

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator's Weekly Report
DATE: February 2, 2015
CC: All Departments

Carter



**Important Notes to All:
Budget Public Hearing on February 5th, 7 PM
Selectmen's Non-Public on February 12, 4 PM
Time Slot for each Department Head to follow**

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

- V. 1. The DRAFT warrant does not contain the amount of the appropriation needed to fund the CBA. We cannot release that to the public until such time as you ratify it. There may yet be added petition articles.
3. This item assumes that the tentative agreement will have been ratified by the Union and be ready for your action. It would be best to take it out of order ahead of the Public Hearing so that, assuming you ratify it, you may release the cost figures to be appropriated when you take the warrant item up.
4. Given its impact upon the public hearing, but to a lesser degree, you may wish to take this out of order similar to item #3.
6. This follows upon the recent vacancy created in the corporal's position and your two actions which abolished that position (adoption of the Table of Organization and FY 2015 budget).
- VI. 1. You will find a report from the CIPC upon this matter in your packet.
- VIII. 2. You will find attached, a memo memorializing the Police Chief's position on the future of the ranks of the part-timers. I concur with his recommendation.

Workshop: N/A

Weekly Activities: I attended the Planning Board Meeting making a brief presentation on the proposed changes to the MPIC charge and composition. The Board decided, pending the review and approval of the MPIC, to approve the proposed changes and further (in the future) to examine the need for the committee. One correction of note: I spoke of working these changes through with the Chair. Apparently there is no current Chair as Paul's eligibility to hold this position ended with his election to the BoS. I've held the new version of the Charge off the agenda for a bit to allow the MPIC to meet. Jon, Joel and I had our second and third CBA session. I attended the area Manager's luncheon. I prepared for the upcoming hearing on HB 250; the proposed legislation providing for a last gasp perambulation process. The password protection has been taken off of the router in the meeting room providing the public with open access to that Wi-Fi. The upgrade of our incoming bandwidth is now in the works, delayed a few days by the storm(s). The form to change the classification of employees has gone out to Department Heads for review. In conjunction with the Cable Franchise Agreement

negotiations, I have reached out to several folks who might remember the periods of time when Pegasus and then Adelphia maintained their offices near Balmoral. Your help in spreading the word on this inquiry would be most appreciated. UNH has presented their “Final” report. We are in the process of setting a meeting for the Team to review that and decide how to proceed. We have sent the Village Vision Executive Summary off to the printer for pricing. I believe they will be able to do a better quality and more cost-effective job than printing it in house.

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: On Monday, the crew did storm preparations, changing plow blades on trucks 4 and 5, calibrating the spreader on trucks 5 and 9, mixing 30T of salt with liquid deicer, repairing blown plow hydraulic hose on truck 8, repairing fuel leak on truck 10 and spot sanding/checking for snow drifts. On Tuesday, Agt. Kinmond called crews in at 5:30 a.m. for storm #8. Crews plowed roadways 4+ times during the duration; private contractors were called in at 10 a.m., and plowed private roadways twice. Crews were in at 11 p.m. Total snow accumulation of 10-12” (CG Roxane closed, no school and non-essential town). Note: DPW crews assisted private contractors with plowing Suissevale (3 men/3 trucks - 6 hours.). On Wednesday, crews were in at 4 a.m. to clean up storm #8, plowed and treated roadways, facilities and all private roads plowed by contractors, and DPW crews assisted (2 hour delay of schools). Crews spot sanded areas on Town gravel roads, bus routes, and paved private roads. Agt. Kinmond ordered 120T of salt from Morton Salt as the State bid vendor was unable to keep up with the demand. Agt. Kinmond ordered and received 1,000 gallons of liquid deicer. On Thursday, the crew sanded several high traffic and hilly areas. The crew mixed 30T of salt with liquid deicer, and we ordered and received 500 gallons of salt brine. The crew prepared equipment for the forecasted storm on Friday. Agt. Kinmond attended his CPS training on employee candidate interviewing and personnel evaluations. On Friday, Agt. Kinmond called the crew in at 4:30 a.m. for storm #9 and they plowed multiple times and treated as needed (CG Roxane in operation, 15 trucks, schools on schedule). Private contractors called in at 2 p.m. to plow all private roads, and DPW crews assisted with Suissevale. Crews were back in at 7 p.m. with a total snow accumulation of 5”. Agt. Kinmond completed the Emergency Management cost estimates for storm Juno (Blizzard of 2015) and forwarded the Preliminary Damage Assessment to EMD Bengtson. On Saturday, Agt. Kinmond was out checking drifts at 5 a.m. to 12:30 p.m. Winds of 15 mph, with gusts to 30 mph created multiple drifting locations Town wide, more so on the westerly side of Town. Agt. Kinmond was back out at 4 p.m. to 7 p.m. checking and plowing drifts. On Sunday, Agt. Kinmond and two on-call personnel checked Town roads for drifts and to make room for Monday’s forecasted storm. Agt. Kinmond requested private contractors to check their route for drifts and clear them in preparation of the storm. Agt. Kinmond was called out by a resident for a slippery private road, on Deerhaven. Agt. Kinmond responded for a road to be acceptable with a snow-packed surface. Due to condition of the road in sections, the roadway could have been difficult for a non SUV 4x4 vehicle. Roadway was sanded.

Facilities & Grounds: The Highway Crew assisted maintaining the rink, with Zamboni treatments and snow removal (once). Due to back-to-back storms, staffing and sickness, the crew was not able to clear the snow from Friday’s storm. We will attempt to clear it on Monday morning, before or at the

beginning of the next storm. The Grounds crew replaced a couple more glass panels at the rink, did walkway winter maintenance, recyclables, and desk repair. Facilities worker assisted highway for the majority of the week due to weather events.

Waste Management: Supervisor Greenwood reported nothing significant. The facility was closed on Tuesday due to the Blizzard Juno, and a Facility Attendant was assigned to F&G Division to assist with plowing the facilities during the storm which was a great help.

The Week Ahead: Winter storm preparedness, storm events #10 & #11 (forecasted 10-12"), storm clean up.

Moultonborough Police Department: The Police Department responded to 150 calls for service, 13 motor vehicle stops, 4 assists to Fire/EMS, 0 directed patrols, 4 arrests, 7 complaints, 9 mv accidents, 3 mv complaints, 2 residential alarms, 2 commercial alarms and 1 K-9 complaint.

We are changing the internet band width with Time Warner Cable from 15 X 2 to 35 X 5. This will help to increase the speed and efficiency of the internet which is widely used by several people at the same time within the department for programs and investigations.

The current organizational structure for the MPD, as reflected in the 2015 budget submission, calls for three supervisors with the rank of sergeant. This differs from the 2014 budget which reflected three sergeants and one corporal position.

In the summer of 2013, Sergeant Joseph Canfield accepted a position with the New Hampshire Fish and Game Department. That position was not filled, and the 2014 budget called for a reduction in overall positions from twelve to the current eleven. Corporal Jason Boucher immediately assumed all of Sergeant Canfield's duties and responsibilities and has been working in the capacity as a shift supervisor to date. In reality, Corporal Boucher had been performing the same role as a sergeant from his earlier promotion to corporal, except that he fell under the supervision of a sergeant on the organizational chart that was in place when I assumed the chief's office in May of 2012. I subsequently adjusted the internal chart to have the corporal report directly to me as did the three sergeants.

In the fall of 2014, a presentation was made to the Board of Selectmen to eliminate the position of corporal and go forward with three sergeants' positions. It is my intention to reclassify Corporal Jason Boucher as a Sergeant effective February 8th (start of the work week). Corporal Boucher has been performing the same duties as a shift supervisor since Joseph Canfield's resignation in 2013. He has received very good evaluations and is a trusted, competent and valued member of my supervisory staff. This move will bring us in line with the current organizational chart as well as the 2015 budget submission.

Moultonborough Fire Department: Year to date there has been 50 calls for emergency service. For the period of 1/23/2015 to 01/29/2015 there were 10 calls for service: (5) Medical Emergencies, (1) Motor Vehicle accident, (1) Good Intent call, and (3) False Alarms. Automatic aid was given on one call to Sandwich. We received automatic aid on one call from Center Harbor and gave automatic aid on one call to Tuftonboro.

Overall Average Response Time (time of dispatch to apparatus/rescue on scene): 11:51 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (time of dispatch to apparatus/rescue on scene): 7:20 minutes

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident
Night/Weekend Average Response Time (time of dispatch to apparatus/rescue on scene): 15:15 minutes
Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: During the week of 1/23/15 to 1/29/15 there was one request for information and two Supraboxes were installed. On 1/23/15, A Critical Incident Stress Debriefing (CISD) was conducted by the Granite State CISD Team. A review of the features of the new 15Utility1 apparatus was held on 1/26/15.

Emergency Management: Chief Bengtson met with Lee Kimball of LMK Associates on 1/29. Establishment of a meeting schedule and identification of which Town personnel will need to participate in the plan update were discussed. Meetings will begin in late February.

Development Services: Nothing to report this week.

Town Planner: Nothing to report this week.

Code Enforcement: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation: Basketball for grades K-2 will wrap up this coming Saturday. Also, this Saturday, February 7th, grades 3 and 4 basketball teams will participate in a round robin at the Meredith Community Center. This will wrap up the program for this level. Grades 5 and 6 will play their round robin next Saturday, February 14th to end their season. The Carroll County team will continue to practice to prepare for their tournament at the end of the month. Figure Skating lessons will wrap up on Tuesday, February 3rd. Instructional Hockey will continue through February 11th. The rink conditions have been great, despite all the snow. Thank you DPW! Last Friday, MCS cancelled winter days, a program provided in conjunction with the Recreation Department. The program will be extended to February 13th. The next adult bus trip will be on March 5th to the Portland, Maine Flower Show. On the way home, we will stop at the Bay Haven Lobster Pound Restaurant in Cornish, Maine.

Important Dates to Remember

Selectmen's Meeting & 2015 Budget/Roads Public Hearing, February 5, 2015, 7 PM

Selectmen's Work Session, February 12, 2015, 4 PM

Selectmen's Meeting, February 19, 2015, 7 PM

Selectmen's Work Session, February 26, 2015, 4 PM

*** Staff Meeting, February 6, 2015 @ 9 a.m. ***