public Hearing notices for ZBA hearings on 1-14-19
- Posted Public Hearing for PB Zoning Ordinance changes

Assessing:

- No Report

Welfare

- No Report

Building/Code Enforcement/Health:

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

Town Clerk & Tax Collector:

- No Report

Finance:

- Picked up Annual Report at Book Binders Portsmouth

- Vacation

Library:

- Move It! Move It! is set to start Friday, Jan. 24. Kids from 3 months to 5 years can join the fun at 11:15.

Recreation:

- Cleaned office and went through more paperwork
- Emptied shelf off in hallway
- Cleaned and organized the basement with Nathan
- Working on a winter Carnival
- Working with John at Johnson to get packages picked for meat raffle on January 26th
- Talked to coaches and gave out the Grade 3- 4 uniforms
- Got marks shovel from meeting house
- Took 2 loads to the dump from the basement
- Emailed the 4 year old team
- Emailed gunstock about a tubing trip

Dates to Remember:

Planning Board Meeting, Tuesday January 7, 2020 7p at Town Hall-Public Hearing on Zoning Ordinance Changes

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.

Planning Board Meeting, Tuesday January 21, 2020 7p at Town Hall

Conservation Commission Meeting, Tuesday, January 28, 2020 7p at Town Hall

2020 Deliberative Session, Monday February 3, 2020 7p at New Durham School