

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 25, 2016
CC: All Departments



Spring Newsletter Articles Due to Alison by April 25th

Town Administrator: This past week consisted of meetings with Department Heads to review their 2017 reports to the CIPC, a Wellness presentation to staff regarding healthy eating and the risk of heart disease presented by a representative from our health insurance provider, InterLocal Trust. Advertising for a new DPW Director began running this week in state and local papers as well as on the web. The search for a new planner continues. Bids were opened for the Adopt a Spot program on Friday with most locations being taken. The Milfoil Committee met on Wednesday and made great progress on preparations for this summer's work program. The Select Board held a productive meeting with the School Board during its work session on Thursday. This week the CIPC will meet on Thursday at 10 a.m. to review the status of on-going projects and a preliminary of CIP requests. The Select Board will hold a regular meeting on Thursday evening beginning at 7 p.m. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: The Project Manager from Vision Government Solutions will be here on Tuesday, April 26 to continue the sales verification process for the 2016 Statistical Update. I will be in the field with him reviewing every qualified sale verifying the accuracy of building style, features, grade and condition, as well as outbuildings.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The tires on the PD cruisers are still being switched over to the summer tires, truck #3's spring was installed, the sander was removed from truck #9, the toolbox and gate was put on truck #4, truck #8's sander was cleaned out and oiled, and the plow frames were removed from trucks 3 and 9. Truck #2's plow frame was cleaned, oiled and in body spreader cover plate put in, tires on trucks 2 and 15 were rotated, and truck #15 went to Belknap Tire for a front end alignment. We picked up the Jersey barrier grapple in New Hampton for use Friday to set the barriers in place at the Route 109 and Route 25 intersection project. Docks have been readied for installation at Long Island Beach and Lee's Mills. With warmer weather hitting earlier this year boaters are already calling looking for them to be placed. A stump was pulled and ditching done on Harvard Camp Road. Ruels finished the spring road sweeping; however, they will be returning Monday to redo Wentworth Acres and the Highway Garage Road. Cold patching around Town included the following roads this week: Shaker Jerry, Severance and Red Hill Roads, Paradise Dr., and the PSB parking lot. Two pallets of water were picked up from CG Roxane for distribution to the Town buildings. Mailboxes needed to be re-laid and moved at the Far Echo project site to accommodate the Post Office's request. Mulch was mixed at the Lion's Club and the Christmas tree was chipped and cleaned up from the Taylor Property. The crew

began to prepare a full burial scheduled for this weekend at Red Hill Cemetery on Wednesday, as this involves a lot of hand digging. With the rain and wet spring weather the burial hole needed to be pumped out the following day. Agent Kinmond followed up on requests for quotes for up-fit for state bid 1-ton, and bid package which was forwarded to the Town Administrator for the 10 wheel cab and chassis up-fit for dump body, plow gear and sander. Agent Kinmond participated in a conference call with the Town Administrator and HR attorney regarding personnel matters. Agent Kinmond also had contact with intersection contractors and the Town Engineer.

Facility & Grounds Division: Work continues on the playground getting it ready for seasonal fun. The irrigation company checked on the system and found zone 3 in need of a solenoid, which is covered by warranty and will be installed next week when the part comes in. Work continues to progress at the WMF in its switch over to single stream recycling and our Facilities Team Leader provided assistance this past week to the outside contractor. The Facilities Team leader also worked with Adopt a Facility contractors and attended a training.

WMF Division: The new compactors for single stream were installed this week, and we are expected to be on line by mid-May. The resident engineer and contractor are aligning final grade controls for the paving contractor to get in as soon as possible.

Other Items to Report: Employees attended a wellness seminar at Town Hall on Monday presented by Inter-Local, providing education on heart health and a volunteer wellness incentive period began with the tracking of our individual fruit and veggie intake.

Moultonborough Police Department: The Moultonborough Police Department recorded 426 log entries, which included the following calls for service, 28 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 5 complaints, 0 MV Accidents, 3 MV Complaints, 8 residential alarms, 0 commercial alarms and 4 K-9 complaints

Training: April 18th - April 22nd, MPO Beaulieu attended At-Scene Traffic Crash training. April 18th - April 22nd, Off. Pare attended the Police Academy. April 22nd, Off. Pare graduated from the Police Academy. April 20th, Comm. Spec. Wayne Black, Linda Eldridge and Kathleen Lord attended Advanced NCIC training.

Moultonborough Fire Department: Year to date there has been 232 calls for emergency service. For the period of 4/15/16 to 4/21/16 there were 17 calls for service: (8) Medical Emergencies, (1) Brush Fire, (1) Building Fire, (2) Lift Assist, (2) Unauthorized Burning Calls, and (3) Good Intent Calls. Moultonborough Fire Rescue gave mutual aid assistance on one call to Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:12 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:00 min.

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:12 minutes

Overall Average Night/Weekend Manpower per incident: 7 Firefighters/Incident

Operations: 4/21: EMS Continuing Education at Central Station, 1 Public service, 1 Fire permit issued, 1 Request for information, 1 Request for fire insurance information, 1 Investigation of

illegal burning complaint, 2 Occupancy inspections, 1 Official warning issued, 1 Suprabox installed.

Office of Development Services Planning:

Code Enforcement: In the past two weeks I have issued 11 building permits and 14 subcontractor permits, 3 septic approvals and a sign permit. I have 17 building permits approved and waiting to be picked up. I have 2 complaints that recently came in that I am working on. Things were a little slow in March, I believe due to the Weight limits and is taking off again now that they have been lifted.

Human Services: Nothing to report this week.

Recreation Department: On Tuesday, April 26, MRD will offer the Safe Sitter® Training class from 9 a.m. to 4 p.m. The class is open to boys and girls ages 11-16 and will cover child care, behavior management for young children, staying home alone, stranger danger, first aid, choking rescue, and many other topics. There are still a few spots open for the class. This Saturday, April 30, is opening day for T/Ball and Softball. MRD is also holding the local Scott's Pitch, Hit, and Run competition. Participants who qualify, will move on to the state level competition in May. There are still a few seats available for the trip to Boston on May 10, for a Food Market tour of the North End. Summer registrations are now being accepted for day camp as well as many other programs that we offer. MRD has received several already! The early bird registration due date for day camp is June 8, 2016.

Important Dates to Remember

Board of Selectmen's Meeting, April 28, 2016, 7 PM

Board of Selectmen's Meeting, May 5, 2016, 7 PM

Board of Selectmen's Meeting, May 12, 2016, 7 PM

Board of Selectmen's Meeting, May 19, 2016, 7 PM

Board of Selectmen's Work Session, May 26, 2016, 4 PM

Staff Meeting, Tuesday – May 3, 2016, 9 AM