

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (3-8-2021 to 3-14-2021)

Date: March 15, 2021

Cc: All Departments

Town Administrator:

- Set up "Town Hall Streams" Board and Committee meeting recordings for month of April. For BOS/PB/ZBA/CC/P&R and NDWQC.
- Select Board Meeting minutes with track changes received from Chair.
- Sent track change minutes to Select Board for 3/8 meeting.
- Met with DPW Manager, Town Clerk ref: Drive Thru set up coordination, food for staffers. Dropped order off at General Store for Lunches.
- Payroll reviewed
- Elect polls (Drive Thru) set up at DPW/Transfer Station.
- Checked on building demo permit for Dep. Building Inspector on Old Bay Road. All set permit for demo.
- Select Board meeting 3/8
- P.U. Am refreshments- at D&D Coffee, muffins and donuts- Packaged individual per COVID protocols.
- Assisted with finalization of Polls set up.
- Video-recorded election polls set up- drive thru voting.
- Emailed Select Board Chair voting video
- Emailed Town Counsel to coordinate non-meeting regarding public Hearing. Set up 3/16 2p via ZOOM.
- Emailed Select Board & Town Counsel with Zoom invite for 3/16 meeting.
- Emailed Select Board Chair with Bullets on Land Swap.
- Emailed Norway Plains ref: PB Application and budget for land swap/boundary line adjustment.
- Attended NHPWA Legislative update meeting
- Processed Select Board meeting 3/87 action items.
- Prepared conditional offers for DPW positions
- Coordinated election worker lunch pick up with Police Chief
- Order & Picked up dinner for election workers.
- Responded to email inquire y for election results. - Emailed to resident.
- Coordinated Boundary Line adjustment application with Norway Plains.
- Processed and printed Indeeep TA Apps.

- Emailed TA Search/Review Committee to set up kick off meeting. 3/16 or 3/17.
- Emailed DPW conditional offer letter to candidates prepared hiring packets for conditional offers and provided to DPW Manager.
- Worked with Contract assessor regarding an error on assessing card. Corrected card, printed and provided to Tax Collector for property owner.
- Prepared Select Board 3/8 nonpublic meeting minutes
- Met with Finance Manger regarding Zoom process for training session with Finance/Assessing AAI.
- Coded invoices for Finance for AP
- Coordinated with Land Use AAI to assist with cataloging abatement applications, coping same for shipping to Contract Assessor for processing.
- Training with Assessing/Finance AAI on Intent to Cut Timber & Intents to Excavate.
- Processed TA Apps from email and Indeed.
- Scanned and Emailed TA Apps to search/review committee for 3/16 meeting.
- Coordinated Select Board meeting after legal non-meeting, 3/16 3p.
- Emailed Select Board Chair 3/16 agenda
- Rec'd 3/8 Select Board Meeting Minutes- draft, emailed to Web Admin for posting
- Emailed Budget Committee Member financials for 2016-2019 in TXT format.
- Worked on compiling info on Breach of Contract
- Touchpoint call with Edmunds- Advised Tax is ready for test version being installed. Still working on interest formatting issue. Reconciliations for December and January 2021.
- Assisted business owner with NHDMV trailer sale dealer/inspection form.
- Worked on Primex WC wage reporting- balancing issues with 2020 W3 and Edmunds expense report, advised Finance Manager.
- TA Weekly reminder to Departments
- TA Weekly finalized, print, email and post.
- Rec'd PB Application for Library Boundary Line Adjustment.
- Assisted resident with property assessment and tax information.
- Emailed 8 additional TA Apps to search/ Review Committee
- Rec'd conditional offer letter all signed accepting, and hiring packets. Background check waiver and data sent to Finance Manager for submission to SSCI.
- Met with DPW Manager regarding road conditional with spring thaw and staff farewell to Employee HEO Smith. Pizza send off for lunch by DPW Manager.
- Posted Select Board Agenda for 3/16- emailed to Web Admin.
- Department Head and Town Hall Staff Performance Reviews prepared
- TA Weekly report for 3/15.

Police Department

- Extension sent to Academy for Part time Officer to take PT test on April 15- Extension for certification.
- \$131.00 put on Chiefs personal credit card for purchases for town.
- PAFS signed by Officers.
- Admin Assistant having computer issues after software put on her computer
- Inspection and service done on cruiser 5-Recall being done by Ford Garage.
- Fraud of elderly woman from town-\$33.000 in Gift cards sent-Attorney General's Office, FBI assisting.
- CAC completed at County Attorneys.
- 2 other scam calls-Attempted solicitation of money-claimed to be from IRS.

Fire Department:

- No Report

PW- Highway:

- No Report

Solid Waste:

- No Report

Land Use:

- No Report

Assessing:

- Print Deeds
- Training on Intent to cut and intent to excavate.
- Training on Acts Payable.
- Process batch accs payable for town
- Training on Vision software
- Training for Robin on PB application and fees
- Assist Robin on McKay Gravel Pit
- Help Answer question for Nic Strong any towns have a comprehensive right of way ordinance that deals with telecommunications elements.
- Create new State of NH 2021 template for intent to cut and intent to excavate
- Assist again with Jay and Susan with abatement application and assessment.
- Work on new PB fee sheet for Robin and Jeff Allard to use

Welfare

- No Report

Building/Code Enforcement/Health:

- Electrical Permits - 4
- Mechanical Permits- 5
- Building Permits-1
- Minor Building Permits-1

Deputy building inspector

- wrote out 6 permits
- went on 2 inspection with John
- John went on 1 inspection
- had robin enter permits into spreadsheet
- had Robin close out permits in vision & spread sheet
- looked up ordinance change for john
- Made folder for Building Permit

Town Clerk & Tax Collector:

- No Report

Finance:

- Printed timecards
- Processed payroll
- Bank Rec – General Fund
- A/P scanning
- A/P entry
- A/P Verification
- A/P Check Printing
- A/P Check Run
- BMSI Check Printing issue
- BMSI Employee Set-up Finance
- BMSI Data Pull – printing issue #1 ~2hrs
- Edmunds Touch point call
- Computer Issue – Helping Mara
- ANS calls Printing issue #1 ~ 30mins
- Fund Closed 2019
- Fund Closed journals 2019
- V8 Accounting Closed registers 2019
- Enter payroll journal 1898 manually unable to merge
- Bank Rec Payroll TD
- Merged payroll journal 1704

- Merged payroll journal 1705
- Processed 2 employee background checks
- Printed Payroll Journals
- BMSI check printing issue #2

Finance Assistance

- Filed for Anina
- Took last year's payroll files out of filing Cabinet

Library:

- No Report

Recreation:

- Had Bingo at Alton Legion
- Made photocopies and got bingo cards ready
- Went to the bank to get change for Bingo
- Made deposits for Bingo and Winter Carnival event
- Georgie Canceled cribbage
- Had community rec meeting
- Worked on a flier for Go Take a Hike
- Made agenda for Rec meeting and posted them
- Talked to someone that interested in being a member of the rec committee
- Gave her an application and she returned it
- Printed out more eggs to laminate for Easter hunt challenge
- Colored Easter Eggs
- Posted thank you on Facebook for Winter Carnival
- Posted results of Winter Carnival winners
- Asked for candy donation for Egg Hunt
- Got all the stuff at The Club Pond from Winter Carnival and Ice Skating
- Worked the election most of the day and counted write ins
- Emailed Cathy winners for the Baysider
- Finished my self-evaluation form for Scott
- Emails and messages daily

Dates to Remember:

Select Board Meeting- Public Hearing- Bennett RD- Monday, March 22, 2021 (3p site walk- 7p Public Hearing), 6p – Virtual Meeting

TA Candidate preliminary Interviews, Wednesday, March 24, 2021 9a-1p- Virtual Meeting

Conservation Commission Meeting, Tuesday, March 30, 2021 7p- Virtual Meeting