

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (12-30-2019 to 1-5-2020)

Date: January 6, 2020

Cc: All Departments

Town Administrator:

- Payroll
- Met with Alton School District Supt of Schools regarding New Durham's School cooperative agreement with GWRSD.
- Received Select Board Track change minutes from Chair Swenson, printed same for Board meeting.
- Created spreadsheet with current Engineering Services fees.
- Met with DPW Manager/Road regarding Alton SWF Scales and road conditions.
- Assisted individual regarding Land Use question regarding road design standards.
- Updated encumbrances to include TA credit card.
- Received Petition Warrant Article- Conflict of Interest Ordinance from resident.
- Select Board Meeting prep
- Attended Select Board Meeting 12/31.
- Processed Select Board action items
 - PO for DPW Slat
 - PO DPW Sander
 - Paving Contract Extension letter to Contractor
 - Updated 2020 Warrant with Select Board action on Article 14
 - Petition Warrant Article to Town Clerk for signature validations.
 - Completed all register voters
 - Legal service contacted to transfer case file.
 - Finalized edits to 12/9 & 12/12 Select Board meeting minutes approved 12/31- Posted to website & copies to Town Clerk.
 - Finalized edits to 12/9 Nonpublic Select Board meeting minutes approved 12/31.
 - PD Police Officer Vacancy posted to website, Bulletin Boards and NHMA classified.
- Resident called regarding abutter to Shaw Pond access road blocking the roadway. PD notified.

- New Year's Day Holiday
- Met with Police Chief regarding part time officer personnel matter.
- Reviewed Recreation Revolving fund expenditures for reimbursement.
- Contacted Engineering Firm finalist for additional materials.
- Assisted resident with Zoning question.
- Coordinated EPA Public Hearing on Draft Permit for NHF&G PMFH. Hearing scheduled for 2/5 7p at New Durham School
- Posted Public Comment & Public Hearing on EPA Draft Permit for the NHF&G PMFH.
- Intent to Cut received, forwarded to Tax Collector and Road Agent for review.
- Coordinated communications with Land Conservation realtor and Conservation Commission Chair Gehl.
- Created CRF-ETF spreadsheet for expenditures and TOTF reimbursements.
- Posted P&R Meeting
- Met with P&R Director regarding winter carnival, and club pond skating rink.
- Contacted Primex regarding ice rink guidance for Recreation Department.
- Worked with DPW for Primex Garage Inspection report response.
- Registered Contract Assessor and TA for Vision work group meeting in Bedford.
- Received 2 residents inquiries regarding PD vacancy and staffing.
- Received compliments from resident on DPW handling of the winter maintenance activities. Forwarded to DPW.
- Received RTK request for employee earnings for 2019.
- Requested 5000 account details from Finance for reconciliation of CRF-ETF.
- TA Weekly finalized, emailed and posted.

Police Department

- Arrest on a warrant for Rochester PD-Met at town line to transfer arrest-Violation on a Restraining Order.
- Accident Rt 11-driver attempted to allude Police-accident Davis Crossing-Driving while Intoxicated Charge.
- Cruiser 4 dead lined-Right front wheel bearing-fixed at Granite Ford.
- Assisted Sheriff's Office with Seizure of Children-Davis Crossing road.
- Contact with Mass DCYF.
- Personal Issue/contact with Police Academy.
- Father son dispute-separated
- Cruiser State bid for Dodge Durango-set up costs.
- Complaint 259 Merry meeting road-violation of No Trespass order-Investigation.

Fire Department:

PW- Highway:

Daily operations

W/E 1/4/2020

- Mixed salt with calcium chloride
- Plowing, scraping, salting, sanding roads
- Housecleaning
- Coded accounts payable invoices
- Sorted mail
- Ordered salt delivery (100 ton)
- Ordered heating fuel
- Ordered parts for delivery, as needed
- Vehicle maintenance

Solid Waste:

- Car counts:
 - Mon, 12/30/2019 – 37
 - Fri, 1/3/2020 – 337
 - Sat. 1/4/2020 – 305
 - Sum. 1/5/2020 – 344
- 2 trash compactors
- 1 paper load

Land Use:

- Work on 1/10/2020 PB meeting
- Start work on 1/21/2020 PB Meeting
- Work on 2 cases for ZBA for 1-14-2020 and prepare for meeting
- Post all public notices to newspaper and Bulletin board and post office
- Help resident as she read the December Wolfeboro BOS meeting minutes and says that we requested town of Wolfeboro to walk the town line she is requesting that we notify her when and where. She said she also reached out to town of Wolfeboro Matt Sylvain contact her but she was covering her bases
- Work on posting final PB minutes 11-5 and 12-3
- Pull property information for resident on address 67 berry Rd he needed map and lot info but I could not locate asked him for more info
- Pulled address information from resident phone call map 119-023, 308 Merrymeeting Road person was out doing property boundary work and asked to see master file for property info.

Assessing:

- Intent to Cut, Map 240, Lot 15 on Brackett Rd processed

Welfare

- No Report

Building/Code Enforcement/Health:

- 2- Inspections
- 1- Building Permits
- 0- CO Inspections
- 0- Electrical Permits
- 0- Mechanical Permit
- 0- Plumbing Permit
- 1- Site Visit
- 4- Office Visits
- 12- Phone calls
- 1- Complaint- Violation

Town Clerk & Tax Collector:

Town Clerk/Tax Collector Weekly 12/30/19 to 1/4/20.

Open/Unlock Town Hall door	10
Check/Unload Town dropbox	5
Deposits to TDBank, Alton	8
Pickup/Distribute Mail from Post Office	7
Certified Mail signed for	2
Calls Answered	159
Emails Answered	36
Processed Car/Trailer/Boat registration(s)	88
Processed ATV/Snowmobile registration(s)	26
Building Permit receipts	1
Vital Records Requests	0
Dog License(s)	5
Updated Rabies certificates from Vets into system	22
Transfer Station/Beach Passes sold	81
Transfer Station coupons sold	3
Weekly report to Scott	1
Package to FEDEX Alton dropoff	1
Pistol Permit/Fingerprinting receipting	0
Right To Know Requests	1
Elections/Voter Registration/Activities	4
Helping residents with Assessing information	10
Running Mailing/Postage machine	22
Providing Info other departments	0

Assisting Building Inspector/Code Enforcement/Health Officer 2
 Notary Services 6
 Justice of the Peace Services 6
 Deliveries taken and signed for 17
 Research 5
 Scans/Faxes to residents/customers/mortgagees/banks 0
 Taxes booked 62,742.62
 Welfare hours 1/2
 Absentee ballots requests continue for presidential primary and town meeting.
 6 months of tax logs were filed in archives.
 Still selling lots of 2020 transfer station/beach stickers and registering lots of snowmobiles.

Finance:

- Printed Time Cards
- Processed Payroll
- Approved A/P
- Processed 160 emails
- Answered Voicemail messages
- Called Hwy – 2020 bills
- Updated EVT
- Updated EDT
- Met with Resident about Ambulance Bill
- Called ComStar 2x
- Called Resident 2x
- Called BMSI 3x errors & issues
- Completed ADA Verification
- Completed 2 Employee Verifications
- BSMI Downtime 1 hr
- Met with Employees
- Entered Adjustment Journals
- Ordered Supplies
- Printed Invoices & Coded Invoices
- 1x Mail Run
- Reconciled Bank Statement
- Trained AAI
- Enjoyed 2 days off

Library:

- First Steps and Storytime on Thursday mornings have started back up for 2020.
- Weekly yoga begins again on Wednesday, Jan. 15 at 8:40 a.m.
- The library is taking registrations for Valentine's Day Cookie Decorating on Wed. Jan. 29 at 6:00 pm, and Arctic Zone LEGO Club for students in

grades K-3, which runs Wednesday afternoons Feb. 5, 12, and 19 from 3:30 - 4:30 pm.

Recreation:

- Finalized the Senior dinner mailing list
- Wrote up sponsorship letter for fishing Derby
- Emailed Farmington Fishing game about the fishing Derby
- Talked to Berry's Baits about fishing derby. They are willing to co-sponsor derby
- Went shopping for concession stand at basketball games on Saturday
- Opened Gym for basketball games
- Nathan ran the concession stand for basketball
- I trained Georgianna on running the clock for basketball.
- Went shopping for my teen group
- Ordered knee hockey sticks
- Emailed 4-year-old team on Monday for practices.
- Organized practice drills
- Made up meat Bingo Games
- Checked with Primex about using Club pond for ice skating.

Dates to Remember:

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- Zoning Ordinance Public Hearing, 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