

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (5-11-2020 to 5-17-2020)

Date: May 18, 2020

Cc: All Departments

Town Administrator:

- Site visit Shaw's Pond, Town ROW ref: Camper Trailer complaint.
- Road Checks Middleton Rd, Old Bay Rd
- Report of Excavated Material to DRA- Green Oak
- Timber Report of Wood to DRA and Forester for scoring
- Met with Highway Supervisor ref: SWF containers and deposit processing.
- Spoke with property owner on Kings Highway ref: Building Inspector refusing to allow RV to be lived in w/o Building Permit. Reaffirmed the Land Use Regulation on RV use (only during permitted construction for 6 mos.
- Reminder letter to Gravel Pit owner to file Report of Excavated Material
- Edmund GovTech Finance Software Training- General Ledger.
- Rec'd revised proposal from Atlantic Broadband for new phone system and service.
- Met with Select Board Chair ref: update and BOS agenda items for 5/18
- Met with DPW Manager ref: projects- Ditching repaving sections, equipment repairs etc.
- Met with Fire Chief/EMD ref: First Responder stipends and Cares Act funding.
- Emailed DPW ref: service window and awning pricing quote.
- Emailed Security system vendor regarding additional camera, door unlocking remote and intercom
- Met with Tax Collector ref: 2020 1st tax billing and coordination with assessor, vision and BMSI
- Met with Building Inspector ref. Camper trailer complaint
- Edmunds GovTech AP software training
- Email communications with Assessor regarding timeline for pickup entry's, and then MS-1, Y2K bridge from vision to BMSI.
- Attended virtual UNH T2 advisory Board meeting
- Town Hall sign lettered and placed out front advising the Town Hall Closed to Public and to call 859-2091.
- Researched signage for purchase under Cares Act.

- Emailed DPW Manager ref. projects
- Filed Insurance claim with Primex for vehicle damaged at SWF, received claim followed up with victim on additional damage on estimate. Forwarded information to Primex.
- Rec'd call from March Hill resident regarding winter sand on the road, notified DPW Manager and contacted resident to let him know would be swept in the next week.
- Spoke with Vision regarding the Y2K data bridge from Vision to BMSI, advised assessor to advise when data entry is completed.
- Hosted ZOOM ZBA Meeting (4h24M)
- Emailed Land Use AAI ref. posting issue with ZOOM meeting for ZBA meeting.
- Emailed Town Hall Streams and Recording Clerk with ZBA Zoom recording for posting and minutes.
- Emailed reminder for department for TA weekly submissions.
- Emailed with Vision on coordinating Y2K week of 5/18.
- Edmunds GovTech Budgeting, purchase orders, asset management software training
- TA Report on 5/18 Select Board Agenda
- Primex guidance materials for COVID19 workplace reopening/return to workplace- health assessments, PPE, signage etc.
- Research and ordered items for, signage, Plexiglas partition clerk's office, gloves, masks, hand sanitizer etc..
- Prepared Yield Tax for Timber Cut 19-325-16T
- Reviewed COVID19 funding docs- CARE ACT, FEMA and First Responder Stipends.
- Met with Building Inspector ref: RV Kings Highway Property and camper Trailer Shaw's Pond. Letters to property owner.
- Received PD and FD First Responder Stipend affidavits and spreadsheet prepared.
- Facilitated UNH's virtual Chit, Chat & Chew guest Michael O'Donnell NHDOT Traffic ref: crosswalks and illumination of crosswalks. COVID19 Funding update.
- NH HSEM funding conference call
- Prepared Select Board Meeting packets for 5/18 Select Board Meeting
- Emailed Select Board with Agenda, TA Report on Agenda, Meeting minutes for 5/18 meeting and ZOOM and Conference call number for virtual attendance.
- Post Select Board 5/18 Agenda, website, Bulletin Boards
- Updated website with TA Weekly's.
- Prepared Memo to Department Heads and Employees regard COVID19 workplace Guidelines
- TA Weekly completed and emailed to Staff, Select Board and Posted to website.
- Set up ZOOM Meetings for P&R Commission 5/20, ConCom 5/26 and PB 6/2.

- Emailed Land Use AAI with ZOOM Invite for 6/2.
- Webinar from Dude Solutions on DPW work order program and asset/PM software demo.
- Received call from Police Chief who advised AG advised that Police Officers in Police Academy not entitled to First Responder Stipend. Updated manifest and removed Officer.
- Assisted citizen ref assessing questions of property at 19 Tash Rd
- Assisted citizen ref questions on assessing cards for Map 207-001 and 206-009. Referred to Contract Assessor.
- Rec'd call from Atty for Mr. Rhoades ref: Bennett Rd proposal for Class 6 to Class 5, request preliminary meeting in early June.
- Prepare my weekly for next week's report.
- Rec'd email from Budget Committee & CIPC chair ref: reappointments and appointments for CIPC. Emailed Select Board Chair regarding Agenda Review item, and PB Chair for Agenda Review item appointment of Rep from PB.

Police Department

- 17 callout to date 36 hours of overtime payed out for callouts YTD.
- Male arrested for warrants by US Marshalls-found in Jeep stuck in woods.
- Officer Valladares has passed all tests to date for academy.
- Officer called out for Attempted suicide-Involuntary admission
- 2 Domestic-verbal only.
- Tablet in cruiser crashed-checking prices-IT could not fix.
- Weekly temperature checks of Department.

Fire Department:

Biweekly Report 5-4-2020 5-18-2020

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 duties
- **The Chief has been working on EMD duties**
- Ordered additional EMS supplies

- Issued N95 to town hall staff in contact with public
- Provided spread sheet to T A, posting all related covid expenses to date

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 meter
- E2 went up to Lakes Fire Equipment to have the EMS cabinet installed

Emergency Responses

(YTD)

Date	Location	Incident	Units
Responding			
5/4	Powder Mill Rd.	EMS	A1, C1
5/4	Saint Moritz Dr.	EMS	A1
5/6	Chalk Pond Rd.	EMS	A1, C1
5/10	Alton	Fire	L1, E2, C1
5/10	Kings Hwy	Structure Fire	C1, E2
5/14	Butter Nut Rd,	EMS	A1, C1

Chief's Corner

Call and volunteer firefighters and emergency services are the infantry in every community when disaster strikes, whether a lift assist or full-blown structure fire and even a worldwide pandemic.

Because the number of volunteer firefighters nationwide has declined 15 percent between its all-time high in 1984 and its low today, and because over that same period, the number of calls has increased over 300 percent, existing firefighters are suffering from burnout. (Most of that increase is in medical calls. But we must look further than the fire service for a remedy, this is not a problem created solely by the fire departments. We must look inside ourselves; we must look at our friends and family, neighbors and the community as a whole.

Communities like ours illustrate why departments are struggling to recruit and retain call and volunteer firefighters and EMS technicians. Small towns like ours are losing our young adult populations. They are moving to where there are more jobs, greater opportunities and a lower cost of living.

Volunteer fire departments once depended on local employers who offered full-time jobs with benefits to their volunteers and were willing to have employees leave work to fight fires. Today a typical job is as a per-hour worker with

unpredictable shifts for a national or international company with no ties to the community. Is this a problem we have created ourselves? Do we limit growth and the development of small-town businesses through zoning and planning? Did we create this disconnect between citizens and government, something we use to call a community? I cant help but think of the small businesses like Merry Meeting Lake Marina, Winnepesaukee Golf Club, New Durham General Store, Muddy Road Brewery, ARK-MARK and Johnsons Sea Food Restaurant along with many others all have a big impact on this community, providing jobs and injecting revenue into the local economy. Businesses do not detract from a community or have a large impact on services, but they do contribute greatly to reduce the individual tax rate and provide good paying jobs close to home.

I do believe this pandemic has revealed we have outsourced everything including our spirit to be part of a larger family called a hometown community. Growth brings in good element's like, enthusiasm, energy, excitement and new ideas these are the life blood of a living thriving and healthy community.

Time commitment and Training is not the only burden that call and volunteer firefighters and EMS technicians carry. Certain cancers, cardiac health and trauma-induced mental stress issues are additional health burdens carried by all firefighters and EMS providers. As I have previously mentioned in the chief's corner we are always looking for and watching the new technologies that will reduce these risks making for a healthier and safer working environment. Reducing or eliminating the above concerns and making a commitment for better health to the ones who are dedicated to serve.

Not everyone wants to enter a burning building, so we are developing special units for EMS, rescue, communications and public liaisons to reach out to the community with education and training opportunities. It takes all these activities and many more to make for a well-rounded and capable fire department. Stop in and share your interest and talent with us and maybe even be part of a diversified group of professionals. We are looking for individuals of any age to join the fireman's association and support the fire department and their services in their endeavor to provide the best fire department at the lowest possible cost to the community, at the same time having fun in a team greater than one's self. We hope you and your family stay healthy and have a great summer.

EOC Activity Report:

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.

I have had Emails from the library on a possible reopening plan, I have responded with my concerns and towns possible liability when they do open. The municipal association should have recommendations, I know they are working with the state for a no-fault liability waver. But all reasonable protections must be in place and recommendations followed, that would prevent transmission of the virus. Transmission from Employee to employee to public and

from public to employee, this information will be unattainable without individual contact tracking. Contact tracking is another constitutional hurdle I do not think will make it through the legislative process here in New Hampshire. If the state will not provide some protections this will become a litigation nightmare and set a precedent for any virus transmission. There are no absolutes there will always be a risk we just have to accept that, do the best we can and move on with life.

Call and Email log:

5-4 Conf call NHEOM 12-1pm
5-4 Conf call GOFERR 1 – 2pm
5-4 Conf call GERTF 2-3:15pm
5-4 Conf Gov Sununu 3:15-4 pm
5-4 6 emails
5-5 Conf call Gov Sununu 10 – 11am
5-5 Conf call NHOEM 12- 1:00pm
5-5 Conf call GOFERR 1- 2:30pm
5-5 Conf Call GERTF 2:30 – 3:30pm
5-5 7 emails
5-6 Conf call Whitehouse 11-12am
5-6 Conf call NHOEM 12-1pm
5-6 Conf GOFERR 1:30 - 3pm
5-6 Conf Gov Sununu 3 - 4pm
5-6 6 emails
5-7 Conf call GERTF 1-2pm
5-7 Conf call GOFERR 2-3:30pm
5-7 10 emails
5-8 Conf call NHOEM 12-1pm
5-8 Conf call GOFERR 1-1:30pm
5-8 Conf call GERTF 1:30-3pm
5-8 Conf Gov Sununu 3-4pm
5-8 5 emails
5-9 6 emails
5-10 2 emails
5-11 Conf call NHOEM 12-1pm
5-11 Conf call GOFERR 1-2pm
5-11 Conf call GERTF 2-3:30pm
5-11 6 emails
5-12 Conf call NHEOM 12-1
5-12 Conf call GOFERR 1 – 1:30pm
5-12 Conf call GERTF 1:30 – 3:30pm
5-12 10 emails
5-13 Conf call Governor Sununu 10-11am
5-13 Conf call NHOEM 12-1
5-13 Conf call Whitehouse 1-2pm
5-13 Conf call GERTF 1-3:30pm
5-13 4 emails
5-14 Conf call Gov Sununu 10:30-11am

5-14 Conf call NHOEM 2-4pm
5-14 8 emails
5-15 Conf call NHOEM 12-1pm
5-15 Conf call GERTF 1-2pm
5-15 Conf call Whitehouse 2-3:00pm
5-15 Conf Gov Sununu 3-4pm
5-15 9 emails
5-16 4 emails
5-17 3 emails

From the EMD

Great to see we have all made it another month, and as things continue to reopen, I hope things go well for the sake of humanity.

The emergency management director has received the above emails on his cell phone due to the fact that we have activated the EOC but with limited staffing providing for social distancing. 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. This is extending into the 15th week and PPE is running low statewide, so try to limit unnecessary use of PPE. Any questions can be directed to pvarney@newdurhamnh.us the EMD.

PW- Highway:

Daily operations, W/E 5/17/2020:

HWY

- Finished painting plows
- Inlets, outlets, culverts
- Graded dirt roads
- Fixed signs that were leaning
- Issued driveway permits
- Issued logging permits
- Cleaned up shop
- Power washed sanders
- Put buoys on rope at Main Street dam
- Pushed up material in pit
- Took photos of equipment to post on public surplus website to auction off
- Changed all snow tires to summer tires
- Cleaned out back of old sander
- Picked up debris

- Fixed equipment

Solid Waste:

Car counts: Mon, 5/11 – 306
 Fri, 5/15 – 285
 Sat, 5/16 – 369
 Sun, 5/17 – 453

- Sending out: 2 trash
 3 demo
 Metal

Land Use:

- Worked on CC meeting on 5-26-2020.
- Worked on PB 5-19-2020
- Worked on ZBA 5-12-2020 meeting.
- Worked on ZBA 5/19/2020
- Decision assistance for Bonisteel
- Newspaper ad for PB 6/2/2020
- Started on PB 6/2/2020 meeting
- Worked on Edwards Plat plans and communications.

Assessing:

- Y2K Data Conversion with Vision for BMSI Tax
- Reminder Letter to Gravel Pit Permittee
- Report of wood for 19-325-16T, Yield Tax Report & Invoice generated.
- Received 3 Reports of Wood, forwarded 2 to Forester for assessment.

Welfare

- No Report

Building/Code Enforcement/Health:

- 10- Inspections
- 1- Building Permits
- 1- CO Inspections
- 3- Electrical Permits
- 4- Mechanical Permit
- 0- Plumbing Permit
- 2- Site Visit
- 3- Office Visits
- 24- Phone calls
- 2- Code Violation Complaints

Town Clerk & Tax Collector:

- Busy with scheduling vehicle-titling appointments, and as of Monday had only 8 remaining. Which will finalize for the 5/31 due date.
- Several Boat registrations due to weather and holidays
- Researched other venues for Boat registrations, but only one agent in close proximity being Parker Marine in Alton.
- Been working on reopening planning with Town Administrator and Health Officer. We have recommended walk up service window, and controlled appointments or access to lobby due to difficulty with social distancing.
- Tax Collector working with Town Administrator for Data conversion from Vision to BMSI Tax for 1st tax Billing
- Prepared 202 First Tax Billing Warrant- Preliminary.
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Finance:

- Edmunds Vendor List ~Excel updated
- A/P Entry
- A/P Mailing
- Edmunds Training A/P 2HRS
- A/p Check Run
- Edmunds Training Vendor Entry 2HRS
- VM Atlantic BB W-9 requested
- Edmunds Training Finance 1.5HRS
- Emailed Atlantic BB W-9
- Called Heidi
- Called Scott with Email question
- Received Call from Heidi
- Processed Check for Escrow Account closing TD Bank
- Edmunds Conference Call
- Call from Scott Location of SAM Code, State Code, Bank Acct & Routing #
- Reviewing a Memo
- NHMA Conference Call 1.75 hrs
- Printed Timecards
- Printed & Coded Invoices
- Researching Hwy Coding Error
- Hwy Journal Entries
- Processed Covid-19 Emails
- Processed Primex Emails
- Completed 4 Primex Request for unemployment
- Updated Gas & Diesel Excel
- Hwy Payroll Journal Entries
- NHGFOA email updates

- BMSI NHRS Export
- NHRS Import
- NHRS Rejection
- Called BMSI for Help to correct NHRS Rejection
- BMSI NHRS Export – second time
- BMSI NHRS Data File Correction
- NHRS Import – Second Time
- Edmunds Weekly Call

Library:

- We're excited to become part of READsquared, a platform that all of our summer readers and 1,000 Books Before Kindergarten participants can take advantage of. More information on this, and on how to register for Imagine Your Story, will be forthcoming. Get ready for lots of prizes!
- We have just associated with a marvelous First Book program that will allow kids and teens access to hundreds of free e-books! Watch for details.
- The Friends of the Library have been kind enough to purchase "bragging" items we will need this summer for kids. Please remember that if you purchase items on Amazon, you can designate our Friends group as your non-profit recipient on Amazon Smile - it makes a huge difference to the library!
- The library is rolling right ahead with Illustrious Tales, which 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](https://www.youtube.com/NewDurhamLibrary) - the following day.
- Students in grades K-6 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.

Recreation:

- Text back and forth with Dot on the swimming lessons poll
- Filled for Anina
- Printed out social distancing posted and laminated them for Scott, the transfer station and myself
- Took measurements of the window for Scott
- Created a kite design contest that got posted on the webpage and Facebook
- I cleaned out the shed at the ball fields
- I weeded and raked the upper infield
- I helped the highway Dept. rake, weed and put bark mulch down in the center of town and at the cemetery.
- I looked up sign for Scott to purchase
- I got bleach, bottles and bacteria cleaner and mixed it up
- I had a zoom meeting with the surrounding Rec Depts.

- Cleaned out a refrigerator and brought it to the concession stand and got rid of the other fridge
- Talked to Stephanie with Merrymeeting lake association
- Emailed Kelly about swimming poll and kite contest
- Put Dot picture and email on webpage
- Talked to Kelly C about stuff that's in soccer closet. Volley ball net and blow up mini golf set. And summer ideas

Website Admin

- No Report

Dates to Remember:

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

Planning Board Meeting, Tuesday, June 2, 2020 7p- Virtual Meeting

Select Board meeting, Monday, June 8, 2020 5p- Nonpublic, 6p Public- Virtual Meeting

ZBA Meeting, Tuesday June 9, 2020 7p- Virtual Meeting

Budget Committee Meeting, Wednesday, June 10, 2020 7p- Virtual Meeting

Planning Board Meeting, Tuesday, June 16, 2020 7p- Virtual Meeting

Parks & Recreation Commission Meeting, Wednesday, June 17, 2020 6:30p- Virtual Meeting.