

## **Town Administrators Report**

**To: Board of Selectmen**

**From: Scott D. Kinmond, Town Administrator**

**Re: Weekly Report of Departments (5-18-2020 to 5-24-2020)**

**Date: May 26, 2020**

**Cc: All Departments**

---

### **Town Administrator:**

- Received Report of Wood on Intent 19-325-13T and 19-325-19T
- Emailed Town Forester Report for timber cut assessment.
- Payroll
- Web Admin advised sick list for indefinite amount of time.
- Worked with DPW, FD and Town Hall to set up health screening collection sheets and thermometers.
- Worked with P&R Director to set up disinfectant supplies and placement on each floor and baths at Town Hall. Review protocols with Town Hall Staff.
- Posted P&R Commission 5/20 agenda.
- Posted PB 5/19 Meeting Agenda
- Posted ZBA 5/12 Meeting draft minutes
- Assisted Varney Engineering with photographing of septic plan, emailed them.
- Met with Select Board Chair to review meeting agenda
- Met with DPW Manager ref: complaint from resident on South Shore Rd due to drainage repair not being done.
- Tax Collector advised some patrons are becoming nasty due to appointment and not general walk in service.
- Met with Fire Chief/EMD ref: FEMA submission \$13K.
- Select Board 5/18 Meeting
- Emailed Fire & Police Chief regarding the First Responder stipend payments monthly per Select Board. Provided dates.
- Emailed Finance Manager ref: First Responder stipend payment decision by Select Board.
- Emailed Town Clerk & Tax Collector of Select Board's decision not to allow walk up window.
- Spoke with Highway Supervisor regarding staff schedule question and advised walk up window project off the table.
- Finalized Meeting minutes 5/4 Public and 5/4 Nonpublic.
- Attended NHMA Local Officials Workshop (9a-4p)

- Spoke with Building Inspector regarding legal opinion on ADU permit.
- Spoke with Finance Manager regarding clerk works September reconciliations.
- Report of wood- yield tax billing for 19-325-12T and 19-325-13T
- Emailed Atlantic Broadband with language for non-appropriation clause.
- Rec'd email from Contract Assessor that 2020 Pickups were completed and entered into Vision Data base.
- Emailed Vision regarding appointment for Y2K Data dump for BMSI Tax billing.
- Zoom host of joint PB/ZBA meeting
- Rec'd letter to editor from Select Board Chair, forwarded to Baysider for publishing.
- Met with Police Chief regarding Personnel matter.
- Met with Fire Chief ref: Napa invoice reconciliation
- Met with DPW Manager regarding invoice turn in and Napa account moving from invoice pay to statement pay.
- Processed Select Board Meeting action items for signature.
- Met with Staff regarding Select Board feedback on reopening plans
- Met with Police Chief regarding MDT needing replacement for new cruiser, It Recommends replacement verses repair.
- Worked with Vision to do the Y2K download and MS-1 for tax billing\.
- Emailed Tax Collector the Y2K data dump for BMSI upload.
- Assist resident with cardboard disposal question
- Worked with Town Hall Streams to set up live streaming from zoom video.
- Emailed Select Board regarding manifests and consent signature items ready.
- Hosted Zoom Virtual Meeting for P&R Commission
- Met with DPW Manager & Highway Supervisor about NAPA account, bill processing and service window communication.
- Met with Health Officer regarding Town Hall opening criteria for patron access i.e. health screening criteria, temp checks, mask, gloved disinfecting of surfaces. No more than 1 person in lobby at a time with floor 6' Social Distancing bubbles for spacing & staging. Health Officer requests that Select Board reconsider walk up window.
- Code invoices and review AP
- Met with Tax Collector regarding her survey of area Clerks offices for how they are managing reopening and or service to residents. All remaining closed, no reopening date. Appointments with curbside service or walk up or drive up window service.
- Selectman Veisel in for signing.
- Worked with Tax Collector and BMSI regarding data dump and properties, which did not transfer- 2 parcels. Contacted assessor and check vision, data correct in vision, bounced back to BMSI.
- Rec'd email from Conservation Chair question on zoom credentials.

- Emailed Land Use AAI regarding Conservation Chair correction, resend and repost. Reviewed formatting with him
- TA Weekly report finalized, emailed to DH & BOS, posted to website.
- Spoke with Land Use AAI regarding email.
- Posted Supervisor of the Check List change of party- news and Announcements.
- Posted PB, CC, ZBA Agendas
- Posted ZBA 5/12 Draft Meeting minutes
- Emailed Budget Committee Chair draft agenda for 6/10
- Worked with CEO on letter pf violation and research for file 209-036 regarding lot merger, located and forwarded to Assessor.
- Multiple communications with Select Board members regarding COVID19 reopening discussions.
- Posted News and Announcement to Recreation page on Beach opening- swim lines out, no beach attendant, follow CDC and Governor's guidelines, no trash receptacle (carry in/out) no portable toilet. PD patrols for resident/facility use decal compliance.
- Posted News and Announcement to Transfer Station page- sale of Facility Decals at Transfer Station.
- Emailed Select Board Chair Atlantic Broadband agreement with non-appropriation clause language for review for Signature by Board.
- Contacted DPW Manager for flag lowering for Memorial Day
- TA Weekly for 5/26.

### **Police Department**

- 3- Email Motor vehicle complaints from residents in town, Ridge road (dirt section), Merrymeeting road, Davis crossing road. Directed patrols conducted in those three areas of town.
- Thankyou card from citizen regarding Officer going to her house to turn off stove she left on at residence.
- 1 male subject taken into Protective custody for Intoxication.
- 2 complaints from citizens about boat launch at Shaws pond-wanted out of Staters removed from using boat launch.
- Complaint that subject at 259 Merrymeeting road-harassing workers at Boat launch.
- Involuntary admission to Hospital from Mountain Dr residence-drug Issues
- 3 mutual aid calls to other surrounding towns.
- 4 assist other agencies calls.
- Motor vehicle complaint several dirt bikes seen around town driving recklessly-tore up town pit.
- 1 found property (wallet) returned to owner

### **Fire Department:**

- No Report

### **PW- Highway:**

Daily operations W/E 5/24/2020:

#### **HWY:**

- Hauled gravel
- Office paperwork
- Checked beaver
- Finished taking off snow tires
- Filled solid waste facility dumpsters
- Patched North Shore Road
- Fixed flag at cemetery
- Pedestrian signs at town beach
- Inlets and outlets Ham Road
- Logging permits and complaints
- Obtained Dig Safe numbers
- Coded invoices
- Filled steel container with air conditioners and refrigerators

#### **Solid Waste:**

- Car counts: Mon 5/18 – 306  
Fri 5/22 – 325  
Sat 5/23 – 432  
Sun 5/24 – 527
- Sold 46 dump stickers
- Sending out: 2 trash  
3 demo

#### **Land Use:**

- Worked on CC meeting on 5-26-2020.
- Worked on PB 5-19-2020
- Worked on ZBA 6-09-2020 meeting.
- Worked on ZBA 5/19/2020
- Decision assistance for Bonisteel
- Decision assistance for Spohn
- Newspaper ad for PB 6/2/2020
- Work on PB 6/2/2020 meeting
- 55 Davis Crossing Road, worked on subdivision making copies of file for requestor

- Worked with Berry Engineering re: Map 257-001 questions on ZBA application and what he needs.

#### **Assessing:**

- See Town Administrator's Report
- All annual property pickups entered into Vision Data Base by Contract Assessor.
- Worked with Contract Assessor, Tax Collector, Vision Support and BMSI support to do data bridge for tax bills.

#### **Welfare**

- No Report

#### **Building/Code Enforcement/Health:**

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

#### **Town Clerk & Tax Collector:**

- Several curbside appointments
- Multiple phone calls with questions on DMV, Dog Licenses and Boat registrations
- Preparations for tax billing working with Town Administrator, BMSI and Contract Assessor.
- Revenues are strong for the first 5 months.

#### **Finance:**

- Printed Timecards
- Processed Payroll
- A/P Invoice Coding Research
- Coded Invoices
- A/P Entry 2x
- Napa Research
- NHGFOA 19 email updates
- A/P Run 2x

- 30 Minutes deleting print jobs spent to home printer by Edmonds
- Edmonds Data Pull 3 hours
- Met with Neil & Scott about Napa Invoice paid by the Town but not recorded correctly by Napa
- A/P Mailing 2x
- Napa phone call
- More Napa Research
- Edmonds Conference call
- Reviewing August & September Revenue Bank Statement for Errors
- PD Payroll Correction – Met with office
- Edmonds Weekly Call

#### **Library:**

- No Report

#### **Recreation:**

- Had a rec meeting
  - Voted to have swimming lessons
  - Voted to give Corinne a raise
  - Voted to have port a potty during swimming lessons
  - Discussed having other programs
  - Talked about the beach
- Put the swimming lines out
- Got hardware for swimming lines and more rope
- Went to Fastenal and true value
- Had the kite contest. 3 kids showed up
- Made up prizes for kite contest
- Had zoom meeting with other rec directors
- Worked on webpage
- Posted on Facebook
- Started getting senior pictures
- Email, texted and messages with people about the beach
- Got tax maps for Scott

#### **Website Admin**

- No Report

#### **Dates to Remember:**

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.