

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (1-6-2020 to 1-12-2020)

Date: January 13, 2020

Cc: All Departments

Town Administrator:

- Assisted Land Use AAI with question received.
- Select Board draft minutes 12/31 edited- posted to website
- Worked with P&R Director regarding Club Pond Ice Rink sign.
- Worked with Finance regarding Police Officer Full time benefits start date.
- Met with DPW Manager ref Primex inspection response memo, authorized electrical work per Primex inspection
- Coordinated with Fire Chief for Fire Alarm system evaluation and testing for Town Facilities
- Assist Ossipee DPW Director ref. purchasing policy for state bid use, timesheets and storm reports.
- Met with Police Chief Regarding state bid SUV cruiser intent letter for fleet ordering.
- Printed State Bid specs on Cruiser (Central Dodge) and DPW 550 Cab & Chassis (Grappone) Specs.
- Registered for Trustee- Administrator Conference via NHIT in Orlando, FL, Feb 9-12.
- Coding of Invoices for Finance.
- TOTF Reconciliation for Finance for 2019.
- Select Board draft NP Meeting Minutes 12/31.
- Posted approved Planning Board Minutes 11/5 & 12/13.
- Processed intent to Cut for Map 240, Lot 15
 - Letter to Logger & Property owner for Road Bond- handled by Tax Collector.
 - Posted to Website and bulletin boards.
- Assisted property owner regarding waiver of Liability posted with the registry.
- Assisted Land Use AAI with ADU question
- Received materials on 259 Merrymeeting Rd Code Violations, and forwarded to Town Counsel Whitley at Drummond Woodsum.
- Met with Building Inspector regarding Impact Fee payment invoicing and woodlot issue with lot in Chamberlain Way.

- Updated Town Warrant with Petition Warrant Article on Conflict of Interest Ordinance.
- Filed Small Claims action in Rochester District Court for Impact Fee none payment.
- Assisted resident regarding Planning Board Public Hearing on Zoning Ordinance proposed changes.
- Notified finalist in Engineering Services status on selection process.
- Emailed CAI ref: tax map- tax card update and upload of data.
- Updated the 2017-2019 Charge for the New Durham Water Quality Committee. i.e. Rename- divisions Milfoil & Cyanobacteria and name change on CRF.
- Processed Small Claims filing payment, notice of acceptance and service.
- Posted Police Officer Vacancy on Indeed.
- Received email from Police Chief regarding Wage Study and recommendations for wage adjustments in 2020.
- Emailed 2020 Town Warrant & 2020 Road Program to Chair.
- Emailed P&R Commission, Commissioner Perkins resignation and Talent application for Commissioner.
- Met with DPW Manager regarding Truck 5 losing power, preliminary diagnosis is regen need to be cleaned or replaced. Shipped to Diprizios Garage.
 - Received equipment list from DPW for Emergency Management Plan.
 - Provided Annual Report form for 2019 SW Disposal Report for competition and submission to DES.
- Assisted Impact Fee Ordinance study consultant to obtain data from Supt of Schools and Assessor.
- Met with DPW Manager and MA Bean (Culvert replacement contractor) regarding 284 So. Shore Rd permit and ok to order precast before pricing increase. MA Bean also provided pricing and design for the replacement of the Middleton Road Culvert.
- Worked with NE Solar Gardens for site evaluation at DPW/Solid Waste Facility for Solar array. Opportunities.
- Coordinating with Norway Plains & Stoney Ridge Environmental regarding survey and wetland delineation for the land swap parcel.
- Continued work with Finance regarding TOTF transfers.
- Met with Fred Quimby regarding DES Erosion program (Merrymeeting Lake Shoreline erosion) and loan forgiveness. We also discussed that key storm water engineer is leaving consults with Wright – Pierce.
- Budget Committee Meeting agenda 1/15 (Public Hearing) Posted
- Budget Committee Materials for meeting/public hearing on 1/15 prepared and packets made for members- Emailed.
- Met with Building Inspector regarding woodlot case, and data findings, which I concurred were a mapping error and should have been removed.

- Communications with references for Wright-Pierce. Received reference checks back from Somersworth & Dover which were all positive and excellent work provided
- Attended SRPC planning workshop covering Economic Development, Transportation and housing at CAP office in Dover.
- Met with SWF Supervisor regarding mixed paper, disposal process and need to keep dry, recommended collecting in recycle building using dump bin and then keeping open top covered and control dumping. Also discussed scales, and need for excavator for use at facility, to process demo, steel and MSW cans swaps. We also discussed sale of Dump stickers at the facility.
- Assist Finance with 2018 TOTF transfer reconciliation.
- AP reviewed for 2019-2020 batches.
- Coded invoices.
- Corrected 2020 Town Warrant, which had typo on Milfoil CRF contribution.

Police Department

- No Report

Fire Department:

1-1-2020 1-14-2020

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
- Mr. Parker has emailed the trail maps
- We Have printed and laminated the trail maps
- Working on a recruitment plan see the chief corner
- Chief has put together supporting documentation for our social media guideline. **Fire Fighter Free Speech**, Authored by Curt Varone a 40 year veteran of the fire service and 39 as an attorney. This material will be required reading for all members.
- Working on a syllabus for training on use and maintenance for the new equipment.

- The computer used to store data for fire house is the oldest one in the station and needs replacement as it is acting up and has to be rebooted often. I do not want to lose the data as it represents over 10 years of department information.
- One wood stove inspection
- Meeting with new Wolfeboro Chief to review mutual aid agreement and on scene operations. Along with expanded training opportunities in a try county training coalition.
- We will be reaching out to Alton to include them in the tri-county training coalition.
- I have been asked by the building inspector to contribute a report specific to recreational vehicles for his use. At this time I do not have adequate information that would stand up to legal scrutiny as recreational vehicles are outside of the department daily operation. I have obtained the following code and it will take time to evaluate and apply to the specific situation.

NFPA 1192 Standard on Recreational Vehicles

- 1.1* Scope. This standard shall cover fire and life safety criteria for **recreational vehicles**. A.1.1 Those members of the engineering profession and others associated with the design, manufacturing, and inspection of recreational vehicles have been aware of the need for uniform technical standards leading to the proper use of this special type of equipment. They also have recognized that, because of conditions of transport, size, and use, existing standards for motor vehicles or permanent buildings are not completely applicable to recreational vehicles. It is with these factors in mind that this standard has been developed. Much of the material in this standard has been taken from or is based on nationally recognized standards for fire and life safety. Applicable standards are shown in Chapter 2.
- Cold water rescue training with Alton Tuesday night went well great training opportunity. Thank You to Alton for hoisting the training.

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. Working on this in house with limited staff has been a challenge. But has saved us on otherwise high labor costs the truck will be leaving soon for body work.

- New equipment has arrived and the process of inventorying, labeling and assigning it to trucks is underway.
- New Shelving is in and we are working the conversion of the old furnace room into the desperately needed truck maintenance tools and equipment room.

Emergency Responses (YTD 6)

Date	Location	Incident	Units Responding
1/2	Alton	Structure Fire	L1, C1
1/6	NH RT 11 & Tash	Road Hazard	E2, C1
1/7	Kings HWY	MVC	E2, C1
1/8	Valley & Quaker	MVC	A1, E2, C2
1/10	Alton	Gas Explosion	L1, C1
1/12	MM Lake Rd	Chimney Fire	L1, E1, C1

Chiefs Corner

Hope everyone had great holidays I have big plans for the new year growing this department in membership and skill levels and hopefully a new plans for building expansion to meet our space needs.

Meeting Expectations

We all need to remember what the public expects when they call 911. They expect a superhero with a cape and a great big letter on our chest. And why shouldn't they? When the public makes that call, it's the worst day of their life. When we arrive, they expect us to be their superhero at that moment—which means we must perform at the highest Expectations.

As you have read the biweekly reports over the past year we have attempted to keep you and the readers up to date on things of concern and our many accomplishments. The department has expanded in its capabilities and the services that we can perform in house ie. Radio programing and maintenance, Truck and small engine repair and maintenance, Regular intervals of gear washing and inspection to reduce carcinogens and exposure. Now we need to concentrate on expanding the staff in both emergency and non-emergency services.

Many times, lives are truly on the line during special operations response, which involve very complex tasks with little room for error. At every special team operation you are expected to proficiently perform without exception, you don't just know what to do in theory. You must know what to do as well as anything you have ever been trained to do in the fire service. These incidents aren't just about making the public's worst day a little better—they are also about making sure that everyone on your team goes home at the end of the day. To meet expectations and expand new skills and maximize old ones we will be implementing a recurrent program to attract new members. I am calling it '**a call to duty**' campaign I have been working on recruitment posters, website material, Facebook promotions and

other material to promote the department and its services. We are planning to release the package in February in time for new member enrolment in spring training events across the state.

PW- Highway:

Daily operations W/E 1/14/2020

- Marked equipment with identifying numbers
- Registrations for emergency management
- Mixed salt with magnesium chloride
- Sanded dirt roads from storm
- Scraped and salted tar
- Paul installed three door closers
- Rines Elec worked on emergency lighting and exit lights
- Leon sketched out emergency exit plan
- Opened pit, plowed parking spots for cemetery
- Loader out to clean out road entrances and intersections
- Removed snow from outside fire station to improve visibility
- Checked on logging operation off Rines Rd in Alton to Getchell's pit
- Signed off on logging permit on Brackett Road
- Changed cutting edges on plows
- Screened sand
- Sorted mail
- Coded invoice for accounts payable
- Timesheets for payroll

Solid Waste:

- No Report

Land Use:

- 1- work on 1/21/2020 PB Meeting
- 2- Work on 2 cases for ZBA for 1-14-2020 and prepare for meeting
- 3- Post all public notices to newspaper and Bulletin board and post office for PB
- 4- Work on Conservation Commission meeting for 1/27/2020
- 5- Mail priority mail decisions for David and Julie Grandin
- 6- Assisted individual from Atlantic Valuation Consultants ref# for transfer of property ownership.
- 7- Create excel spreadsheet for ZBA combining data for Board to make yearend data collection easier. I located it in the ZBA common drive; ZBA issues

Assessing:

- Processed intent to cut
- Contacted Vision and CAI regarding tax card upload using the new Vision 8.
Additional software configuration needed by CAI, cost is \$1000.

Welfare

- No Report

Building/Code Enforcement/Health:

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

Town Clerk & Tax Collector:

- No Report

Finance:

- Called Napa about outstanding invoices –FD & HWY
- Called NHRS about New Hire Enrollment
- Completes NHRS New Hire paperwork
- Verified A/P batches 2019 & 2020
- Met with New Hires for paperwork NHRS etc.
- BMSI NHRS Report
- Excel NHRS Updated
- BMSI NHRS Exported
- NHRS Imported Retirement Report
- BMSI Valic Report
- Excel Valic Updated
- BMSI NHES Quarterly Report
- NHES Online Quarterly form completed
- BMSI NHES Exported
- NHES Imported Quarterly Report
- BMSI 941 Report
- Excel TDS Updated
- Called Impact Fire for W- 9
- Called HWY 4 x for invoices
- Printed Invoices & Coded Invoices

- Entered A/P
- Processed 2x A/P batches
- Met with Employees
- Entered Adjustment Journals
- Ordered Supplies
- 2 Mail Runs
- Called NHIT 2x Employee Enrollment
- Emailed / forward NHIT copy of enrollment
- Called Ben. Strategies ref employee FSA & HRA funding.
- Entered General Journal
- BMSI Bank Rec
- Processed Budget line corrections
- Called ANS VPN/BMSI error messages

Library:

- We continue to add programming for the upcoming months - look for kids' LEGO, sign language, and pottery classes.

Recreation:

- Ran 4 year old practice
- Had workout group 3 people 1 new person
- Had Adult basketball 9 adults attended
- Covered David for cribbage at library
- Hosted Volunteer committee only 1 person showed
- Attended P&R Commission meeting

Agenda January 8th Rec Meeting

- Accept Doug Perkins resignation
- We need do elections for Chair and vice Chair for the upcoming year
- Approve Johnson meat packages
- Need Concession food for meat bingo

Alton want to use Babe Ruth field in spring

- Charge or no charge- decided to see if they would barter

I would like to do a defense class in February

- Cost \$75 for instructor
- Charge \$10 for Class

I would like to do 4 week of learn to skate and stick practice

- Charge or no charge (would like to get something for instructor) The rec suggested a donation bucket

Winter Carnival

- Fishing Derby/ 2 portable toilets needed

- Chili contest
- Obstacles course
- Snow sculptures/sledding at fields
- Music Talent Show
- Dance or Snow showing with fire at SELT camp
- Looking for someone to run concession at derby
- The meetinghouse wants do a snowshoe race

Swim instructor(S) needed for 2020

Alton want so join/advertise swim lessons

- Had spectrum challengers we etched on glass and played floor hockey
- Had teen group made tacos and played floor hockey
- opened and closed concession stand Nathan ran it from 8-1:15
- cleared a path to pond at the fishing game club
- Worked on fishing derby paperwork

Dates to Remember:

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- **Cancelled**

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

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

Select Board Meeting, Tuesday, February 4, 2020 8a at the Community Room.

Staff Meeting, Tuesday, February 4, 2020 1p at Town Hall

Planning Board Meeting, February 4, 2020 7p at Town Hall

ZBA Meeting, Tuesday, February 11, 2020 7p at Town Hall

Planning -