

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 16, 2016
CC: All Departments



Town Administrator: This past week's activities included interviewing three candidates for the supervisor position at the Waste Management Facility. I will announce the candidate selected by the Select Board this week. On Tuesday a record crowd braved the morning snow and voted in the NH Primary election. Thanks to all who worked on setting up and during the long day to make the voting process go so smoothly at the Public Safety Building. On Thursday the proposed community center team met to discuss the input from the recent public information meetings and public hearings. The team will be hosting two additional information open houses between now and Town meeting. On Friday the final pieces of the annual town report were sent off to the printers. This week's activities include preparing a town meeting information guide for voters, a marketing meeting with Superintendent Noyes and a Select Board work session on Thursday beginning at 6 p.m. On Friday I will be attending a training in Concord from 11 a.m. on. Have a great week everyone!

Finance: 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: The crew prepared for Monday night's snow storm by checking equipment and putting plows back on all the trucks. Monday evening into Tuesday was a snow event bringing accumulations of 1.5"-5" in different areas of Town. The Town and private crews were called out in the early Tuesday morning to get roads ready for the morning commuters. Foreman Wakefield reports that 45 days into 2016, to date the salt usage is down due to the mild weather. The crew removed the mailboxes at the Far Echo & Moultonboro Neck Road intersection, for the utility pole relocation as part of the intersection reconstruction project. The mailboxes were relocated temporarily for use until the project's completion. The crew received salt deliveries that they mixed with liquid deicer throughout the week. The crew chased snowdrifts and sanded gravel roads throughout the week. The sander on truck #5 was emptied and chain tightened, and a new cutting edge was placed on truck #8's plow. Agent Kinmond reviewed the AP submission, and met with Foreman Wakefield and Office Assistant Hoyt regarding some administrative procedures. Agent Kinmond also worked with the Town Engineer and Highway Foreman to review work to be performed at the intersection projects at Old Route 109 & Route 25, and Far Echo & Moultonboro Neck Road, in preparation for the utility companies to finalize the pole relocations.

Facility & Grounds Division: The crews from F&G and Highway set up the voting booths on Monday. Tuesday morning the Public Safety Building was given a cleaning in preparation for

voting. The polls were taken down on Wednesday morning and put away. The DPW garage's wood boiler parts came in and repairs were completed. The crew scraped and treated facility walkways, and removed the snow from parking lot curbs. The crew continued cleaning and organizing the backroom of Town Hall. Aqua-therms were checked to be sure they were running properly at the Lee's Mill docks. Several florescent bulbs were replaced at the PSB and Recreation building and recyclables and trash was collected and disposed of.

WMF Division: Interviews were conducted on Monday to fill the WMF Supervisor position. Sitting on the interview panel was the Town Administrator, Highway Forman and one member of the Board of Selectmen. The WMF managers reported they shipped out 1 MSW, 1 C&D, electronics, and the open top container of steel cans and all of the baled cans shipped received a good price. The WMF crew did well at keeping the facility cleared of snow. They conducted a weekly test run of the generator and found it would not stay running. F&G has been made aware with hope that the problem can be identified as it is an ongoing problem.

Joint Loss Management Safety Committee: The JLMC met on last Tuesday, with Angela Hoyt from DPW reporting that topics covered consisted of the following: 1) Each member received a checklist to take back to their departments/buildings to perform a building safety check before the next meeting. 2) A review of any injuries that may have occurred since the last meeting was conducted and no serious injuries had taken place. There was only one matter reported which was due to dehydration. Members were requested to remind employees that even in the winter hydration is still important. 3) Ideas for upcoming possible safety training for employees were considered with the following being looked into and thought about; fire extinguisher training, AED training and certification with CPR certification as well, in house fire drills, and proper procedure and handling of sharps if an employee was to come across one or stuck by one. It was also brought up about seeking BOS approval for including the F&G department in on the Hep-B vaccine as they maintain the beaches, parks and trash pick-up. The next meeting is March 29, 2016.

Moultonborough Police Department: The Moultonborough Police Department recorded 402 log entries, which included the following calls for service, 30 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 2 complaints, 0 MV Accidents, 2 MV Complaints, 14 residential alarms, 2 commercial alarms and 5 K-9 complaints.

Training: Feb. 8th, Det. John attended Telephone Records in Criminal Investigations. Feb. 8 - Feb 12th, Off. Pare attended Police Academy. Feb. 8 - 12, Off. Bagan trained at the Police Academy.

Moultonborough Fire Department: Year to date there has been 71 calls for emergency service. For the period of 2/5/16 to 2/11/16 there were 15 calls for service: (10) Medical Emergencies, (1) Assist Police Call, (1) Motor Vehicle Accident, (1) False Alarm, and (2) Good Intent Calls.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:40 minutes
Overall Average Manpower per incident: 4 Firefighters/Incident
Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:00 min.
Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:20 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 2/5/16 & 2/6/16: Dep. Buckler and FF Daigneau attended EMT Refresher class; 1 Oil burner inspection, and 1 Smoke detector public service.

Office of Development Services Planning:

Town Planner: The Planner worked on the Land Use Chapter of the Master Plan over the past week and finished the draft on Saturday. The Planning Board and Master Plan Steering Committee will hold a work session on Tuesday, February 16th at 6 p.m. to discuss the draft. After that session, the draft will be posted to the Planning Board and Steering Committee web pages for the public to view.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week the Youth Basketball Program wrapped up their regular season games on Saturday, February 13. The Carroll County teams are still practicing and will participate in the Carroll County Tournament over the school vacation week. The Cardboard Box Sled Derby was cancelled for this year, due to the lack of snow. This Friday, February 19, MRD will host the annual Father/Daughter Dance at Moultonborough Academy. Participants will enjoy dinner, music, dancing, and making memories!

Important Dates to Remember

Board of Selectmen's Work Session, February 18, 2016, 6 PM

Board of Selectmen's Meeting, February 25, 2016, 7 PM

Board of Selectmen's 2nd Bond Public Hearing, Com. Center, Feb. 25, 2016, 7:30 PM

Staff Meeting, Tuesday – March 1, 2016, 9 AM