

## Town Administrators Report

**To: Board of Selectmen**

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

**Re: Weekly Report of Departments (2-22-2021 to 2-28-2021)**

**Date: March 1, 2021**

**Cc: All Departments**

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### **Town Administrator:**

- Post TA Advertisement NHMA & MEMA
- Assist resident with access to Tax Card via website
- Rec'd resume from applicant for DPW Light Equipment Operator position
- Payroll review
- Received deed from Tax Collector for Tax Deed property repurchase by owner. Select Board action.
- Met with Fire Chief ref: current projects, dispatch alternative due to Strafford County fees expected to triple (\$3k to \$12K)
- Met with DPW Manager ref: interview setup for candidates Thurs. 2/25.
- Assisted DPW with Plow Ops due to staffing shortage (7hrs)
- Select Board Meeting 2/22.
- Prepared Bid specs for Tracked excavator
- Rec'd complaint from resident regarding SWF closing at 4:45. Investigated with complainant and DPW Manager- resident was able to access and dump, but did not ask staff for assistance, recommend to do so in future, staff on site until 5p.
- Set up Zoom meeting for Select Board 2/25 4p
- Prepared Select Board Meeting for 2/25.
- Sent agenda and Zoom invite to select board and guest
- Conservation Commission Mtg- All good, Robin all set.
- Met with DPW Manager regarding Excavator specs and advert
- Posted Select Board meeting agenda 2/25
- Met with Police Chief regarding Candidate Kroepel's call.
- Provided Finance Manager with FD Pay rate list 2019.
- Provided resident/Budget Committee member with 2016-2019 Financial Expenditure reports.
- Met with Town Clerk & Tax Collector regarding Town Report proof review.
- Provided Printer with edits to Town report proof and gave ok to print.
- 2020 files moved
- Project files filed in master files

- Coding of AP invoices for Finance.
- Budget Committee Meeting prep
- Met with Town Engineer & DPW Manager- Meaders Point RD regarding storm water management.
- DPW Candidate for interview both withdrew due to accepting positions elsewhere. (1- due to low pay for qualifications)
- Budget Committee Meeting 2/24.
- Process Advert on Indeed for TA position
- Met with Land Use AAI regarding Email procedures with Boards.
- Met with Building Inspector regarding Peter Rhoades Petition for Class V layout over Class VI road- Bennett Rd. Provided update and Public Hearing information.
- Met with DPW- Heavy Equipment Operator I, provided resignation effective 3/12/21. DPW Manager was tied up with DOT Physical & Drug Testing renewal.
- Met with DPW Manager regarding resignation.
- Advertised Light Equipment Operator vacancy on Indeed
- Prepared finalized Select Board meeting minutes 1/25, 2/1, 2/4, 2/8, 2/10, and 2/12. Also prepared finalized NP minutes 1/25, 2/8 and 2/12.
- Prepared Budget Committee finalized meeting minutes for 12/2/20 and 1/13.
- Emailed Web admin with finalized public minutes for Select Board and Budget Committee for web posting.
- Assisted resident with Notice of Liability waiver for Variance.
- Met with DPW Manager regarding Bennett Rd engineer plans and drainage, SWF monitoring well and Meaders Point ROW info.
- Emailed MOU for the School Funding Coalition Communities 2.0 doc for signature.
- Select Board Meeting 2/25
- Zoom Host for Candidates Night
- Letter to Janitorial Services vendor regarding proposal.
- Letter prepared for extension of 2019 Paving Contract with R&D Paving for 2021, contingent with Town voting approval.
- TA Weekly completed for 2/22, emailed and posted
- Zoom Meeting for Budget Committee meeting 5/5 7p
- TA report for 3/1.

### **Police Department**

- No Report

### **Fire Department:**

**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 Chief communicated with the building inspector and HWY department about a driveway on North Shore rd. and its accessibility for fire protection or EMS.
- I also met with the town administrator on several topics concerning moving forward with space needs for the fire and police in his absence. I assured him that the police chief and I could take a more active role in that specific project and follow it to completion.

**Truck & Equipment Maintenance:**

- Washed trucks, swept apparatus floor and general housekeeping Saturday morning as time permits. Truck washing has been stepped up due to their frequent use and foul weather along with the heavy use of salt.
- Perform DOT truck safety checks.
- Change out and recharge batteries in air packs weekly
- In house Calibration of gas meter.
- New battery charger for forestry truck

**Emergency Responses**

(YTD)

| Date | Location          | Incident   | Units      |
|------|-------------------|------------|------------|
| 2/2  | Rt 11 & Quaker Rd | MVA/MVC    | A1, E2, C1 |
| 2/3  | Birch Hill Rd     | EMS        | A1, F1, C1 |
| 2/4  | Miller Rd         | EMS        | A1         |
| 2/4  | Drew Rd           | CO Alarm   | E2, A1     |
| 2/5  | Chamberlin Way    | EMS        | A1, C1     |
| 2/7  | Sunset Ln         | Fire Alarm | E2, L1     |
| 2/8  | Rt 11             | MVA/MVC    | E2, A1 C1  |
| 2/10 | Davis Crossing Rd | EMS        | A1         |
| 2/10 | Birch Hill Rd     | EMS        | A1, C1     |
| 2/10 | Rt. 11 & Tash Rd  | MVA/MVC    | A1, E2, C1 |
| 2/10 | Ela Mill Rd       | EMS        | A1, C1, F1 |

|      |                 |                |            |
|------|-----------------|----------------|------------|
| 2/13 | Birch Hill Rd   | MVA/MVC        | E2, A1, C1 |
| 2/13 | Kings HWY       | EMS            | A1, C1     |
| 2/15 | MM Lake Rd      | EMS            | A1         |
| 2/16 | Farmington      | EMS            | A1         |
| 2/17 | MM lake Rd      | EMS            | A1         |
| 2/17 | Downing Rd      | EMS            | A1         |
| 2/17 | Alton           | Structure Fire | L1, C1     |
| 2/18 | Berry Rd        | EMS            | A1         |
| 2/18 | Alton           | Structure Fire | L1, C1     |
| 2/19 | Wolfboro        | Structure Fire | L1, C1     |
| 2/20 | Wolfboro        | Structure Fire | L1, C1     |
| 2/26 | Ten Rod Rd      | EMS            | A1         |
| 2/26 | Cook Rd Alton   | Structure Fire | L1, E2, C1 |
| 2/26 | Farmington      | EMS/MVA        | A1, E2, C1 |
| 2/28 | North Shore rd. | EMS            | A1         |

### Chief's Corner

According to the United States Census Bureau, the town has a total area of 44.1 square miles. Housing density was projected as 38 residential structures per square mile or approximately 1,675.8 homes in town. These numbers were put together in the 2010 Census and not reflective of today, I can only assume there has been an increase. Fire protection equipment, there has not been a need to add large equipment over the past 15 years. Or in fact the near future, that being said we have made changes in tactics, equipment and responsibilities that has kept us up to date with standard practice.

The big change has been in the conservation land opened for public access and there is a plan to purchase and develop additional land for public use. The concern to the fire and emergency services is the large increase in non-resident use and the increase in the mechanism of injury, due to the promotion of cross-country bicycle and horseback riding. With the addition of the fantastic parking facilities at several locations, that will greatly expand public access. Increasing the need and frequency of technical rescue requirements, equipment and training that will be bour by the taxpayers, if not supported by donations funding that specific operation. The fire department along with the board of selectmen and the town administrator have made a combined effort to secure funding, for a vehicle that will help greatly with the extrication of any injured individuals. From the approximately 4 square miles of recreational wilderness open to the public in New Durham. I will be approaching the firemen's association, a nonprofit organization to set up a mechanism to except donations an promote fundraising efforts to defer additional expense from the taxpayer. Allowing the users and promoters of the area to contribute to a safe and enjoyable experience for all.

The space needs for safety services have not gone away, its only gotten worse over the past year due to restrictions imposed on social distancing, this includes police, fire and EMS. Although the project has been moving along but at a drastically reduced rate from expectations. Due in some part to COVID-19 concerns but the project must continue to meet the needs of the future for this community. I have vast experience in the project management field. Having managed projects from contract formation to final commissioning of large projects with some of the world's largest cable manufacturers. including land-based facilities along with cable laying sea going vessels. Ranging in value from several hundred thousand to millions of dollars. I was the construction project manager for Electrical and plumbing at the Frank Jones Ale brewery in Portsmouth. Also, the project leader of the electrical for the new food service building at the University of New Hampshire.

If the project objective is to create the best possible product for a given level of expenditure, then the objective of management during the development stage of a project should be to establish an effective project team. The members should have intimate knowledge of what is a necessity' and a luxury and the difference between them. Then the team can put a price on the value to the effective operation of the facility and its service. If improperly evaluated objectives are introduced into the project, then the dynamics of their separate interests may well run counter to the projects objectives and introduce unnecessary expenditures. As we have seen in the present-day multiple plans with no definitive cost projections. Each site plan should have a distinct site preparation cost such as excavation, fill and paving along with many other site related expenses. This project needs to be paired down to the necessities and hold costs to a definitive amount. To alleviate misunderstood directions and deviations in verbal communication, documentation is important. As you know my written communication skills far exceed most, and documentation is particularly important to avoid any omissions during project planning and then in the construction detail. I would be willing to assist in or direct this project along with Chief Bernier, as his experience in police activities would be of value for a public safety building. This is not a small task and would require many hours that could be delegated to a team as mentioned above. If there is any interest, I would meet with the board for a conversation to facilitate the development of a plan.

### **From the EMD**

There may have been some concern that the EMD has not been as visible in New Durham as other towns. Fear not for we have been watching the numbers and are ready to react in a moment's notice if needed. Give me the opportunity to explain the rationale behind the low-key operation. This was to reduce the effect of "**Emotional Transference**" described as a situation where the feelings, desires,

and expectations of one person are redirected and applied to another person or group of people. Most commonly, transference refers to a therapeutic setting, where a person in therapy may apply certain feelings or emotions toward the therapist. This phenomena of emotional transference can and will effect individuals in everyday life relationships. Often when someone of an official or respected position has or exhibits a particular behavior. That behavior will alter another person's emotions and anxieties through transference.

The COVID-19 pandemic has shaped more than half a year of our lives, canceling plans, upending livelihoods and causing feelings of grief, stress and anxiety. Cedars-Sinai medical center mental health experts say, "The pandemic may be shaping our mental health well into the future". The effect of transference is amplified in the event of a critical incident or pandemic if one believes his or her life is threatened. In my career I have seen this effect take place in the command of a critical incident when a leader has gone from a calm decisive decision maker to excited erratic behavior, all induced by stress. This condition is transferred to the crews under his or her command, increasing the difficulty of the task at hand or even affect its outcome. Our position has been to limit the effect of a constant reminder and great care taken not to over sensationalize the concerns and hopefully reduce the overall emotional stress on staff and citizens. We have seen some anxiety induced medical issues, but it has been limited to an exceedingly small cross section of the community. This approach will reduce the long-term emotional effect and speed up the emotional recovery time of any stress created by the pandemic.

### **PW- Highway:**

#### **Daily operations W/E 2/28/2021:**

##### **HWY:**

Plowed roads during storms  
Sanded roads after ice storm  
Screened sand for dirt roads  
Cleaned up mess of plastic at transfer station  
Pushed back snow banks  
Shelfed snow banks  
Cleaned up shop  
Repaired equipment  
Changed cutting edges on truck #5 and loader

##### **Solid Waste:**

Car counts:      Mon 2/22 – 212  
                          Fri 2/26 – 233  
                          Sat 2/27 – 90  
                          Sun 2/28 – 336  
Sending out:      Trash – 2  
                          Paper – 1

Dump stickers sold - 4

**Land Use:**

- Hosted PB meeting 3/2
- Hosted ZBA meeting 3/3
- Started PB 3-16 agenda
- Helped field questions for Bob C of PB
- Filed permits and folders
- Cleared and reorganized land use filing cabinets
- Started typing notice of decision for ZBA
  
- Print Deeds
- Finish sending abutters for second case on ZBA and matching them coming back priority mailings
- Finish Agenda for 3-02-2021 PB re-post and website
- Watch PB meeting from 3-2-2021 and follow up work
- Assist Shane Garrett/Wesley Robertson 93/94 North Shore Road New Durham, NH 03102 with CC for 2-23-2021 decision and providing mins from meeting.
- Work on getting draft mins from CC 2-23-2021 posting to website and providing to CC.
- Continue Work on NHMA questions from Jeff Allard on BJW business.
- Finish work on newspaper ad for 3-11-2021 ZBA
- Finish work on agenda for ZBA 3-11-2021
- Work on and finish ZBA agenda 3-3-2021 post on website and 3 places and send to board.
- Work on PDF for Mr. Rhodes documents for 3-2-2021 PB and send to members and file electronically.
- Continue work on Lance 213 Middleton Road- Regional Planning Commission questions with Varney Engineering for ZBA.
- Start to look at OSI and 2021 review.
- Assist Jay MacNamee 324 Kings Highway with abatement questions on land and receipt of application.
- Assist Bob Craycraft on funding questions from budget committee for 3-3-2021 hearing.
- Work on some additional understanding of the Conservation Overlay District for ZBA and Varney Engineering; LLC on article X on application for 3-11-2021.
- Work on assisting Darcy Sidwell with review the Marjack Oasis LLC application supplying documents and answering questions.
- Start to compile agenda items for 3-16-2021 PB hearing.

- Work with Curt Springer on his question of ZO for the town and noticed that for floodplain development projects, the ordinance tacked on criteria for variance decisions by the ZBA, in addition to the standard 5 found in RSA 674:33 and how it is legal for town ordinance to add criteria.
- Watch ZBA 3-3-221 Meeting.
- Review and approve and mail out decisions from ZBA Chris Berry
- Work on compiling McKay documents for PB to re-send top Board.
- Assist resident Karen Bonisteel with land use requirements for a couple of lots on S. Shore Rd. map number 113, lot numbers 078 and 079.

**Assessing:**

- See Town Administrator

**Welfare**

- No Report

**Building/Code Enforcement/Health:**

**Deputy building inspector**

- wrote out 4 permits
- went on 4 inspection with John
- had robin enter permits into spreadsheet
- went through the rest of the permits folder and closed some out that John inspected
- moved files in john office
- called owners and set up inspection
- had Robin close out permits in vision
- Filed all closed files in master filing cabinet
- Read some of building book

**Town Clerk & Tax Collector:**

- Election prep
- Absentee ballots
- Assist with Town Report proofing.

**Finance:**

- Printed Timecards
- Entry -New Employee FD
- Process payroll
- Scanned A/P
- Bank Rec
- Edmunds – Bank Rec 3hrs
- Budget Meeting

- Edmunds – Bank Rec 2.25hrs
- A/P verification
- Edmunds –Bank Rec 2.25hrs
- Payroll Distribution
- A/P Check Printing
- A/P Check Run
- Payroll Distribution
- Mail Run 2x

### **Finance Assistance**

- Filed for Anina
- Cross refinanced bills
- Filed for Scott
- Made photocopies for Scott
- Put up agenda for Scott
- Put flag at half mass

### **Library:**

- Everyone is welcome to attend our virtual healthy eating class On the Menu. Just email the library at [newdurhamlibrary@gmail.com](mailto:newdurhamlibrary@gmail.com) for the link. The program is Tuesdays in March at 6:30 p.m.

### **Recreation:**

- Canceled ice skate and hockey game because ice was to wet
- Got more donations fishing derby
  - \$100 from Alton legion Sons
- Plowed, snow blowed and shoved the club pond ice rink
- Printed out thank you letter for donation
- Met Cathy at the Meetinghouse to take pictures for baysider
- Worked on sponsors poster board
- Had Bingo at Alton Legion
- Georgie Canceled cribbage
- Had community rec meeting
- Emails from our swimming instructor that got her WSI certificate
- emailed between Barnstead and our swimming instructors for their programs
- Emailed back and forth to Baked, Brewed & Organically Moo'ed for winter Carnival food truck
- Cleaned out the meetinghouse of all our Christmas lights and moved them to the town hall
- Posted thank you on Facebook for sponsor's
- Worked on community rec "Go take a hike" spread sheet for the spring
- Signed up for 2 webinars
- Snow shoed around the meetinghouse trail for race
- Emails and messages daily

**Dates to Remember:**

Select Board Meeting, Tuesday, March 8, 2021 7p- Virtual Meeting  
Town Elections- New Durham DPW Highway & Transfer Station March 9, 2021 8a-7p-  
Drive Thru voting.  
P&R Commission Meeting, March 10, 2021 6:30p- Virtual Meeting  
ZBA Meeting, Thursday, March 11, 2021 7p- Virtual Meeting