

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 11, 2016
CC: All Departments



Town Administrator: The first week of 2016 included the January Department Head meeting held on Tuesday, January 5th. A preconstruction meeting was held also on Tuesday for the installation of two new trash compactors at the Transfer Station in preparation for the change to single stream recycling planned for this spring. Work continued this past week on a draft franchise renewal agreement with Time Warner Cable and the final budget work session with the Select Board and ABC was held on January 8th in preparation for the budget hearing to be held on February 4th. An appreciation reception for Scott Kinmond was held on Thursday with several staff and community members attending. This coming week the second review and discussion session regarding improvements to the States Landing beach and recreation area will be held on Wednesday the 13th beginning at 6 p.m. at Town Hall. The Select Board will meet for its regular meeting on Thursday at 7 p.m. I will be out of the office after 10:30 a.m. on Friday for meetings and training in Concord. Typical winter weather returns this week. Have a great week!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel will continue measuring the exterior of properties in the Gov. Wentworth Highway (Route 109) and Balmoral areas. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The cold temperatures had crews spot treating roads throughout the week when noted or reported. Over 55 tons of salt was mixed with liquid deicer to keep up with the upcoming winter demands. The intersection contractor widened the exit lane of the Far Echo Road intersection, as it will be used as a two-way traffic entrance/exit when FairPoint relocates the pole in the middle of the entrance lane. The Highway Foreman answered a call from a resident in regards to a large pothole at the end of Shaker Jerry Road and the Neck and filled it with cold patch. The crew kept busy during down times with shop housekeeping and equipment maintenance. All plows were put on trucks to have readied for the weekend, although it is a call for rain, but better to be prepared. The sander on truck #8 and #2 were repaired and #8 had its scheduled LOF. The crew removed 2 links of spreader conveyor chain from the sander on #6 as well as its taillights and a hydraulic leak fixed. Our outside mechanic replaced the clutch on truck #7. The crew replaced a wing arm on truck #15 and welded a crack in the dump body's sub-frame. They also replaced the wing blade cutting edge on truck #5 and repairs were made to the backhoe's bucket curling arms. Agent Kinmond met with the Highway staff and other

division staff supervisor regarding modified duties and assignments. Agent Kinmond flagged out a possible access roadway to Moultonborough Academy via the Taylor property. He also provided Chief Bengtson and TA Johnson with the information and map describing it. Agent Kinmond and Foreman Wakefield worked on completing 2 staff annual evaluations, and Agent Kinmond worked on reviewing the Town Engineer's invoices for applying cost to 2015 road projects for the upcoming auditors' review. The Highway foreman assisted a stranded motorist on an icy gravel road that had remaining snow pack on it during the heavy rains. The crew will be out after the rain subsides and temperatures drop to sand as necessary.

Facility & Grounds Division: The F&G crew assisted with Highway shop maintenance activities. Recyclables were collected, the wood boiler maintained, and additional work was done on the Highway Division lunchroom renovations. Highway staff continued to make ice at the rink and an outside pole light bulb was changed there as well. F&G crew leader met with overhead door vendor for repairs on the bay door at the fire station and a doorknob was replaced. F&G leader also met with a vendor regarding a new contract for HVAC PM equipment. The F&G crew removed and stored away wreaths and the Christmas tree from Town Hall. The remaining wooden shelves were also removed from the storage area, to make way for the new shelving. A window blind was looked into for replacement at the PD, but was fixed by simply restringing it through the pulley.

WMF Division: The facility reported that they shipped 1-MSW and 1-C&D container. The facility has adjusted the glass collection location in preparation for the glass shed demo. Agent Kinmond held a pre-construction meeting at the WMF for the single stream project. The project will require the construction of a 25' x 42' concrete bunker for housing 2 additional compactors for single stream recyclable collection. The contractor started this week and removed the roof structure over the glass shed which was salvaged for use elsewhere at the facility. Jersey barriers were set up to keep vehicles and patrons from the construction zone. The glass shed will be removed and recycled this week and weather permitting, excavation will follow. Agent Kinmond has coordinated and connected TA Johnson with the compactor vendor for a site visit and purchasing contract for the equipment.

Moultonborough Police Department: The Moultonborough Police Department recorded 458 log entries, which included the following calls for service, 18 motor vehicle stops, 9 assists to Fire/EMS, 2 Directed Patrols, 2 arrests, 3 complaints, 2 MV Accidents, 2 MV Complaints, 14 residential alarms, 3 commercial alarms and 0 K-9 complaints.

Training: Jan. 4th thru Jan. 8th, Off. Pare attending Police Academy.

Moultonborough Fire Department: Year to date there has been 16 calls for emergency service. For the period of 1/1/16 to 1/7/016 there were 16 calls for service: (6) Medical Emergencies, (1) Motor Vehicle Accident, (3) False Fire Alarms, (3) Lift Assists, (1) Assist Police Call, (1) Unauthorized Burning Call, and (1) Good Intent Call. We received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:46 minutes

Overall Average Manpower per incident: 6 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:30 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 13:30 minutes

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

Operations: 1/5/16 - Department Head meeting with Town Administrator, 1/4/16 - Officer's meeting. 1 Fire extinguisher inspection, 1 Cistern inspection at Norway Point subdivision, 1 Burning Brush notification, 1 Request for information.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Donna K., Donna T. and Dan attended the Northern New England Park and Recreation Conference in Bartlett last Tuesday, Wednesday, and Thursday. The full schedule of youth basketball is in full swing with games at MA, MCS and in Meredith as well as the kindergarten and 1-2 grade programs. The rink is flooded and ready for skating. A huge thank you to Craig Dunn and his two children for all of their hard work that they have put into the rink. Our Drop-in Program will resume this Tuesday Jan. 12th. Dan will be attending the Carroll County Recreation Directors' Association meeting on Wednesday, January 13th at the Wolfeboro Recreation Department's newly built ski lodge at Abenaki Ski Mountain.

Important Dates to Remember

- Board of Selectmen's Budget Work Session, January 8, 2016, 8:30 AM**
- Board of Selectmen's Meeting, January 14, 2016, 7 PM**
- Community Center Information Session, January 21 & 28, 2016, 6-7 PM**
- Board of Selectmen's Meeting, January 21, 2016, 7 PM**
- Board of Selectmen's Work Session, January 28, 2016, 4 PM**
- *Staff Meeting, Tuesday – February 2, 2016, 9 AM***