

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (4-20-2020 to 4-26-2020)

Date: April 27, 2020

Cc: All Departments

Town Administrator:

- Met with DPW Manager regarding purchase order for wheels and summer tires, via state bid for new 10-wheel. Also discussed remaining performance reviews.
- Completed PAF's for PD wage adjustments
- Processed Yield Tax for timber- Crawford 19-325-01T- to Select Board for signature.
- Processed signed intent to Cut Timber- Randall Heirs- 20-325-01T, sent signed intent and temporary Logging/Construction Driveway permit with certificate of insurance in lieu of Road Bond. Letters to Owner and Forester.
- Met with P&R Director regarding scavenger Hunt and offer by LR Auto Source to sponsor prizes- cheese pizzas from ND General Store. Loca supporting local.
- Monday NHHSEM EOC Conference call
- Met with EMD/Fire Chief ref; PPE, Call numbers (down) and so far only three possible COVID19 calls and one transport that tested negative.
- Police Chief advised the Officer Valladares passed Police Academy PT test, and starts virtual Police Academy on 5/4.
- Met virtually with Conway Office Products on data collection software- scan and sort.
- Assisted resident with question on SWF operations relative to cardboard.
- Assisted NH Weights and Measurers with question on scale use at SWF. Advised no scale being used at this time.
- Payroll reviewed and approved
- Select Board meeting- virtual
- Received email from Police Chief that PT Officer Durrance has resigned.
- Received email from Building Inspector requesting Code Enforcement virtual training by NHMA. Completed sign up.
- Emailed Town Hall Streams and recording Clerk with zoom recording of BOS 4/20 meeting, for posting and meeting minutes.
- Set up Zoom virtual meetings for BOS 4/28, ConCom 4/28 and PB 5/5.
- Attended UNH elearning safety round heavy equipment.

- Emailed Department Heads requesting photos of staff in action, for weekly recognition essential workers of each department during the COVID19 stay at home. P&R Director week 1, with assisting F&G with raking and cleaning Town Beach.
- Emailed pics and short write up on P&R Director to WebAdmin.
- Assisted ZBA/resident Member with question on zoom use.
- Rec'd pics from PD of Officer Valladares decon cruiser for his shift.
- Emailed legal ref: sharing legal opinion between ZBA and PB.
- Attended virtual Gov. Press conference
- ZBA Agendas edited and posted with assist of Town Clerk.
- Prepared draft letter to the editor thanking employees and local business'
- Spoke with Mike Gelinas Trail manager, Powder Mill Snowmobile Club regarding a letter for NHDRED grant for repair / replacement of failed culvert on Webster Rd., with oversight by DPW and PBN Culvert Maintainer Cert.
- Prepared letter for Powder Mill Snowmobile club regarding permission to repair/replace culvert on Webster Road, Class 6.
- Cost analysis for Highway truck rims and tire purchase order, approved with 1.5-year payback.
- Attended PB Meeting as Zoom Host.
- Processed Select Board 4/20 meeting action items for signature.
- Met with DP Manager provided signed PO for wheels and summer tires for 10 wheeler. Reviewed specs for state bid Ford F-550 4x4 DRW. Crew moving new T-poles to Beach for parking lot barriers.
- Assisted resident with DMV question and building permit.
- Posted approved Select Board approved meeting minutes 3/9 and 3/17.
- Spoke with Edmunds GovTech regarding Clerk works.
- Received RTK request from resident regarding the Town's use of Zoom, evaluation group email etc.
- Assisted Selectman Veisel with curbside delivery for items for signature.
- Met with Select Board Chair ref: Fiscal concerns with COVID19 impacts.
- Sent legal inquiry to NHMA regarding administrative fee changes for land Use certified mail and advertisement. Response received from NHMA advised no formal action need as statute allows for the charging of administrative costs.
- Forwarded legal opinion to land Use AAI and PB & ZBA Chairs.
- Received Legal response from Town counsel who advised ZBA just needs to vote to share the opinion.
- Assisted ZBA with Hosting Zoom meeting
- Spoke with resident regarding issues with report of wood, due to loggers slips are unable to read, what to do. Contacted DRA Timber, they advised the Forest Ranger is handling investigation and let property owner that deadline will be extended if necessary. Attempted to call resident, but no answer and voicemail not set up.

- Attended UNH Chit, Chat & Chew Zoom meeting- discussion was on volunteers, budget impacts, and EM PA meetings.
- Met with P&R Director regarding Domain name for Sport Engine.
- Draft Select Board agenda for 34/28- emailed to Chair
- Posted final approved 4/6 Meeting minutes.
- Emailed Town Hall Streams and recording Clerk ZBA Zoom meeting 4/22.
- Set up conference call number for BOS Nonpublic meeting 4/28.
- Collection of emails for RTK request on Zoom selected use by Town.
- Prepared TA Report on Select Board 4/28 agenda.
- Received approved Select Board 4/28 meeting agenda, posted to website and BB's
- Finished Performance review scoring, spreadsheets on scoring, and cost impact spreadsheet.
- Updated memo to Select Board on COVID19 fiscal impacts.
- Attended NHHSEM briefing on federal disaster declaration and how to file for reimbursements, and areas of reimbursements.
- Received request from family of past Cemetery Trustee Chair to replace flag at cemetery with donated flag. Approved and thanked Mr. Kendrick.
- Received Primex settlement letters on 2019 PD MVA claim.
- Emailed Select Board 4/28 meeting packet docs i.e. agenda, TA report on agenda, memo's supporting spreadsheets, and meeting minutes.
- Emailed conference call and Zoom meeting invites to Select Board
- Coordinated with Vision and Edmunds for assessing data to Tax bridging discussion.
- Emailed Web Admin pics and write up introducing Officer Valladares and his COVID19 disinfecting of cruiser between shifts.
- Received Governors extension of Emergency Declaration and Executive orders.
- Prepared TA Weekly report for 4/27.
- Spoke with EMD regarding Governor's stay at home extension and PA filing.

Police Department

- Traffic stop, arrest for Habitual Offender from 259 Merrymeeting road. Vehicle driven away by Passenger.
- **Calls for service to date: 1365 Calls for service, 271 traffic stops, 23 summons, 23 hands on arrests, 125 business checks, 98 directed patrols, 135 Property checks.**
- Domestic Ham road-verbal only
- Call out for 18 year old girl walking on Middleton road-no shoes-Parents picked up
- CAC for sexual assault Investigation-Davis crossing road.
- Juvenile CAC at Strafford County-Kings Highway
- Officer Durrance resignation-Academy notified.

- 3 Mutual aid calls
- Land dispute Farmington Fish and Game-Bow course found to be on Fish and Game property.

Fire Department:

- No Report

PW- Highway:

Daily operations, W/E 4/26/2020:

HWY

- Raked dirt roads
- Graded roads
- Responded to complaints about washouts, culverts, logging operations
- Painted plows and wings
- Worked on ball fields and cemetery
- Fixed washouts and inlets that were blocked
- Serviced trucks
- Dug out furnace tees
- Parts run; put wheel covers on Western Star

Solid Waste:

Car counts: Mon 4/20 - 325
 Fri 4/24 - 243
 Sat 4/25 - 391
 Sun 4/26 - 462

Sending out: 2 trash
 1 demo
 Glass

Land Use:

- Worked on ZBA 4-22--2020 meeting.
- Worked on CC meeting on 4-28-2020.
- Worked on PB 5-5-2020
- Started work on decisions ZBA 4-14 & 4-22 with Terry
- Started work on joint meeting in May/June for PB and ZBA
- Watched and made notes from ZBA meeting 4/22/2020
- Worked on ZBA 5-12-2020 meeting.
- Posted and sent all notices for PB/ZBA
- Training class on public meetings during COVID19 by NHMA

Assessing:

- Processed one Yield Tax from BOS, to Tax Collector
- Processed Intent to Cut timber from BOS to Owner/Forester with request for Temporary Logging/Construction driveway permit.
- Received call from Property owner regarding timber cut, loggers slip illegible and unable to do Report of Wood. Advised Property owner that case is under investigation by Forest Ranger and Report of Wood can be submitted after completed.

Welfare

- No Report

Building/Code Enforcement/Health:

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

Town Clerk & Tax Collector:

- Transactions between April 20 and April 28 2020
- Building Permit Fees \$906.80
- Dogs – 130 dogs \$753.50
- Driveway Permits 2 permits \$20.00
- Land fill/Beach Decals \$185.00
- Landfill Coupons \$389.00
- Marriage License \$50.00
- Motor Vehicles Town Fees \$20,493.12
- Motor Vehicles State Fees \$8,892.82
- Photocopies \$2.00
- Vital Record \$15.00

○ Total \$31,707.24

- We are receiving at least 40 telephone calls a day. Most are residents asking for the new procedures for registering vehicles, licensing dogs, etc. We explain the procedures and do our very best to be helpful. The lock box is used by the residents at least a dozen times a day. Most customers are

sending checks in the mail along with their paperwork. Also, many are paying online using their credit cards or ACH payments.

Finance:

- Modem Reconfigured ~ Download speed issue preventing VPN from working properly
- Modem upgrade required to run VPN with higher download speed pass thru
- Modem downgrade new modem not working
- Printed Timecards
- Processed Payroll
- Processed New Hire ~ BMSI
- Processed 2 Payroll Adjustments
- BMSI Payroll Issues ~ Changed employees name, merged two employees names together (2 hours)
- A/P Entry
- A/P Check Run
- A/P Mailing
- P&R Conference Call
- Domain Name Research P&R
- Called ANS 4x
- Called P&R 5x
- Domain Emails & Text Message
- Called Edmunds - Christian
- Edmunds emails
- Called Edmunds –Allen
- Edmunds Call – Christian additional questions & information required
- P&R Group text messages
- Edmunds Call –Allen files requested
- Edmunds Export NHES & NHRS reports BMSI & Vouchers
- Hwy calls
- PD Call

Library:

- The library is adding First Steps for babies and toddlers to its streaming programs. Storytime started last week, First Steps began this week, and Illustrious Tales, a program of myths and folklore with artwork done by kids for school-aged children, will begin soon. The programs can be seen on Wednesdays on Facebook Live and all sessions are also available on the library's YouTube channel at www.youtube.com/NewDurhamLibrary.
- Librarians across the state are busy working on a table reading of Shakespeare's "A Mid-Summer Night's Dream" for Facebook. Library Director Cathy Allyn will assume the role of Titania, the Fairy Queen. Projected release date is Saturday, May 9.

- Work continues on a telecommuting policy and a staged re-opening policy.
 - The library is offering temporary library cards for anyone not currently a patron for digital access to downloadable materials.
 - E-mails to newdurhamlibrary@gmail.com are answered every day of the week and phone calls to 859-2201 are answered periodically.

Recreation:

- Raked, blow leaves and cut back trees at the beach.
- I worked on new webpage
- Had a training with Anina and Kelly
- Emailed back and forth with Kelly on page Worked on scavenger hunt clues & containers Raked the weeds off the infield on the babe Ruth with Paul and a volunteer Hid the container for scavenger hunt Filed for Anina Emailed bill about Cal Ripken and they are planning on starting in June Emailed & called Anina about getting a domain name. She worked with Brian to get us one

Web Administrator

April 22nd - April 28th: K Gibson report

- Read & Respond to emails from all departments
- Communicated with Celeste & Anina via text & emails regarding PRC Website
- Town Website:
 - Posted two sets of Planning board minutes
 - Posted ZBA minutes
 - Posted PB draft minutes (4/21/2020)
 - Posted PB final Agenda (5/5/2020)
 - Posted featured department of the week (Police Department) to website and ND Facebook Pages
 - Posted form for PD Department & fixed downloadable form paths
 - Posted latest info form Jeanne Shaheen
 - Posted link to new Parks & Rec website under home news & announcements and as a bulletin on PRC Dept. & Board pages. Updated link on PRC home page
 - Updated Land Use page with Brian's email
 - Fixed Planning Board members list
- PRC Website:
 - Participated in 1hr training session with Sports Engine
 - Worked on home page layout
 - Add more pictures to the Egg Hunt photo gallery as well as highlighted Johnsons as the sponsor
 - Added basketball pictures to gallery
 - Created link from home page to gallery
 - Cleaned up the look of the Home page getting ready for launch

- Disabled tabs that have not been worked on yet ('For Parents' & 'For Coaches' under About Us)
- Added Mark's photo & title to 'Our Board' tab
- Updated Scott Goodspeed's info & photo on 'Our Board' tab
- Removed text from 'Our Facilities' tab
- Added end date for scavenger hunt to calendar

Dates to Remember: