

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (4-27-2020 to 5-3-2020)

Date: May 5, 2020

Cc: All Departments

Town Administrator:

- Spoke with DPW-Highway Supervisor regarding SWF cash drawer set up money \$50.00.
- Assisted Title Company regarding info on 254 So. Shore Rd.
- Met with DPW manager ref; projects
- Spoke with business owner regarding concern due to the influx of second homeowners coming to stay.
- Met with Fire Chief/EMD ref: FEMA Public Assistance reimbursements under the federal declaration. EMD to check on reimbursement items.
- Received certified letter from property owner regarding RTK for planning board subdivision records.
- Sent acknowledgement of RTK, and forwarded to Primex due to possible litigation.
- Processed signed items by BOS
- BOS 4/28 meeting packets copied and distributed.
- Rec'd Report of wood for 19-325-08T- No cut.
- Rec'd report from Police Chief That e hit a deer on Valley Road on 4/26 at approx. 8 p.m. Damage estimate at \$2500.
- Met with Sgt. Meattey regarding staff wages.
- Rec'd message from Dep. Building Inspector regarding day off.
- Rec'd call from DPW manager regarding road projects and crack sealing.
- Select Board NP meeting 4/28
- Select Board Meeting 4/28
- Submitted Claim to Primex on MVA
- Worked with Land Use AAI and SRPC for maps for CAI to add as tax map layers.
- Legal question to Town Counsel from ZBA Chair.
- Spoke with P&R Director ref budget and meeting with PRC.
- Set up ZOOM meeting with PRC for 5/6 at 6:30 p.m. Also provided a draft agenda for PRC meeting for posting.
- Spoke with Finance Manager ref: HR, Cares Act and budget.

- Tax Collector, Town Clerk and Treasurer advised that the DMV withdrawals for MV Registrations are completely swapped to MVSB.
- NH HSEM legal conference call
- Hosted Conservation Commission Meeting on ZOOM
- Email staff reminder for TA weekly
- Email to Library Director re: cleaning and communication with Trustees regarding budget spending due to predicted revenue shortfalls.
- Emailed TownHall Streams re: ConCom meeting video.
- Emailed Select Board with court case brief on School tax collection from Joe Haas
- Set up May ZOOM meetings for BOS, PB and ZBA
- Add meetings to website calendar for Select Board and PRC
- Letter to DES ref engineering firm change for Landfill closure monitoring
- Prepared memo to staff on budget freezes enacted by Select Board due to potential revenue shortfalls do to COVID19.
- Emailed response to RTK requestor for emails relative to use of ZOOM software for meeting.
- Spoke with Finance manager regarding uses with VPN use and BMSI. Recommendation from IT would be to move to LogMeIn for this purpose.
- Governor's press conference on COVID19
- Prepared 11 Report of Wood reminder letter to intent to Cut Timber due by 5/15.
- Met with Building Inspector ref: 4 new home building permits, discussed social distancing for future reopening.
- Participated in UNH T2 Chit, Chat and Chew- led discussion on EM PA
- Assisted DPW with eLearning login for UNH T2 training.
- Met with DPW Manager regarding potential layoffs Road Project evaluations.
- Met with Tax Collector ref Tax Billing, preparation finalization for a 5/15 billing. Discussed Page lot merger.
- Printed report of wood reminder letters, folded, stuffed and mailed.
- Emailed TA weekly with memo to Department Heads, Board, Committee, Commission chairs re: budget freezes.
- Met with P&R Director to discuss department freezes, layoff scenarios and future of department. Discussed Ballfield projects, basketball court striping for BB and pickle ball (donated). In addition, concession stand roof replacement, ball field irrigation and infield repairs.
- Draft Select Board agenda for 5/4- emailed to Select Board Chair
- Emailed litigation claim to Primex.
- Posted 4/28 Select Board draft minutes.
- SRPC TAC Meeting via ZOOM
- Email rec'd from Select Board Chair re: agenda and direction on materials for meeting.
- Met with RTK requestor on phone, established review of documents date 5/4.

- Met with Fire Chief/EMD ref PA filing.
- Met with DPW Manager ref: SWF operations, recycling to return to back on line in next couple weeks. Rec'd feedback on staff regarding backfilling of SWF position.
- Spreadsheet for Select Board on staff costing scenarios
- Emailed Select Board 5/4 meeting materials
- Gov. Press conference on Stay at Home 2.0 until 5/31.
- Prepared memo to Select Board to update on COVID19 town department status and items being evaluated and worked on.
- Prepared Select Board nonpublic minutes from 4/28.
- Corrected Select Board agenda times, reposted.
- Emailed Select Board updated agenda, memo and minutes.
- My Weekly 4/24-5/3

Police Department

- K9 Izzy Certified through the United States Police canine association for her Police Dog 1 title and Police dog tracking title.
- Arrest Kings Highway-Habitual Offender-Bailed
- Arrest, Criminal Threatening on a Police Officer-Bailed
- Officer Valladares-Virtual "Zoom"- Police academy for first 8 weeks-reporting to Police Department.
- 2 welfare checks-suicidal
- Cruiser 1 down for repairs.

Fire Department:

Biweekly Report 4-20-2020 5-4-2020

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
- The entire department has been working on COVID-19
- The Chief has been working on EMD duties
- Ordered additional EMS supplies from state surplus
- Provided requested PPE for PD staff

- Extended de-con time on 3 ambulance calls

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 gas meters
- Station spring clean up

Emergency Responses (YTD 80)

Date	Location	Incident	Units Responding
4/20	Main Street	Tractor Fire	C1, E2
4/20	Main Street	EMS	A1
4/20	Saint Moritz	EMS	A1
4/22	Farmington	EMS	A1
4/25	Prospect Mt. Rd, Alton	Smoke in the area	C1, C2 with Drone
4/26	Birch Hill Rd.	Outside Fire	C1, E2, F1
4/27	Alton	Chimney Fire	L1, C1, E2
4/29	Powder Mill Rd.	EMS	A1
5/1	Valley Rd.	Outside Fire	C1
5/1	Old Bay Rd.	Alarm Activation	C1, L1
5/3	Kings HWY	EMS	A1
5/3	NH Rt.11	EMS	C1, A1

Chief's Corner

Every firefighter knows that even while much of the world is focused on a national emergency, **the fires don't stop**. While the first responders are bogged down with the corona virus precautions there is the daily operations and calls that continue. We have to provide for the routine calls, never thought I would say the fire service has routine calls but in the world today all bets are off. The routine calls fire, smoke and CO alarm activations outside fires, motor vehicle accidents and the simple calls lift assist and just providing a little encouragement to those who call all stressed over the whole corona virus thing. The men and women of this department serve this community without reluctance or delay, my hat is off to them and I am proud to be their Chief for their selfless dedication. To them I say THANK YOU.

EMD Activity Report: 4/20 – 5/4

- Daily meetings and or phone calls with Town Administrator for COVID-19 situational reviews.
- A long with additional information transfer when required as conditions rapidly change.

- We are in the proses of filing application With HSEM we are looking for opportunities in the cares act. There will be a conformance call Wednesday May 6 with NH EM specifically on the Cares act. On how it can help communities cover the expenditures incurred from covid 19. We will be looking at that closely.

4-20 Conf. call NHEOM 12-1pm
 4-20 Conf. call GOFERR 1:15 – 3:30pm
 4-20 5 emails
 4-21 Conf. call NHOEM 12-1
 4-21 Conf. Gov. Sununu 3-4:15pm
 4-21 6 emails
 4-22 Conf. call Gov. Sununu 11:30 – 12
 4-22 Conf. call NHOEM 12- 1:00pm
 4-22 Conf. call Whitehouse 1- 2:30pm
 4-22 Conf. Call GERTF 4-5:15pm
 4-22 7 emails
 4-23 Conf. call NHOEM 12-1pm
 4-23 Conf.f Gov. Sununu 2:15-3:30pm
 4-23 Conf. call GERTF 3:30-5pm
 4-23 9 emails
 4-24 Conf. call GOFERR 1-2:30pm
 4-24 Conf. call GERTF 3 - 5pm
 4-24 7 emails
 4-25 8 emails
 4-26 3 emails
 4-27 Conf. call NHOEM 12-1pm
 4-27 Conf. call GOFERR 1-2pm
 4-27 Conf. call GERTF 2-5pm
 4-27 6 emails
 4-28 Conf. call NHEOM 12-1
 4-28 Conf. call GOFERR 1 – 2:30pm
 4-28 Conf. call GERTF 3-5pm
 4-28 4 emails
 4-29 Conf. call NHOEM 12-1
 4-29 Conf. call GOFERR 1-2:30pm
 4-29 Conf. call GERTF 3 – 4:30pm
 4-29 Conf. call Whitehouse 4:30 -5:30pm
 4-29 4 emails
 4-30 Conf. call GOERT 9-11am
 4-30 Conf. call NHOEM 12-1pm
 4-30 Conf. call GOFERR 1-3:30pm
 4-30 8 emails
 5-1 Conf. call GOERT 9-11am

5-1 Conf. call NHOEM 12-1pm
5-1 Conf. call GOFERR 1-3:00pm
5-1 Conf. Gov. Sununu 3-4:30pm
5-1 9 emails
5-2 6 emails
5-3 3 emails

All communications need to be received and read 24 hours a day. The EMD job is 24/7, we need to stay on top of this situation it is critical to the safety of the residents of New Durham and the emergency services in this community. We will continue to operate at a heightened level until the governor and NH EM has determined the threat has subsided. The fire department has provided adequate PPE for the town essential service operations for the short term. Any questions can be directed to the EMD at pvarney@newdurhamnh.us.

From the EMD

As we start to reopen

A reopening plan that is medically based and relies on social distancing and other best practices for public health may raise significant regulatory and legal liability risks. These are in addition to numerous lawsuits already filed as a result of COVID-19 and litigation risk that will become exacerbated during the reopening proses. New Durham has had no issues with employees as we have been proactive and provided more than required protections.

Safe Workplace Requirements

Generally, when maintaining a safe workplace requires the use of personal protective equipment (PPE) such as masks, respirators, and physical barriers, OSHA requires employers to be responsible for ensuring the availability of such equipment and training employees on the use of the equipment. This is simply not possible if PPE becomes recommended in all workplaces. The federal government should make clear that PPE recommended specifically to combat the spread of COVID-19 is not subject to the normal OSHA requirements around workplace PPE. This has not been a problem as the PPE has been requisition and received be for shortages had manifested them

Employers also may face lawsuits around the limited supply of or training for PPE. Worker's compensation issues dealing with shortages of PPE or its incorrect use are also likely to emerge. The federal government should clarify the scope of liability for the provision (or inability to provide due to scarcity) of PPE. . Scott and I have provided for PPE to all staff members and will continue to do so. We have provided a service windows as a barrier to the public I am looking into a possible filter for the communication hole to further reduce the risk to the staff working with the public before we reopen the town hall to full service.

It has been brought to my attention that a concern for public rest room sanitation could be a problem for the reduced staff in the event of reopening. I do believe there is no state mandate for public restrooms for Buildings that do not provide for entertainment or food service the restrooms required are for staff only. That would limit the decontamination to the individual user reducing the employee risk

Update on the numbers as I had said last month in the EMD report the numbers where not coming in as predicted do to not being fully inclusive of the population. After some reassessment of the cases the CDC and the NCHS have adjusted the numbers and the list provided are the new totals. I have attached the numbers to this report. I am glad to see the correction have been made maybe this will expedite recovery efforts.

Good Health and stay safe

EMD

PW- Highway:

Daily operations W/E 5/3/2020:

HWY

- Painted plows
- Mowed lawns on town properties
- Black bark mulch for town gardens
- Cleaned shop
- Graded Middleton Road
- Checked washout on King's Highway
- Issued mailing address number
- Checked complaint on Meaders Point Road – digging off edge of road
- Merrymeeting Lake Rad ditching problem #347
- Checked on #40 South Shore Road – reconstruction of driveway
- Old Bay Road – inlets, outlets, culverts
- Checked on beaver plugging culvert
- Studded tires

Solid Waste:

- Car counts: Mon, 4/27 – 185
 Fri, 5/1 – 178
 Sat, 5/2 – 382
 Sun, 5/3 – 479
- Sending out: 2 trash

1 demo
Cardboard
Metal
Plastic
Tires

Land Use:

- Worked on CC meeting on 4-28-2020.
- Worked on PB 5-5-2020
- Started work on joint meeting in May 19th ZBA/PB
- Worked on ZBA 5-12-2020 meeting.
- Post and send all notices for PB/ZBA
- Research Ms. Edwards files 5 lots to provide information for legal.
- Research two lots for prospective buyer to see if lots are buildable 240-031 and 240-030.
- Prepare old ordinance for ZBA Member

Assessing:

- 11 Reminder letters prepared, mailed to intent to Cuts regarding timber cut report of Wood PA-8 reports due by 5/15.

Welfare

- No Report

Building/Code Enforcement/Health:

- 4- Inspections
- 0- Building Permits
- 0- CO Inspections
- 3- Electrical Permits
- 1- Mechanical Permit
- 1- Plumbing Permit
- 0- Site Visit
- 5- Office Visits
- 15- Phone calls

Town Clerk & Tax Collector:

- 2019: Between April 27 2019 and May 6 2019 the Clerk's office took in \$36,180.70.
- Between April 27 2020 and May 5 2020 the Clerk's office took in \$35,329.97 (\$851.63 less during the same week in 2019).
- It is not possible to guess what the future will hold but I can report that many more residents are "catching up" by registering their vehicles, dogs, etc. Also, we are beginning to register new cars purchased in New Hampshire from a

dealer. The governor extended the temporary plates until the end of May. However, recently the DMV office has encouraged us to reach out to the owners in order to avoid long lines at the end of May.

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- From April 27, 2020 to May 7, 2020:
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- Building Permit Fees: \$371.00
- Dogs: \$765.50
- Landfill/Beach Decals: \$145.00
- Landfill Coupons \$1474.00
- Marriage License \$50.00
- Motor Vehicle Town Fees \$22460.68
- Photocopies \$7.25
- Planning Board Revenue \$332.00
- State Motor Vehicle Fees \$8875.14
- ZBA Revenue \$848.50
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- Total: \$35,329.07
- All Town Clerk/Tax Collecting certification training has been cancelled this year.
- Busy with appointments and drop off transactions.
- New Glass windows installed
- Discussion for temporary walk up window for daily and appointment transactions.

Finance:

- Modem #2 Reconfigured ~ Download speed issue preventing VPN from working properly
- Modem #3 upgrade required to run VPN with higher download speed pass thru
- Modem Reconfigured #3 ~ Download speed issue preventing VPN from working properly
- Modem Replacement #4 & PAR 4 Fiber Replaced to fix brake by 2 TDS Techs ~4 hours
- Called ANS 4 times ~ VPN Speed Issue & IP address adjustment
- Printed Timecards
- Printed Invoice
- TDS Calls 5x
- Called ANS about TDS known issue with VPN slow download speed country wide
- A/P Entry
- A/P Check Run
- A/P Mailing
- Journal Entries
- PD Payroll Journal Corrections

- Edmunds emails
- Called Edmunds –Allen
- P&R Group text messages
- Hwy Call
- PD Call
- NHGFOA Emails
- Covid -19 Emails
- Department of Labor Conference call

Library:

- Staff members have been busy taking webinars and participating in video conferences discussing a broad range of subjects including: legal matters, PPE sourcing and protocols, disinfecting and sanitizing surfaces, phased reopening of facilities, the summer reading program, and staff and patron safety.
- The Mystery Book Club held a virtual meeting to discuss the last book club book read, and had a wonderful time catching up.
- We've requested art work from all ages for a new streaming program called Illustrious Tales for school aged children. The program - presentation of myths and folklore - will begin in late May.
- Anyone interested in providing illustrations should call the library at 859-2201 to be assigned a picture to draw.
- Our e-newsletter and streaming children's programs receive thousands of views on Facebook and our YouTube channel.

Recreation:

- Webinar on planning for the summer and beyond in our parks
- Launched new website on Tuesday
- Started Scavenger Hunt
- Filed for Anina
- Scanned some papers for Scott into his folder
- Emailed rec members for meeting next week meeting
- Added to the agenda for the meeting
- Added pictures to website
- Took pictures of D & M Striping while they were painting basketball and pickle ball lines on the court
- Emailed Kelly to do a write up on the town website
- Emailed with Corinna about swimming lessons
- Emailed with Brian about domain Name
- Talked to Stephanie with Merrymeeting Association about collaborating some events
- Talked to Emma about pickle Ball
- Messaged Angela who set up for D & M Striping to do the lines on the basketball court

- Replaced a container at Berry's baits because loggers took the other one
- Measured Beach steps for a bottom step
- Talked to don about getting rope to put out swimming lines.
- Messaged 5 people for clues on scavenger hunt
- Hannah messaged me about summer job at the beach
- Posted on Facebook new website and D & M striping pictures and thank you

Website Admin

- No Report

Dates to Remember:

Meeting

ZBA Meeting, Tuesday, May 12, 2020 7p Virtual Meeting

Select Board Meeting, Monday May 18, 2020 5p Nonpublic Session, 6p Public
Session- Virtual Meeting

Planning / ZBA Board Workshop, Tuesday, May 19, 2020 7p – Virtual Meeting

Parks & Recreation Commission Meeting, Wednesday, May 20, 2020 6:30 p.m.
Virtual Meeting