

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: January 5, 2014
CC: All Departments

Carter



2014 Annual Town Reports are due to Alison by COB, Monday, January 12, 2015

Business Session: The following supplements or substitutes for memos in your packet:

- V. 4. This refers to the memo at page 191 in your budget book and the discussion of December 19, 2014. After further reflection and consideration of all comments, the staff recommends that the Town test the ground and surface water (at the established locations for the Pre-1981 Landfill) annually for the previously tested elements (excepting the VOCs & OCs). Said test results will be retained in the files of the Town as a tracking record. Further contact with the NH Department of Environmental Services (DES) shall be in response to their inquiries or if the Town should feel the results of the testing become such that it needs to so inform or consult with DES. Finally, the Board has indicated it wishes to take a formal vote to direct the Highway Agent/DPW Director to engage in an annual inspection and clean-up day at the facility with a goal of zero surface debris. I expect the budget for this program to be \$2,000+/- annually including all reports. If you wish to add the VOCs & OCs which as you can see on page 196 of your budget book, these compounds were Below Detection Limits or BDL, you should add \$1,000.

Workshop: The following is a list of items we hope to cover: Review and finalize proposed CIPC, MPIC, and Fund Balance policy changes, the Draft Warrant and the proposed Position Classification & Compensation Plan. I will have copies of the revised budget sheets and warrant for hand-out.

Weekly Activities: I was on vacation so activities consisted primarily of minutes review and finalization and email tracking.

Finance & Personnel: Nothing to report this week.

Assessor: Vision personnel are continuing the measure and list and are now working along Moultonboro Neck Road and Upper and Lower Meadow Road. Vision personnel always carry identification badges and have marked vehicles.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The short holiday week was a Mother Nature roller-coaster. On Monday, the warm weather sent the crew to pick up a supply of cold patch and cold patched several holes. The crew then graded Glidden and Red Hill Roads due to severe potholes. The crew installed side deflectors on truck #5's sander and started ball joint replacements on truck #2. The crew cut tree limb "hangers" on Lee, Hauser Estates and Cross Roads. On Tuesday, the crew pulled the chipper out of truck #4 and went to Nortrax to pick it up from being repaired. The crew fabricated a ladder for the sander on truck

#5 and the ball joint repair on truck #2 was completed. The crew attempted chipping roadside storm tree and limb debris, but the recently repaired chipper, developed a new issue requiring service. Agent Kinmond attended a super brine demo at Magic Liquid Deicer. Agent Kinmond attended a TRC for a subdivision on Hartford Valley Road. The Nortrax road mechanic was at the shop on Wednesday and determined that the chipper needed to be returned to Nortrax for further repair. The crew towed the chipper to Nortrax for repair. The crew picked up 2 pallets of bottled water for distribution to PSB and Highway Garage facilities. The crew did sign maintenance and moved the out of service truck #3 (broken springs and awaiting parts). On Friday, there was an unpredicted D-4" snow squall, requiring plowing and treating several areas with private contractors being called for the affected area as well. The crew shoveled out and removed the sander from truck #8 as it was not working and found a bad conveyor bearing. The crew also shoveled out the sander on truck #5 due to an issue with the conveyor, and found a hardened piece of rock salt jammed in the conveyor. On Saturday evening at 7:30 p.m., Agent Kinmond was called by the PD to check for snow covered roads and slippery. At 8:30 p.m., the crew was called to plow 1.5" of accumulated snows, and worked through the night and into the morning plowing and treating three times for the 4-6" snow storm (sleet, freezing rain and rain). Private contractors were called in at midnight to plow all private roads. Agent Kinmond and two crew members, using a large Town truck and pick-up trucks assisted with plowing private roads due to a contractor shortage.

Waste Management Division: Supervisor Greenwood reported that they shipped a load of electronics, and reported that the new 2015-2016 permit seemed to be going well. The crew cleaned up the first snow storm of 2015.

Facilities & Grounds: Due to illness and leave time, Agent Kinmond and Highway staff covered the F&G division, collecting and disposing recyclables, ice bubbler operation issues, and an air handler temperature reset.

This Week: The crew will do salt stockpile maintenance, spraying salt with liquid deicer. Ice rink Maintenance (Zamboni and flooding).

Moultonborough Police Department: The PD responded to 159 Calls For Service, 41 motor vehicle stops, 2 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 0 complaints, 4 MV Accidents, 6 MV Complaints, 5 residential alarms, 0 commercial alarms and 1 K-9 complaint.

Moultonborough Fire Department: Year to date there has been 1 call for emergency service. For the period of 12/26/2014 to 01/01/2015 there were 4 calls for service: There were (1) Medical Emergency, (1) Hazardous Material Release Investigation, and (2) False Alarms. The Fire Rescue Department ended the year responding to 814 incidents in 2014.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 14:15 minutes

Overall Average Manpower per incident: 7 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 18:00 minutes

Overall Average Day Time Manpower per incident: 10 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:00 minutes

Overall Average Night/Weekend Manpower per incident: 6 Firefighters/Incident

Operations: During the week of 12/26/14 to 1/1/15 there were 3 fire permits issued and 1 request for information. One Suprabox was installed 2 oil burners were inspected. Cisterns were filled at Colonial Drive.

Development Services:

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation: Last Tuesday, the First Night Party for grades 7-12 was a success! Over 40 kids enjoyed the evening, which included open gym, Wii games, cards, board games, pizza, ice cream, and best of all, Bubble Ball Soccer, which was a huge hit! Pictures are posted on MRD's webpage. Opening Day for Youth Basketball was Saturday, January 3rd, for all levels. January 6 – 8, is the annual Northern New England Recreation Parks Conference in Bartlett, NH. Donna K., Dan, and Donna T. will all be attending the conference. Office hours in the afternoon will be limited on Tuesday and Wednesday. MRD is currently accepting registrations for skating lessons. This year, we are offering learn to skate, beginner/intermediate figure skating, and instructional hockey. New this year, we are offering an adult class that will meet on Monday and Wednesday mornings. All skating lessons begin next week. The MRD Community Center is now open on Tuesday and Thursday mornings for our new Town Square Social Hour for Adults. The center is open for adults to stop by and play a game of pool, cards, use the wifi, or just have a cup of coffee and converse with a friend. No registration is required, just drop in!

Important Dates to Remember

Selectmen's Meeting, January 8, 2014, 7 PM

Selectmen's Work Session, January 9, 2014, 8:30 AM

Selectmen's Meeting, January 15, 2015, 7 PM

*** Staff Meeting, January 9, 2015 - Cancelled ***