

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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

Carter



Important Notes to All:

A final Make-Up Enrollment Session for Employees, Spouses and Dependents Aged 18+ is set for Thursday, March 12th @ 5:00 p.m.

The March Wellness Materials have all been posted to the web. Please tell your employees!

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

- V. 3. The Lions Club Lease and Cable Franchise have been added. You may wish to look at the suggested dates to confirm you are comfortable with those suggestions.
- V. 13. As discussed in the Workshop this is a placeholder in the belief we can get all of the job descriptions through the final review hoops.
- V. 15. While the full \$50k is on the warrant, this is an effort to get a bit of a head start and be ready for the spring work parties.
- VIII. 2. Based upon the items of interest to Mr. Gray, we have openings on the RAB (1 Yr. Alternate) and CIPC (1 Yr. Alternate). Depending upon the outcome of the elections we may have an At-Large position on the ABC and the Planning Board may have an alternate slot open. While his interest in recycling and background in business would be useful to a small task force analyzing Single Stream, the Board has not yet settled if it wishes to carry out such an analysis.

Workshop: N/A

Weekly Activities: The local Team met to review how best to move the UNH report forward to you for your consideration. They will meet again on 03/16 in an effort to take the five recommendations and try to narrow them down to bullet points which the group could then turn into specific action steps to be recommended to the BoS. I would hope we might be able to have that before you on 04/02. The Town Reports and the Village Vision Executive Summary came in on Friday and have had an initial distribution. One of each is in your box. Once you vote on your recommendation on the Village Vision question, I'll take your report and a VV Executive Summary and mail it out to each member of the Committee.

Finance & Personnel: The Auditors were scheduled for the week of February 16, which went smoothly and they did not have to be "in office" the entire week. I have been working on the Position Classification and Compensation Plan with Carter, updating job descriptions, preparing the 2015 step and grade schedule, and added in the unclassified positions to the job classification and compensation schedule. The scoring matrix has been updated to add the new office clerk position in the Tax Collector's office and changed one job family to reflect what the position actually is. I am now working on the Payroll Audit from Primex. I will be attending a Benefit and Administrator Workshop on March

4th with NH InterLocal Trust to review the Cadillac Tax, Health Care Reform updates and 2015 Administrative Updates.

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 bucketed snow banks back at intersections, Lions Club and hydrants on the east side of Town. Snow banks were high winged and pushed back in the Balmoral and the west side of Town. Long Island was checked for drifts. Truck #15's sander was unloaded, sander and plow head gear removed to prepare for towing to the dealer for warranty diagnosis and an estimate. On Tuesday the crew bucketed back at Long Island beach and FD hydrants. Snow banks were high winged and pushed back in Suissevale. The front plow cutting edge on truck #10 was changed and the crew also worked on brake repair/replacement on truck #8. On Wednesday, the crew bucketed back intersections on the Neck to Long Island, and then the Shaker Jerry Area. The east side of the Neck and roads off of Bean Road had snow banks high winged and pushed back. A private contractor bucketed back intersections in Balmoral and Suissevale. Work was done on replacing steering parts on truck #8. On Thursday, the crew bucketed back drifts on Buxton Lane, Marvin Lane's cul-de-sac and intersections, and roads on the West side of the Neck. The crew high winged and pushed back roads on the west side of the Neck, spot sanded hilly areas on Long Island, and plowed drifts on Bryant Point. Suissevale intersections were bucketed back by a private contractor. Agent Kinmond worked on updating the NHDES Above-Ground Storage Tank registration per inspection deficiency, and also on updating the SPCC plan. Agent Kinmond spoke with the Fuel Depot maintenance vendor regarding inspection deficiencies and requested an estimate for upgrades or decommission of same. An estimate was received to repair truck #15's blown engine and the warranty appeal process was started with Ford Motor co. The crew serviced truck #1, changed a bad plow light harness on truck #18, and changed the lower wing arm on truck #6. Truck #1 was delivered, along with waste oil to WMF.

Facility & Grounds: The majority of the week was spent removing snow from the PSB's roof and addressing ice dams, along with the Library's with ice dams. Highway assisted with rink maintenance, snow blowing, and Zamboni treatments. Work continues on the shelving project in one of the storage containers for plow parts, etc. Work orders were addressed at Town Hall for a heat issue, Lions Club for a recycle bin cover, and PSB propane odor, Highway Garage with facility and equipment maintenance.

Waste Management: Supervisor Greenwood reported a quiet week, but with a repair needed to the skid steer plow which will be done at Highway Garage. Truck #1 was repaired with a broken plow lift chain/hook, and LOF service. Waste oil was shipped to the facility for the waste oil heater.

Moultonborough Police Department: The Moultonborough Police Department recorded 482 log entries, which included the following calls for service, 41 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 7 complaints, 5 MV Accident, 3 MV Complaints, 8 residential alarms, 3 commercial alarms and 1 K-9 complaints

Training: Feb. 27th and Feb. 28th, Sgt. Beede, Sgt. Fulton and Sgt. Boucher attended Officer Involved Shootings for Supervisors.

Moultonborough Fire Department: Year to date there has been 117 calls for emergency service. For the period of 2/20/2015 to 02/26/2015 there were 18 calls for service: (6) Medical Emergencies, (2) Chimney Fires, (2) False Alarms, (2) Good Intent calls, and (6) Lift Assists. We received automatic aid on one call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:41 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:22 minutes

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 14:56 minutes

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

Operations: During the week of 2/20/15 to 2/26/15 there was one request for information and one Suprabox was installed. A Personal Protective Equipment (PPE) and Self Contained Breathing Apparatus (SCBA) training session was conducted by Chief Bengtson on 2/23, ten personnel attended.

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 Department: Last week was busy with numerous activities, including weekend events: Father/Daughter Dance and the Card Board Box Sled Derby, both were well attended. On Tuesday, MRD hosted a sledding party and on Thursday a skating party was held under the lights, with food, music, games, and both were great successes. Moultonborough was well represented by both the girls and boys basketball teams in the Carroll County Tournament over school vacation. The girls lost their opener and fought back to compete in the semi-final round, losing to Wakefield in a tough game. The boys' team also lost their opener. In the second round, the team fell short, despite a great effort by all. This week, Tai Chi returns to MRD and on Wednesday, March 4th, the new instructor will offer an introductory class to those interested in learning more about Tai Chi. The class will be at the Recreation Department, and begins at 2 p.m. If participants like it, they will have the opportunity to sign up for a four week session which will begin next Wednesday, March 11, at the same time. The trip to the Portland Maine Flower Show is this Thursday, March 5th. The CATCH Kids program returns this week as well. Grades k-1 students will meet on Wednesdays after school, and grade 2 will meet on Fridays after school. Our Gym Days for grades 3-6 will continue on Tuesdays and Thursdays after school.

Important Dates to Remember

County Commissioners Meeting, County Admin. Building, March 4, 2015, 9 AM

Selectmen's Meeting, March 5, 2015, 7 PM

Election Day, Tuesday, March 10, 2015, Public Safety Building, 7 AM

Town & School District Meeting, March 14, 2015, Moultonborough Academy, 9 AM

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

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

*** Staff Meeting, March 6, 2015 @ 9 AM ***