

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (5-4-2020 to 5-10-2020)

Date: May 11, 2020

Cc: All Departments

Town Administrator:

- Met with DPW Manager ref: projects for paving recommendation, equipment repairs and materials estimate for Concession stand roof- authorized purchase.
- Met with P&R Director ref: donation of striping of Basket Ball courts for B-ball and pickle ball.
- Timesheet review
- Select Board packet prep, print and coordinated pickup and delivery.
- Emailed track change minutes to Select Board
- Provided RTK materials curbside for requestor to review.
- P&R Director assisted Finance & Administration with filing and copying
- Materials prepared for PB RTK requestor, insurance co and legal.
- Met with contract assessor ref: pickups and revaluation.
- Assisted resident with MV registration drop off and PB pick up
- Prepared invoices for RTK material packet and mailed.
- Met with Tax Collector regarding walk up window.
- Select Board Meeting nonpublic session
- Select Board meeting public session
- Emailed CEO, PB Chair, ZBA Chair and Land Use AAI regarding Select Board waiver for outside seating site plan violations as long as establishment follows State and CDC guidelines.
- Spoke with Land Use AAI and CEO ref: property owner/ RTK requestor issue with subdivision from 2013.
- Spoke with Dude Solutions regarding Work order program for PW.
- Emailed PC regarding Select Boards communication from meeting
- Text Message to Officer Crockwell regarding wage adjustment
- 2020 Ford F-550 municipal Plow equipment, dump body and spreader body bid docs prepared.
- Emailed ConCom Chair regarding new member appointment.
- Select Board Meeting minutes approved and finalized from 5-4-20 meeting, printed and posted (4/20 & 4/28)

- Print and book Nonpublic minutes from 4/28
- Prepared agenda items for 5/12
- Hosted PB Meeting on Zoom
- Updated spreadsheet on staffing costing scenarios.
- Received email from Police Chief for Select Board, forwarded to the Board.
- Assisted UNH T2 with Lunch and Learn- instructed virtual class on Ethics in PW.
- Reviewed approx. 100 emails from NHMA, NH HSEM and MMANH regarding Covid19 First Responder stipend payment.
- Met with Fire Chief/EMD ref Cares Act funds- reimbursements and First Responder Stipends
- Emailed phone numbers to Atlantic Broadband for proposal on new town-wide VOIP phone system.
- Emailed Vision It with Town IT contractor's info for access to server.
- Emailed Assessor ref property pick-ups and 1st tax billing warrant date
- Hosted P&R Commission meeting
- Emailed Town Hall Streams for posting of videos for Select Board Meeting, PB and PRC zoom recordings.
- Assisted property owner with report of wood
- Emailed CMA engineer regarding sketch for revised guardrail plan for 284 So. Shore Rd
- Returned call to Peter Rhoades attorney regarding Bennett Road upgrade from Class 6 to 5, left VM
- Returned call to resident regarding his RTK request and review of documents regarding the use of Zoom video conferencing software and complaint about Sen. Shaheen's COVID19 posts becoming political.
- Emailed Web Admin and requested to remove all Sen. Shaheen's COVID19 posts, and to just add links to Fed's, NH, ME and MA COVID19 pages.
- Met with CEO regarding PB RTK request and camper trailer adjacent to Shaws Pond ROW.
- Participated in UNH T2 Chit, Chat & Chew- guests NRRRA Education Coordinator and Director of Risk Management at Primex both spoke on impacts of COVID19.
- Met with P&R Director to discuss programming, collaboration with SELT
- Participated with Finance Manager on Edmunds GovTech Finance and payroll software finalization and training schedule on track for 6/1 implementation.
- Review AP.
- Review Payroll
- Process Insurance claim and payment for cruiser repair.
- Rec'd proposal from Web Admin for contracted services for maintenance ow web pages , social media for Town website, Library and Parks & Rec communicated with Library and P&R Director.

- Emailed Web Admin the 2020 Ford F-550 Municipal Plow Equipment, dump body and spreader body up-fit Bid package for posting.
- Updated meeting on website P&R Commission.
- Emailed Assessor ref question on current use.
- Emailed appraiser with answer on current use
- Rec'd email from assessor that staff will do pick up today for property reported.
- TA weekly finalized emailed to Town Departments and Select Board also due dates for COVID19 expense reports.
- Emailed Fire & Police Chief's the COVID19 First Responder stipend form acknowledgement an manifest format for payroll biweekly.
- Prepared Gravel yield Tax for Green Oaks Realty.
- Assisted appraiser with tax card and directions how to obtain on line.
- Worked with Tax Collector and Edmunds GovTech regarding tax billing authorities
- Comments for Cathy Allyn for Baysider article on COVID19 impacts on Town services and going forward.
- Phone System info to Library and email Atlantic Broadband the Account name and number.
- Viewed Governors Press Conference
- Prepared TA Weekly for 5/4 to 5/10.

Police Department

- Arrest for operating after Suspension-bailed released.
- Chief Bernier qualified on Pistol qual.
- Officer Valladares second week of virtual academy....
- Assault Investigation Kings Highway-CAC interview
- Reported Burglary Middleton road-unfounded
- Ossipee Mtn. Electronics submitting bill for Equipment for cruiser.
- Citizen complaint-unfounded wrong town.
- Hazard pay sheets for Officers passed out.
- Domestic Bright waters road-Chief handled.

Fire Department:

- No Report

PW- Highway:

Daily operations W/E 5/10/2020

- Fixed library windows

- Worked with Granite State Glass on windows at tax collector's and town clerk's office
- Graded dirt roads
- Inlets & outlets Old Bay Road & Birch Hill Road, ready for ditching
- Issued driveway permits
- Responded to citizens' complaints
- Cleaned up transfer station
- Finished painting wings
- Fixed edge of Old Bay Road by Fish & Game pond
- Helped pick up piles of grass at ballfields
- Mowed cemetery and ballfields

Solid Waste:

Car count:

- Mon, 5/4 – 269
- Fri, 5/8 – 224
- Sat, 5/9 – 156
- Sun, 5/10 – 322
- Sold 17 dump stickers
- Sending out:
 - 2 trash
 - 1 demo
 - Paper
 - TVs

Land Use:

- Worked on CC meeting on 5-26-2020.
- Worked on PB 5-5-2020
- Worked on joint meeting in May 19th ZBA/PB
- Worked on ZBA 5-12-2020 meeting.
- Researched Ms. Edwards files 5 lots to provide information for legal.
- Researched two lots for prospective buyer to see if lots are buildable 240-031 and 240-030.
- Prepared old ordinance for Paul ZBA
- Discussed 180 Pine Point Road with Amila Brock for ZBA possible hearing
- Discussed 76 Ham RD 248-013 with Megan for possible ZBA hearing

Assessing:

- Processed 1- Report of Excavated Material for Yield Tax
- Received follow up calls on 2 letter for Reports of Wood
- Met with Contract Assessor to discuss the 2020 pickup, data entry to Vision and Tax Billing.

Welfare

- No Report

Building/Code Enforcement/Health:

- 7- Inspections
- 0- Building Permits
- 0- CO Inspections
- 1- Electrical Permits
- 0- Mechanical Permit
- 0- Plumbing Permit
- 0- Site Visit
- 0- Office Visits
- 17- Phone calls

Town Clerk & Tax Collector:

- No report

Finance:

- Printed Timecards
- Processed Payroll
- BMSI Payroll Issues ~ Changed employees name, merged two employees names together
- A/P Entry
- NHGFOA 65 email updates
- Printing Issues–Called ANS
- Emailing File Issues-Called ANS
- PD Detail Report
- Emailed PD
- Called PD
- PD Payroll Corrections
- Login issues-Called ANS ~MY PC required login every 15 Minutes
- Called Donna
- PD Journals
- Call from Donna
- Processed emails from NHMA
- P&R Report
- P&R Letter
- LM for Celeste
- Call from Celeste
- BMSI Valic Reports

- BMSI NHRS Report
- Updated Excel -Valic
- Updated Excel – NHRS
- BMSI NHRS Import ~Failed, wrong path
- Called BMSI waiting for a returned call
- Processed emails from IRS
- A/P Check Run
- Edmunds Weekly Call
- Called Stephanie about Payroll Checks ~Return Payroll checks & Called Hwy – no answer Return Payroll checks

Library:

- Illustrious Tales will stream on Facebook Live on June 10 and June 17 at noon; the stories will be on the library's YouTube channel - YouTube.com/NewDurhamLibrary - the following day.
- We're providing an opportunity for all kids to become screenwriters! As part of the Imagine Your Story program coming up this summer, students can mail or email us their stories and we'll turn them into shadow puppet plays that can be viewed on the library's YouTube channel. Library staff will read the story while acting it out with shadow puppets. Email stories to newdurhamlibrary@gmail.com.
- Staff has been gearing up for the summer reading program - Imagine Your Story - which will be a reimagined program for us, as it will operate on a mostly virtual platform.
- Miss Cathy, busy with streaming First Steps and Storytime, will finish up filming of A Mid-Summer Night's Dream this week. The reading, a project featuring librarians from across the state, will be released May 23.
- The drop box will be open this Saturday from 8:00 - 1:00 for people whose last names begin with A-L.
- Thank you to the volunteer who picked up PPE for the library; and thanks, also, to the volunteers who are sewing face masks for us.

Recreation:

- Weeded and raked the tee ball infield
- Had Kelly put a poll on Facebook
- Gave people clues to the scavenger hunt
- Painted out hand prints off side of concession stand
- Made copies and scanned for Scott
- Posted agenda
- Had Rec meeting
- Wrote up a kite contest
- Met with 4 Rec members to get signatures
- Wrote letter thank you letters to; Farmington Fishing & Game and Berry's baits
- Emailed the meeting house about ghost
- Emailed Corinne on swimming lessons
- Emailed Kelly about getting a logo to sell clothing on our webpage

- Got budget from Anina
- Took webinar on providing outdoor recreation will keep in public and workforce healthy and safe
- Took webinar On virtual camp real risk: legal and risk management consideration for online program
- Took webinar on New England resident camp drop in for assistant director/program level staff

Website Admin

April 29nd - May 12th : K Gibson report

- Read & Respond to emails from all departments
- Forwarded email from Sports engine to Celeste & Anina regarding merchandising opportunities.
- Offered to design a PRC logo (waiting to hear back from Celeste) if needed for merchandise.
- PRC Facebook post : poll about swimming lessons this summer
- PRC - re-shared FB post swimming lessons poll
- PRC - shared Kite Contest post across various FB groups and the Library page with a link to the PRC website
- Assessed CivicPlus new offerings for website extensions. Would like to add use of Civic Space and possible other add-ons depending on process & cost. Connected with Scott on moving forward.
- Town Website:
 - Posted ZBA minutes - 4/22/20 meeting
 - Posted CC minutes - 2/25/20 meeting
 - Posted CC minutes - 4/28/20 meeting
 - Posted new ZBA procedures
 - Updated Plumbing Permit form
 - Updated Planning Board Agenda doc. for 5-5-20
 - Posted Hazardous Waste Day information (also posted and shared on Facebook)
 - Posted copy of Coronavirus Relief Fund letter to Steven Mnuchin
 - Posted BOS Draft Minutes 4/28/20 meeting
 - Posted thank you to D&M Striping to the Home News & Announcements as well as to PRC Dept. page
 - Posted emails from Jeanne Shaheen's office from 5/1/20 & 5/6/20
 - Posted CCVD register to vote notice to Copple Crown page
 - Removed Jeanne Shaheen posts
 - Added links to Maine, Mass and Fed. Gov. COVID sites to the Covid-19 tab
 - Removed previously scheduled PRC activities from the Town calendar until further notice
 - Posted Public Notice for Bid on Town equipment
 - Posted PB & ZBA agenda 5/19/20
 - Posted ZBA agenda 5/12/20

- Posted PB meeting notes (draft) 5/5/20
- PRC: Posted Kite Contest info
- PRC Website:
 - Fixed Facebook link on website
 - Added Kite Contest tab under events
 - Unpublished Scavenger Hunt tab
 - Replaced Call to Action box on Home page with Kite Contest instead of scavenger hunt

Dates to Remember:

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
Conservation Commission Meeting, Tuesday, May 26, 2020 7p- virtual meeting