



RAYMOND POLICE DEPARTMENT
SAFETY COMPLEX
1 SCRIBNER ROAD
RAYMOND, NEW HAMPSHIRE 03077



Michael R. Labell
Chief of Police

September 6, 2023

Paul Branscombe, Interim Town Manager
Town of Raymond, NH
4 Epping Street
Raymond, NH 03077

Re: Department Head Report, Month of August 2023

Dear Interim Town Manager Branscombe,

POLICE ACTIVITY STATISTICS

- Arrests: 26
- Incident Reports: 70
- Motor Vehicle Citations: 155
- Motor Vehicle Accidents: 12

DISPATCH ACTIVITY STATISTICS

- Calls for Service: 1,724 (Police/Fire/Ambulance)

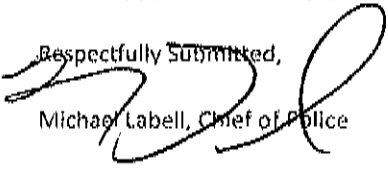
DEPARTMENT NEWS and NOTES

- Officer Nathanael Camp started the Full-Time Police Academy.
 - Scheduled to graduate November 17, 2023
- Officer Ethan Boulter started the Full-Time Police Academy.
 - Scheduled to graduate November 17, 2023
- Officer Jonathan Mosto successfully completed his field training and was released to solo status.
 - Officer Mosto was hired in January of 2023 and attended the 192nd Full-Time Police Academy from February to June.
- Officer Austin Wragg was hired and completed his field training.
 - Officer Wragg is a 3-year law enforcement veteran who came to us from the Nottingham, NH Police Department.
- Began the process of purchasing a new police cruiser.
 - Funding comes from the Detail Fund.

Overall, August was a productive and successful month particularly when one factors in that police and dispatch are still operating under staff and it is a popular month for employee vacations.

I'd be happy to answer any questions you may have regarding this report.

Respectfully Submitted,


Michael Labell, Chief of Police

Raymond Fire Department
 Incident Analysis
 From 08/01/2023 Thru 08/31/2023

Page: 1
 Printed: 09/07/2023

Incident Type

<u>Incident Type</u>	<u>Occurrences</u>	<u>Percentage</u>
Building fire	1	1.1
Natural vegetation fire, other	1	1.1
Medical assist, assist EMS crew	3	3.3
Emergency medical service incident, other	1	1.1
EMS call, excluding vehicle accident with injury	10	11.0
Motor vehicle accident with injuries	3	3.3
Motor vehicle accident with no injuries.	4	4.4
Rescue or EMS standby	1	1.1
Combustible/flammable gas/liquid condition, other	1	1.1
Gas leak (natural gas or LPG)	1	1.1
Service Call, other	6	6.6
LOCK-OUT, MOTOR VEHICLE	6	6.6
Good intent call, other	1	1.1
DISPATCHED AND CANCELLED EN ROUTE - EMS CALL	1	1.1
DISPATCHED AND CANCELLED EN ROUTE - FIRE CALL	3	3.3
No incident found on arrival at dispatch address	1	1.1
NO INCIDENT FOUND ON ARRIVAL AT DISPATCH ADDRESS - FIRE	1	1.1
Smoke scare, odor of smoke	1	1.1
EMS call, party transported by non-fire agency	32	35.2
HazMat release investigation w/no HazMat	1	1.1
Smoke detector activation due to malfunction	1	1.1
Alarm system sounded due to malfunction	1	1.1
Alarm system activation, no fire - unintentional	4	4.4
TREE LIMB BURNING/SMOLDERING ON WIRE	4	4.4
Lightning strike (no fire)	2	2.2
TOTAL	91	100.0

For Districts: All
 For Situations: All
 For Jurisdictions: All
 For Street(s): All
 For Location: All

DEPARTMENT OF PUBLIC WORKS

MONTHLY REPORT - AUGUST 2023

Submitted by: Stacey Grella, Operations Manager

STAFFING:

- Thomas Kenney was hired in August to fill the vacant position with the Parks/Highway Division. He is proving to be a great addition to the DPW.
- Despite interviewing several candidates, we are still trying to fill an open position in the Highway Division. **We need CDL drivers!!!**
- Also looking for snow plowing contractors for the upcoming 2023/2024 season. They must have their CDL-B, a six wheeler or better, wing, plow and sander. Great hourly rate at **\$145/hour!**

EQUIPMENT:

- The DPW Director is working on the procurement of an excavator and a hot box which the Highway Department direly needs. The current excavator is on its last legs and the concern is spending more money on repairing it. Last November and December, the Town spent over \$11,000 in repairs. The hope was to fix it to the point we could get a decent trade in amount for it when the time came to purchase a new one. The excavator is an essential piece of equipment for the DPW.

TRAINING:

- Ops Manager attended webinar on Highway Drainage
- Ops Manager and Director attended Municipal Cyber Awareness training

PROJECTS:

- Main Street water main work is currently in the design phase. The street has been marked out by our Water and Highway crews, and probing work to test the soil conditions has been completed by Weston & Sampson.
- The Director continues to put together a Roads/Paving bid to finally get some roads taken care of in Town. As of right now, Prescott, Randy, Scribner, Old Manchester, and Epping are on the list to get done within the next year. This is an ongoing process.
- Shattigee Road culvert replacement work will be starting soon. The culvert failed the first time in July of 2021 and again in April of 2023. The bidding process has been completed and the plan is to have most of the work completed by the end of this year. Overall cost to the Town will be between \$600,000-\$700,000.
- The Parks and Buildings Divisions will be working on renovating the Recreation offices in the old firehouse in the upcoming weeks. This will be a challenge as these Divisions are very busy this time of year, but the hope is to work on a rainy day here and there to get it done.
- The Water Department completed the annual lead and copper testing that is typically done in August. There are 20 addresses the State approves and we test 10-13 of them (need a minimum of 10). Collection bottles are dropped off at the residence, the resident takes a sample and we deliver it to Concord for testing. The results are then mailed to the homeowners.

- New England Backflow has been contracted to test and calibrate 9 large water meters in Town. This process takes approximately 3 weeks to complete.
- The Highway Department has been making round trips in the six wheelers to pick up sand at Plourde Sand and Gravel in Hooksett. Area sand companies were unable to provide delivery of the product so this is why our crew is making the trips. We don't have final numbers yet, but if there is a cost savings, it may be minimal, but at least we have the product in Town as we prep for winter.
- With all of the rain we have had over the summer, we have had many issues with drainage and washouts throughout Town. The Director and the Highway crew are addressing them as quickly as they can and working on coming up with solutions.
- Our Fleet Division Foreman has started doing the State inspections on all of the vehicles. This is a very time consuming process and will most likely take up most of September to get them all completed as he is the only certified license holder to perform the actual inspections.

OTHER:

- Water disconnection notices went out on August 14th. **Shut offs will start the week of September 11th for all outstanding water accounts.** The starting balance of outstanding water accounts was just over \$60,000 and as of 9/6/23, that amount is now \$7,600.
- Union negotiations are officially underway and will continue through the upcoming months.
- DPW continues to hold regular Foremen meetings to discuss ongoing projects between the six different divisions.
- DPW continues to attend regular Water Planning Committee and Board of Selectmen meetings.



TOWN OF RAYMOND

Finance Department Monthly Report

Month Reporting: **August 2023**

- ❖ AFSCME Collective Bargaining Agreement: Negotiation kick off meeting was Tuesday, August 29th. Both parties agreed upon dates for the next three meetings. Both parties (Town/Union) are to have their initial proposals submitted by meeting #3.
- ❖ With the Executive Assistant position vacant, Finance has taken on the duties associated with advertising and interviewing for the full-time Planner, Economic/Community Development Director and the Executive Assistant to the Town Manager/Board of Selectman positions.
- ❖ Finance has been assisting the Interim Town Manager with becoming acclimated to the Town staffing needs as well as the Board of Selectmen's.
- ❖ Budget preparation is a bit behind schedule, but I feel confident the Department Heads and Interim Town Manager will be able to power through and generate a fair budget proposal for 2024.
- ❖ Finance oversees IT (Information Technology) for Town staff/departments. On August 17th, Charlie Tyler (IT Liaison/Bookkeeper) arranged a Municipal Cyber Training, funded by a Homeland Security grant, at Torrent Hall for Department Heads to attend and become aware of the current cyber attack attempts and how to avoid becoming a victim.
- ❖ Sharon Baker, Finance Supervisor, spoke with the Municipal Cyber Training presenter, Jason Scrow in regard to what would be the best option for the Town employees to protect their passwords from cyber-attacks. He suggested a password manager would be the best option.
Sharon will be reaching out to the vendor he suggested to see if they would be a good fit for the Town.
- ❖ Sharon Baker, Finance Supervisor, has begun research in an effort to arrange a business relationship with an office supply vendor that would be an additional option for purchasing comparison that would result in savings and provide consistent and reliable customer service.

Julie Jenks
Finance Director

TOWN OF RAYMOND, TOWN CLERK

To: Paul Branscombe, Interim Town Manager
From: Alyssa Richard, Town Clerk

TOWN CLERK'S REPORT. Here in the Town Clerk/Tax Collector's office, summer is winding down but we've been staying pretty busy. It has pretty much been business as usual. In addition to vehicle registrations, vital records, and dog licensing we've been trying to stay ahead of the game with voter registrations for the residents that are new to our town. The upcoming year will be a very busy election year!

Memo

To: Paul Branscombe, Interim Town Manager

From: Christina McCarthy, Planning Tech/Tax Collector

Date: 09/01/2023

Re: Monthly Report

Planning Tech-

I worked on getting the Planning Board packets together as well as any additional information they requested. I put together the 2024 submittal and meeting calendar, sent out the zoning warrant article timelines for meeting and submittals. I got the packets for the ZBA meeting together and scheduled Maddie from RPC to give a presentation on the Source Water Protection Plan, which many found very informative, Keith Smith, ZBA Chair had suggested that I have Kevin Woods post the presentation on the website for the public to view so we did.

Tax Collector-

I have been working in the office processing motor vehicle, vitals, and other as needed things due to staff being out for vacations. I am in the process of going over old lien releases and making sure that they are recorded in the system. Also I am monitoring the back tax payment plan to make sure the payments are being made according to contract. We are getting information together for submittal so that the DRA can set the tax rate for the second half tax bills, on our end we make sure addresses are updated, name changes processed, and exemptions and credits applied.

Recreation

Department Report – August 2023

- ❖ Summer Playground – 344 Participants
 - Daily activities, field trips and events
 - Final day – August 10
 - Clean-up, Inventory, Staff Meetings – August 11
 - End of the year reviews
 - Final credit card deposit (registration fees) to town
- ❖ Summer Concert Series
 - Very well attended
 - Concessions by Raymond Boy and Girl Scouts
 - RCFY – Summer Fun Series
 - August 3 – Keith Belanger
 - August 10 – Kitchen Party
 - August 17 – EP Rock
- ❖ Senior Citizen Trip – August 22 – Plymouth Belle
- ❖ Purchased supplies & equipment for the youth soccer club
- ❖ Received approval to apply for LWCF Grant for pickleball courts at Riverside Park
- ❖ Assisted with youth soccer Jamboree
- ❖ Working on September Newsletter
- ❖ Inventorying Summer Playground supplies & equipment
- ❖ Set-up new programs
- ❖ Planning for Fall Family Festival
- ❖ Researching background checks for youth sports coaches/employees
- ❖ Planning for Halloween Party

Meetings & Training

Summer Camp – (3) Parent Engagement (Discipline Issues)
Department Head
Fall Family Festival
Local Rec Collaboration
Raymond Soccer Club
Raymond Coalition for Youth
Municipal Cyber Training

Dudley-Tucker Library Director's Report



Programming (calendar attached): ■ Teen/Tween, ■ Children, ■ Adult, ■ All-Ages Family

1. Community Partner Story Time 11-12 a.m., all ages, Tuesdays, August 1st, 8th, 15th
2. Lego Clubs (10:30 a.m., 3:45 p.m.), Wednesdays, August 2nd, 9th, 16th, 30th
3. Teen/Tween Coloring Club 4:30-5:30 p.m., Thursday, August 3rd
4. Shake, Rattle, and Roll (ages 0-4) 10:30 a.m., Fridays, August 4th, 18th
5. Summer Reading Program Finale, featuring Flying High Dogs 10 a.m., Saturday, August 5th
6. Teen/Tween Advisory Committee, Monday, August 7th
7. Chess Club 4-5:30 p.m., Tuesdays, August 8th & 29th
8. Craft-er-noon: Luminary Jars 3:45-4:45 p.m., Thursday, August 10th
9. Dungeons & Dragons, Monday, August 14th & 28th
10. Movie: *Harry Potter and the Chamber of Secrets* (PG) 5 p.m., Monday, August 14th
11. Homeschoolers Roundtable 6-7:30 p.m., Tuesday, August 15th
12. Bubbles on the Common 12:30 p.m., Thursday, August 17th (Teen bubble day coming 9/14.)
13. Trivia Night 6:30 p.m., Thursday, August 24th
14. Teen/Tween Game Night, Thursday, August 17th
15. Classics Book Club: *Rebecca* 6:30 p.m., Tuesday, August 28th
16. Story Time 11-12 a.m., all ages, Tuesday, August 22nd
17. Read on the Green Fridays 11 a.m. - 1 p.m., End Friday, August 18th

Trustees

1. Met Thursday, August 17th.
2. Officers:
 - a. Chair: Jill Galus
 - b. Treasurer: Valerie Moore
 - c. Secretary: Cindy Bennett

Staff

1. Training/Education/Community
 - a. Assistant Director Quaratiello
 - i. How To Build and Defend Inclusive Collections -Library Journal
 - b. Youth Services Librarian Buckman
 - i. Wellness Fair
 - ii. FFFF Committee

Friends of the Library

1. Met on Tuesday, August 1st.
2. Reviewed this year's book sale.
3. Issued check for remainder of Summer Reading Program expenditures.

Building/Equipment

1. Bottle-Filling Station installed July 17th
 - a. Clarke Estate Expenditure summary:
 - i. This expenditure: \$2408.13
 - ii. Balance: \$5950.15
 - iii. Remaining planned expenditures: bike rack, picnic bench.
2. HVAC failures after a power glitch Wednesday, August 9th on both the main and second floors.
 - a. I changed the batteries in the thermostats to see if that would help regulate,
 - b. GGB Foreman Blais changed the air filters to see if that would help,
 - c. Family Mechanical came in Thursday, discovered that the HVAC system on the main floor shut itself off, and turned it back on, and that the HVAC system on the second floor was frozen. He turned off the AC, but left the fan on, with instructions to leave the AC off so it would thaw and he could diagnose/fix the problem.

- d. GGB Foreman Blais turned the AC on Friday morning to see if thawing it overnight fixed it.
 - e. When Family Mechanical came Monday, he found it frozen again and couldn't do anything.
 - f. He was able to refill the coolant on Tuesday, as it was so low that it caused the freeze-up, and will check back periodically to see if he can determine where the leak is and then advise GGB Foreman Blais whether a fix or replacement is needed.
 - g. Fire Chief Hammond advised me that they can't just let the unit leak those chemicals, so I will nudge Family Mechanical if they do not return in a timely manner.
3. Power failure:
- a. The power in parts of the building went out on Friday, August 11th. It was restored more than an hour later.
 - b. In the meantime, GGB Foreman Blais accidentally set off the fire alarm while working on the panel trying to rectify the situation.
 - c. RFD (in the person of Chief Hammond) responded, but was quickly informed that it was a false alarm.
 - d. The patrons in the library left; Library Assistant Fancher was able to continue her regular work, as her computer stayed on; Youth Services Librarian Buckman came up to the main floor and wrote her Summer Reading Program thank yous; I came down to the main floor and read book reviews.
 - e. Eversource was working in the area and seems to have dropped a line, which is why the whole building wasn't powerless.
4. Public Computers
- a. After the new copier installation, there were printing problems on the public computers, requiring staff to log into the NHost daily to add the new copier, so that the others could "see" it.
 - b. CNS came July 17th and updated the NHost, but there are still glitches (albeit different ones!) with the public computers. They will return Tuesday to look at everything, but warned me that it may be time to replace the NHost computer at the very least.