

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Scott Kinmond, Administrative Liaison  
**RE:** Weekly Report  
**DATE:** April 6, 2015  
**CC:** All Departments



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

I want to thank the Board of Selectmen for their confidence in me and I look forward to assisting the Town, Board of Selectmen and the Town employees. I have highlighted this week's Selectmen's agenda items below:

### **Business Session:**

- V.2 DPW, Director's Memo attached requesting permission to solicit local universities and colleges for a summer engineering intern to assist with DPW projects.
- V.3 Temporary Use Permit was reviewed by Public Safety Chief's with no objections or issues.
- V.4 Memo from the Library Trustee's Chair, requesting appointment of two (2) alternate trustees for one year.
- V.5 Town Treasurer's memo attached requesting the appointment of a Deputy Treasurer, pursuant to NH RSA 41:29-a (attached)
- V.6, 8 Agenda items requested by Selectman Bartlett
- VI.1 DPW Director's memo requesting the Board's permission to manage the woodchip stockpile at the Highway Garage, asking for the Selectmen's clarification to the action of 5/30/13 (minutes attached), and allowing for the DPW to sell the wood chips as the market and resources allow.
- VI.2 DPW Director's memo requesting for approval of Apprentice Facility Attendant job description and intermittent employee classification.
- VI.3 Update to be provided by Selectman Bartlett
- VI.4 Pending Board discussion; options/resources available/survey
- VIII.1 Colby Rangeway, Question relative to signage
- VIII.3 Volunteer Application, copy has been forwarded to Planner for Planning & Zoning review.
- VIII.4 Employee Complaint received April 6, 2015

**Workshop:** N/A

### **Finance & Personnel:**

**Assessor:** Nothing to report this week.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** This week brought forth the beginning of our spring gravel road efforts. Grading crews will begin on the east side of Town and raking crews on the west side and both moving around the gravel roads addressing each on an as needed and thawed basis. Our cold patch crew was also deployed to address paved Town roads with pothole issues and road checks done to pin point areas of concern around Town in reference to drainage, trees and road maintenance. A frozen culvert was noted and thawed on Old Red Hill Road. The end of the week took the crew to several roads for winter storm debris clean up and brush chipping. Plow equipment, such as wings, sanders and on-spots were removed from trucks and serviced for summer storage. Vehicles were washed inside and out, as well as spring-cleaning in the shop, which was much needed from the long, cold and wet winter months. Continued efforts were done on the tool and paint storage rooms such as; organizing, painting and shelving. Tuesday Mother Nature blessed us with what we hope to be a final showing of the “white stuff” layering us with ½-1” of snowfall and crews were called in early to address the situation and treat roads with Magic-O, making the morning commute as safe as possible for the residence.

**Facility & Grounds:** The Grounds crew has been diligently working to summarize all winter equipment such as; snow blowers and the Zamboni, as well as performing necessary maintenance on our summer equipment to place it back in service. The relocating of said equipment to and from our storage and maintenance shed was also completed. While involved in the storage container they also logged in the surplus items being held for the upcoming yearly surplus auction. The regular maintenance of our Town buildings, i.e., custodial, recyclables, and maintenance needs were addressed and handled timely. Continued efforts throughout the week were made in the inventory/reorganization of the Highway Garage mezzanine area.

**Waste Management Facility:** Supervisor Greenwood reports they shipped two 30-yard containers of clean wood for recycling. He also received some information of interest from a resident that the NH Electric Co-op accepts florescent bulbs 6 at a time on route 25 in Meredith. Facility Attendant Dennis King attended a DES workshop Tuesday on Best Management Practices for transfer station operators.

**Moultonborough Police Department:** Nothing to report this week.

**Moultonborough Fire Department:** Year to date there has been 176 calls for emergency service. For the period of 3/27/15 to 04/2/15 there were 12 calls for service: (2) Building Fires, (5) Medical Emergencies, (2) Lift Assists, and (3) False Alarms. Moultonborough Fire Rescue received assistance on two automatic aid calls from Center Harbor. Moultonborough Fire Rescue provided assistance on one mutual aid call to Meredith and one to Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 14:22 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:15 minutes

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 16:43 minutes

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

**Operations:** During the week of 3/27/15 to 4/2/15 there were 8 brush burning notifications, 1 Fire and Life Safety Code Consultation, 1 Response to a Complaint, and 1 Temporary Use Permit Application Review. The department provided mutual aid assistance to a neighboring town for structures twice on 3/28. In the early morning hours, the department sent a pumper and the heavy rescue to Tuftonboro for a second alarm building fire on Mount Shadows Drive. Companies spent 2 hours shuttling water and

providing scene lighting. Later that same day the department sent a pumper to another second alarm building fire in Meredith on Main Street. Companies were on scene for 3 hours, providing manpower for fire attack and overhaul operations.

**Code Enforcement:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** The Recreation Department is gearing up for summer. Dan and Donna K. attended a Primex training on seasonal staff last Wednesday. We are finalizing the summer brochure and hope to have it to the printer later this week and on line soon. We are reviewing summer staff applications. Dan ran softball clinics on Saturday. Dan and Donna T. will be teaching a Safe Sitter Class this coming Saturday, April 11<sup>th</sup> at the Rec. Dept. We have a “Get Paid to Talk” class, held in conjunction with Holderness Recreation, this Tuesday at the Rec. Dept. We have two adult trips coming up – one to the Kennedy Library and NE Aquarium on April 29<sup>th</sup>, and on May 6<sup>th</sup> to the Boston Red Sox, including a VIP tour of Fenway Park.

**Important Dates to Remember**

- Selectmen’s Meeting, April 9, 2015, 7 PM**
- Selectmen’s Meeting, April 16, 2015, 7 PM**
- Selectmen’s Meeting, April 23, 2015, 7 PM**
- Selectmen’s Work Session, April 30, 2015, 4 PM**