

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 1, 2016
CC: All Departments



Town Administrator: This past week finishing touches were put on budget numbers and warrant articles in preparation for this week's budget hearing. Construction resumed at the Transfer Station in preparation for the change to single stream recycling. The Select Board heard from Town Engineer Ray Korber on Thursday about the Village Sidewalk Study and some of the challenges with the proposed project regarding utility poles and the highway right of way width. A second public information session regarding the proposed community center was held on Thursday evening which provided the Board a number of excellent comments on the proposed project that will be considered by the Town's architect. Cartographic Associates provided a training session on the new web based GIS platform which several of the Town staff attended. This coming week includes a department head meeting on Tuesday, February 2nd at 9 a.m., on Thursday a bond hearing on the proposed community center at 6:30 p.m. and a budget hearing at 7 p.m. at the Moultonborough Academy auditorium. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel will continue measuring commercial properties along Route 25 and 109. They will also begin inspecting properties throughout the town that have sold since April 1, 2015. 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 Highway crew took advantage of the nice weather and spent part of the week with restocking winter maintenance materials. The crew treated salt with liquid deicer and the aggregate vendor hauled in approximately 800 tons of sand, which the crew mixed with salt and stockpiled. The crew also did tree trimming on High Haith and Hanson Roads. The crew replaced a cutting edge on truck #4, and finalized the move from the old break room to the new upstairs break room. The crew spot sanded during the week, and on Wednesday they checked and sanded all town and private roads as needed, utilizing the untreated sand stockpile. Agent Kinmond reviewed AP submissions, contacted AmeriGas regarding per gallon price issued on the billing, which was subsequently corrected and credits/corrected invoices. Agent Kinmond returned a call to an engineering firm of Dubois & King regarding a contractor reference check. Agent Kinmond also was in contact with TA Johnson on a couple of matters regarding staff and projects.

Facility & Grounds Division: The highway crew continued ice making, conditioning and maintaining the ice rink. Grounds staff was busy all week with building checks, recyclable collections and other general housekeeping projects at the facilities. The Facilities TL continued worked with HVAC vendor doing preventative maintenance and again found several deficiencies that needed to be addressed. The Facilities TL did several maintenance request projects at Town Hall, PSB and Recreation Center. The Facilities Leader and electrician finalized the new break room, and assisted with relocating items to the new break room.

WMF Division: The Facility reports that they sent out 1-MSW, and the scale company was in and recalibrated the scale. The excavation contractor partially backfilled the foundation walls for the new compactors. The project will be on hold until the frost is out of the ground, which will allow the floor/slab to be poured, drainage installed and then walls backfilled and grade finalized. Agent Kinmond completed a NH the Beautiful Grant for the Selectmen's review/ approval. This will provide some financial assistance with the purchase of a used 30 yard roll off being used currently for mixed paper, and will shift to scrap metal when we start single stream recycling. This purchase has reduced our rental/transportation cost, and allows for a better per ton recycling revenue.

Moultonborough Police Department: The Moultonborough Police Department recorded 431 log entries, which included the following calls for service, 42 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 7 MV Accidents, 1 MV Complaint, 5 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Training: Jan. 25th – Jan. 27th and Jan. 29th, Off. Bagan attended Police Academy. Jan. 25th – Jan. 29th, Off. Pare attended Police Academy. Jan. 26th, Chief Wetherbee, Sgt. Fulton and Det. John attended GIS Mapping Training.

Moultonborough Fire Department: Year to date there has been 45 calls for emergency service. For the period of 1/22/16 to 1/28/16 there were 9 calls for service: (6) Medical Emergencies, (1) Smoke Removal Call, and (2) Good Intent Calls. We received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:50 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:30 min.

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:50 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: 1/25/16: Ice Rescue Training at Lee's Mill, conducted by Chief Bengtson and FF Burke. 1/26/16: CAI GIS Training, attended by Chief Bengtson and Wendy Smith. 1 Response to complaint, 4 Brush burning notifications, 2 Suprabox key checks, 1 Suprabox installation, 1 Oil burner inspection, 1 Oil burner permit, 1 Fire life safety code consultation, 1 Request for information.

Office of Development Services Planning:

Town Planner: There will be a joint Master Plan Steering Committee-Planning Board Workshop session on Tuesday, February 16th at 6 p.m. to review and discuss draft master plan

chapters. This will be the first of several sessions to work on and fine tune the Land Use, Demographics, Transportation and previously prepared Vision Chapters. The Planning Board will be reviewing and discussing several zoning amendment initiatives intended to help incentivize appropriate housing development and mixed uses in and around the village and other commercial nodes in Town during their upcoming February 10th meeting.

Code & Health: For the month of January I issued 16 building permits and 32 subcontractor permits. I reviewed and issued 5 sign permits and have approved and sent 5 septic designs to the State for their approval. I have 10 building permits that have been reviewed and are waiting to be paid for and picked up. With the cold weather, inspections had slowed down a little until the end of the month when it started to warm up again.

Human Services: Nothing to report this week.

Recreation Department: On Sunday, January 31, MRD hosted the annual Family Skating Party. The ice held up nicely despite the mild temps and over 70 people attended the event. It was great to see patrons of all ages on the ice enjoying a wonderful family day! Learn to skate and figure skating lessons will wrap up on Tuesday. The last MCS Winter Day is scheduled for Friday, February 5. The Safe Sitter class scheduled for February 1, a no school day, has been postponed until a later date due to not meeting the minimum number of registrants to run the class. Grade 3 and 4 level youth Basketball teams will participate in a Round Robin in Meredith, this Saturday, February 6. Grade 5 and 6 will participate in a tournament the following Saturday, February 13, in Meredith. Upcoming events for MRD include the Father/Daughter Dance at the Academy on Friday, February 19. MRD has the Cardboard Box Sled Derby scheduled for Saturday, February 20, if we have snow!

Important Dates to Remember

- Bond Hearing Proposed Community Center Building, February 4, 2016, 6:30 PM**
- Board of Selectmen's 2016 Budget Public Hearing & Meeting, February 4, 2016, 7 PM**
- Joint School Board & Selectmen's Meeting, February 8, 2016, 7 PM**
- Primary Election Day, Public Service Building, February 9, 2016, 7 AM – 7 PM**
- Board of Selectmen's Meeting, February 11, 2016, 7 PM**
- Board of Selectmen's Meeting, February 18, 2016, 7 PM**
- Board of Selectmen's Work Session, February 25, 2016, 4PM**
- *Staff Meeting, Tuesday – February 2, 2016, 9 AM***