

Town Administrators Report

To: Board of Selectmen

From: Scott D. Kinmond, Town Administrator

Re: Weekly Report of Departments (3-15-2021 to 3-21-2021)

Date: March 22, 2021

Cc: All Departments

Town Administrator:

- Email Quartile spreadsheet to Select Board from Chair
- Email board with message from Selectman Chase
- Email Space Needs Consultant regarding project report
- Assist resident with map and lot info
- Email Executive Director of the ReV's regarding status of outstanding invoice and copies of 2019-2020 Referee sign in sheets.
- Conducted Technical Review with DPW, PD and FD if Petition to Layout Class V Road over Class VI Roadway- Bennett Rd.
- Scanned signed PO and Engineering proposal and emailed to Town Engineers
- Met with DPW Manager regarding mud conditions on Saturday, which required call out to repair, one vehicle apparently was stuck in ruts.
- Met with Fire Chief, discussed SC Dispatch and potential of dispatch fees increasing significantly and discussion with Wolfeboro Fire Chief, that Wolfeboro Central Dispatch may be interested in providing dispatch services. We also discuss space needs and when the report should be delivered.
- Followed up on RSMS report from SRPC.
- Printed performance reviews.
- Attended/Zoom host for TA Search Committee meeting.
- Met with Select Board and Russ Welden regarding land swap update, and if he could handle cost for deeds and filing with registry after the PB Boundary Line adjustment and release of Tax Deeded property.
- Spoke with SRPC regarding RSMS report and forecasting for 2024.
- Spoke with Building Inspector regarding Watson Zoning Violation Court Order. Discussed companies to be contacted to provide proposals. TA emailed Managers group regarding RFP's for the processed.
- Facilitated with Atlantic Broadband for install of UPS on FD phone system.
- Applied for new Town Credit Card with First Card.
- Met with DPW Manager ref: Bennett Rd public hearing.
- Attended Select Board non-meeting with legal regarding Bennett Road Public Hearing.

- Select Board Meeting 3/16.
- Emailed Draft Select Board Agenda for 3/22.
- Met with Land Use AAI regarding excel spreadsheet of 2020 Abatements received. Copied all abatements for assessor. Emailed Contract assessor – J. Earls and provided spreadsheet. Inquired as how he would like to obtain the abatement applications. No response as of 3/19
- Met with Assessor regarding Bennett Road Petition and land value changes if upgraded to Class V.
- Printed RSMS Report spreadsheets.
- Employment verification for Library staffer
- Requested P&R Director contact SRPC regarding Community Aging Public Forum 4/6.
- Rec'd approval of Application to unmerge involuntarily merged lots from Assessor.
- Prepared TA Report on 3/22 Agenda
- Received 3/22 Select Board Agenda approval from Chair.
- Met with Building Inspector regarding Watson court order enforcement. Agreed to have Sgt. Meattey establish dialogue with Mr. Watson and attempt to set up a meeting to work together to follow the courts order. We also discussed Food Truck and Town Transient Sales Ordinance. Provided copy of ordinance.
- Received call from property owner who was upset Town Hall was not open to public, and that folks have to stand in cold to register there vehicles. Hung up on me.
- Discussion with Building Inspector and legal regarding the Watson Case court order enforcement process.
- Prepared Select Board 3/16 nonpublic meeting minutes.
- Met with Sgt. Meattey for assistance in facilitating communications with property owner regarding court order enforcement. He will make contact with resident on Friday.
- Met with Town Clerk regarding personnel matter, provided feedback.
- Met with DPOW Manager to review costing for summer and winter maintenance of Bennett Road Petitioned segment.
- Cancelled Edmunds Touchpoint Call due to unable to attend
- Emailed Credit Card Addendum for cardholders, approved by Town Counsel.
- Emailed Mr. Gilman regarding Storm Water management work on Meaders Point, and survey to occur this weekend.
- Attended NHPWA Board of Directors.
- Received Select Board 3/16 draft meeting minutes.
- Emailed to Web admin 3/16 minutes and 3/22 agenda for posting.
- Prepared Technical Review memo on Bennett Road Class V layout petition from committee to Select Board.
- Prepared Select Board Meeting packet, print, scan, email
- Finalized TA Weekly for 3/15- Print, scan, email and post.

- Prepared conditional offer withdrawal due to background investigation.
- Met with DPW Manager regarding new hires, 1- approved to start 3/22 and other withdrawn, search is back on for another full-time Equipment Operator.
- Lower flag to ½ staff regarding presidential declaration.
- Fixed clerks walk up window sign.
- Prepared timeline report for legal on Breach of Contract case.
- Finance Manager advised of issues with Edmunds and awareness of not using system.
- Prepared 3/22 TA Report

Police Department

- Arrest Violation of Protection order transported to jail-Arraigned before Judge.
- 3 Operating After Suspension arrests-all released on Summons.
- Chief has put \$295.00 on personal credit card for charges for Town.
- 2 accidents, 1 was Intersection by Johnsons.
- Assisted Building Inspector with cleanup of Property-arraigned meeting.
- Meeting with Sherriff-Chief Bernier sworn in as deputy.
- Meeting with TA, Fire Chief on proposed class 5 road.
- Chiefs of Police Meeting by zoom
- All PAFs signed by employees sent back to TA
- Swear in PPW for new Part timer

Fire Department:

- No Report

PW- Highway:

- No Report

Solid Waste:

- No Report

Land Use:

- No Report

Assessing:

- No Report

Building/Code Enforcement/Health:

Deputy building inspector

- wrote out 7 permits
 - 1 Plumbing
 - 2 GMC
 - 3 Building
 - 1 Electric
- went on 4 inspection with John
- had Robin enter permits into spreadsheet
- had Robin close out permits in vision & spread sheet
- Emailed people their permits and receipts
- Made folder for Building Permit

Town Clerk & Tax Collector:

- No Report

Finance:

- No Report

Finance Assistance

- Filed for Anina
- Cross referenced for Anina
- Filed for Scott

Library:

- No Report

Recreation:

- Had Bingo at Alton Legion
- Went to the bank to get change for Bingo
- Made deposits for Bingo
- Georgie Canceled cribbage
- Worked on a flier for Go Take a Hike
- Emailed group and made changes to flier and hiking sheet
- Printed out more eggs to laminate for Easter hunt challenge
- Colored Easter Eggs
- Drove around and Hide 101 Easter Eggs on all the roads in New Durham and 2nd division
- Posted Egg hunt Challenge on webpage and face book
- Put sign up on website for tee ball and Easter Egg hunt
- Asked for candy donation for Egg Hunt
- Did my mileage report for February
- Emailed Swim instructor for application
- Emails and messages daily

Dates to Remember:

Conservation Commission Meeting, Tuesday, March 30, 2021 7p- Virtual Meeting
Planning Board Meeting, Tuesday, April 6, 2021 7p- Virtual Meeting
Select Board Meeting, Monday, April 12, 2021 6p- Virtual Meeting
ZBA Meeting, Tuesday, April 13, 2021- Virtual Meeting
Parks & Recreation Meeting, Wednesday, April 14, 2021 6:30p- Virtual Meeting
Planning Board Workshop, Tuesday, April 20, 2021 7p- Virtual Meeting
Select Board Meeting, Monday, April 26, 2021 6p- Virtual Meeting
Conservation Commission Meeting. Tuesday, April 27, 2021 7p- Virtual Meeting