

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Scott Kinmond, Administrative Liaison  
**RE:** Weekly Report  
**DATE:** April 20, 2015  
**CC:** All Departments



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### **Right to Know Training, Monday, May 4<sup>th</sup>, 7 PM, Town Hall Committees, Boards & Dept. Heads – Watch for Additional Details**

**Administrative Liaison's Report:** During the week I contacted Primex regarding a "Right to know" training and forwarded my findings to Selectman Bartlett. I photographed the signage on the Colby Rangeway for the BOS packets, and assisted Heidi with a cover memo on completed performance Appraisals. I also worked with Hope to finalize the Selectmen's meeting agenda, and met with the Chairman regarding the materials needed for the work session. I researched and compiled materials for the work session on the previous hiring processes for Police Chief and Planner positions, and worked with Recreation Director Kuethe on a PowerPoint presentation of the LI Beach Facility for the Selectmen's meeting.

#### **New Business:**

- V.2 2015 Spring Newsletter: A copy has been placed in your packet for review, and edits and or comments which need to be submitted to Scott or Alison by noon, Thursday, April 30th. We will have a finalized copy for approval on Thursday, May 7<sup>th</sup>.
- V.3 DPW Seasonal Employment: DPW Director's memo requesting hiring three seasonal laborers for the Facility & Grounds, and Highway Divisions. The three recommended are the top three scores following the interviews.
- V.4 Memo from the Trustee of Trust Funds Chair, requesting Alternate appointment.
- V.5 Bid Package for 2015 Paving Bid, the Administrative Liaison is requesting authority to advertise, hold pre-construction meeting on 5/12/15 at 2 p.m. and receive bids on 5/21/15.
- V.6 Administrative Liaison will present the results from the 2015 Adopt a Spot requests, to be opened on 4/23/15 at 2 p.m.
- V.7 Memo from DPW Director announcing the Adopt a Facility awards for 2015.

#### **Old Business:**

- VI.1 Town Administrator Search Update, (Chairman Shipp)

#### **Correspondence:**

- VIII.1 Forwarded to the Town Attorney for review.

**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:** Crews raked gravel roads where needed and continued grading across Town. A load of gravel was added to Buxton Lane and gravel debris was raked off the field and placed back into the road as well. The crew did tree clean up on Sibley Road, and picked up two tons of asphalt patch from Pike to continue pothole repairs around Town. Road checks identified areas in need of repair which were addressed included: Ditching on High Haith Road, placing high water signs on Shaker Jerry Road, and clearing the culvert ends of leaves and debris on Old Redding, to eliminate the water that was found running across the road. The crew cleaned beaver debris from culverts on Bodge Hill and Highway Garage Roads. The crew replaced stop signs at Paradise Drive and Jennifer's Path, and an order was placed for delineators and sign posts. The crew began spring sweeping and cleaning of Phase 2 and Phase 1 of the Pathway. Signage was placed on the Pathway during operation to alert users, as many folks are out enjoying the spring weather. The crew worked on preparing summer equipment for use and maintenance and storage of the winter equipment, which includes, liquid deicing tanks being flushed out, cleaning sanders, and applying fluid film to the chains. Several vehicle maintenance items were handled by the crew: A broken tire rim on truck #15 was changed out by putting the spare on; dump body wiring was repaired on truck #9; the utility toolbox was put back on truck #4, and truck #1's bed tarp rolled out and cleaned. EO Wolanek attended a T2 class and another crew member was called upon for jury duty this week. The crew assisted with interviews on Friday for the DPW seasonal laborer positions. Oil changes were done on several police cruisers, and a mechanical contractor assisted with rear springs being replaced on truck #10, and is now back in service. Agent Kinmond reviewed a driveway complaint on Von Hurst Road, which accesses a seasonal property, and needs to have the apron constructed due to the road height being raised over the years. Agent Kinmond worked on paving bid specifications with the Town Engineer.

**Facility & Grounds:** The F&C crew continued working throughout the week, making renovations of the Highway Garage mezzanine area, with quotes being compiled for materials and outside contracting in areas as needed. The wall partitions with employee lockers were framed. A bulletin board/cabinet was transferred to the Lions Club and Grounds Worker Emerton met Nobis Engineering at the Playground for the quarterly water test at the rink building. Exterior building cleanup has begun at facilities, and regular custodial duties performed. The well at the Highway Garage was switched over from dug shallow well to the artesian well for water testing on the artesian, but the pump did not work. The crew pulled the pump from 350' depth finding a broken wire. The crew with assistance of Roth Artesian Well replaced the wire and reset the pump for flushing so a water test can be performed as part of the Groundwater study. Agent Kinmond received several publications from the Town Planner for review by the Groundwater study firm.

**Waste Management Facility:** Supervisor Greenwood reports a taxpayer dropped off a lot of CD's and movies. On WMF staffer Ken F.'s suggestion, they were donated to the Library. Arrow Equipment serviced the waste oil furnace and Recycling Mechanical repaired compactor #2. Planet Aid reported 1595 pounds of clothes had been recycled in the first quarter of this year. The crew cleaned up an oil spill at the facility and the Fire Department also provided technical assistance. Due to the estimated amount of the spill, it was required that DES be notified, and they too responded to investigate.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 456 log entries, which included the following calls for service: 45 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 4 complaints, 1 MV Accident, 1 MV Complaint, 8 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Training: April 13<sup>th</sup>, Comm. Spec. K. Lord and W. Black attended the NHEDA Dispatch Conference. April 14<sup>th</sup>, Comm. Spec K. Lord and L. Eldridge attended the NHEDA Dispatch Conference. April 16<sup>th</sup>, MPO LeBlanc attended BSOG training. April 13<sup>th</sup> through 17<sup>th</sup>, Sgt. J. Boucher and Off. K. Melanson attended Basic Drug Investigation.

**Moultonborough Fire Department:** Year to date there has been 206 calls for emergency service. For the period of 4/10/15 to 04/16/15 there were 15 calls for service: (2) Outside Fires, (4) Medical Emergencies, (2) Good Intent Calls, (1) Lift Assist, (1) Motor Vehicle Accident, (1) Unauthorized Burning Call, (1) Cover Assignment, (1) Public Service call, and (2) False Alarms. Moultonborough Fire Rescue received assistance on one automatic aid call from Center Harbor and gave assistance on one mutual aid call in West Ossipee.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 18:20 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 19:26 minutes

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 16:48 minutes

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

Operations: On 4/14, the Fire Department responded to a reported boat fire on Barrett Place. Upon arrival, companies found a well-involved 18' bowrider boat on a trailer and an expanding brush fire. Eight firefighters and three apparatus were used to extinguish the fire and overhaul the scene; a 33' camper was damaged as the result of the non-permitted, illegal fire. An engine and crew from Center Harbor provided station coverage at the Moultonboro Neck station during the fire. During the week of 4/10/15 to 4/16/15 there were 6 requests for information, 1 Suprabox installed, 1 oil burner inspected, and 1 verbal warning for a burning violation issued. Chief Bengtson attended a two day Fire Officer's Academy training put on by the Seacoast Fire Chief's Association in Dover, NH. On 4/16, an EMS training on drug overdoses was conducted by John Burdette, NREMT-P. A grounds cleanup work session was held at Central Station on 4/13.

### **Development Services:**

Planning: The Town Engineer Screening Committee received seven Statement of Qualifications submittals from engineering firms on Thursday. Committee members took all seven home over the weekend in order to rate them for the meeting scheduled for Tuesday, April 21<sup>st</sup> at 8:30 a.m. The Fire Chief, DPW Director-Road Agent met with Tim Fountain from Cartographics to plan and schedule development of the data set and map layer products for the Geographic Information System (web-based) contained in the GIS Development Plan. Work on preparing the Road dataset map layer and the Fire Resources Water Supply Source Map/database is now underway. I have been monitoring proposed legislation regarding planning, zoning, health and building. A spreadsheet that identifies those along with dates for hearings or action by the legislature or subcommittees are in the Selectmen's Read File.

Code & Health: This week I issued 6 building permits, 6 subcontractor permits and 1 sign permit. I have 12 building permits waiting to be picked up by the owners. Inspections have started to pick up now that the weather has been better and the road bans are coming off. I have taken care of the 2 zoning complaints from last week and am still working on the health violation. The phone has been very busy with people calling about upcoming projects.

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

**Recreation Department:** On Friday April 24<sup>th</sup> we'll be hosting a Teen Open Mic Night at the Recreation Dept. starting at 7 p.m., and all are invited to attend, socialize, and those all are welcome to share their talents – music, poetry, storytelling etc. The adult trip to the Kennedy Library and New England Aquarium will be held on Wednesday, April 29<sup>th</sup>. We still have some seats available on that trip. Due to staffing that trip and other scheduling conflicts, the Recreation Dept. will be closed that day and will be posted on our website. We still have tickets available for our trip to Fenway Park for a VIP tour and game against the Tampa Bay Rays on May 6<sup>th</sup>. Opening Day for T-ball and youth softball will be held on Saturday May 1<sup>st</sup>. We will be celebrating the opening of the new and improved youth soccer field at Playground Drive on Saturday May 16<sup>th</sup> beginning at 11:30 a.m. We'll have a ceremonial ribbon cutting and “first kick”, followed by refreshments. All are invited. The summer brochure is available on line and we are hoping to get the hard copy version within the next week or so. Summer registrations have already begun to come in for our many activities for the summer.

**Important Dates to Remember**

**Selectmen's Meeting, April 23, 2015, 7 PM**

**Selectmen's Work Session, April 30, 2015, 4 PM**

**Right to Know Training, Monday, May 4, 2015, Town Hall, 7 – 9 PM**

**\*Staff Meeting, May 8, 2015, 9 AM\***

**States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon**

**(Rain Date: Saturday 6/13)**