

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: May 18, 2015
CC: All Departments



June 2, 2015, JLMC Staff Training, 2 PM
@ Public Safety Building, All Non-Essential Depts. Closed
May 30, 2015 Clean-Up, Green-Up Day @ States Landing Beach 9 AM-Noon

Interim Town Administrator: I facilitated a public forum that provided information pertaining to the Town Administrator search and solicited input from the public present. I reviewed the surveys that have been completed to assist with more input. Just under 20 members of the public attended the forum and a total of 37 surveys were received. The advertisement was developed with a closing date of June 19th. The recruitment included advertisements in several professional publications throughout New England and the county; outreach is also taking place to potential candidates that would be a good fit for the Town. Work is continuing on a personnel matter along with some internal personnel practices. I met with the Library Director simply as an introduction and also met with some members of the Trustee of Trust Funds in response to some assistance that I can provide them. The week of May 18th, I will be in the office Monday morning, and all day Tuesday and Thursday.

Administrative Liaison's Report: I assisted with finalization of the BOS weekly agenda with Hope and Interim TA Granfield, and attended the TA Search Public Forum on Monday. The addendums for Initial Attack Pumper and 4x4 Wheel Loader were submitted and posted by Alison on the web. Administrative Assistant Kokas and I handled the bid opening for the Initial Fire Attack Pumper, 4x4 Wheel Loader and Surplus property. The bids for equipment were turned over to the Fire Chief and DPW Director for review. I reviewed and prepared a recommendation memo for Selectmen on sale of the surplus property with remaining items to be offered to the staff. I worked with DPW Office Assistant Hoyt to prepare surplus property lotto for the staff to participate in, with a due date of May 21st. I submitted the Cleaning Bid Package for advertisement, web posting and vendor invitations.

Agenda Items:

- V.2 No objection from both Police and Fire Chiefs.
- V.3 No objection from Police and Fire Chiefs. The Fire Chief only notes the tent use conditions for flame resistant material.
- V.4 Memo from the Administrative Liaison regarding "Sale of Town Property", 4 lots available, and we have started the process of review utilizing Statement of Policy, No 19. Town departments are reviewing at this time. The packet has the process and timelines included.
- V.5 MSD School Board has invited the Board of Selectmen to attend their June 9th School Board meeting, on a study the School District is undertaking with the assistance of the NHSAA.

Finance & Personnel: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: I executed liens on 137 properties for unpaid 2014 real estate taxes on May 6, 2015 and filed same for recording at the Carroll County Registry of Deeds, forwarded the information to the abstractor for the required mortgagee searches and provided the Selectmen with the Affidavit of Execution of Real Estate Tax Lien, with accompanying list and a comparative memorandum for the last several years. The recorded lien has been returned and my Clerk, Jennifer Martel has been entering the recording information into the system. I began the tax billing process by importing the file from Vision which was prepared by the Assessing Office and printed the Tax Warrant and list for the Selectmen's signatures. We continue to work on the tax billing process by updating the paperless billing accounts and verifying unassigned credits. I will continue the tax billing process for the next several days by beginning the import of the Warrant into my Tax Collector program and verifying the accuracy of the information received with the Selectmen's printed Warrant and list, assigning credits to the accounts (prepayments or overpayments); prepare and export the file to the printer and the various real estate tax services.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew continued with spring maintenance activities, reviewing and marking trees for trimming, cutting on the 2015 road project areas, sign and delineator maintenance, cold patch, infield mix pick up for stock, and street sweeping was completed. The crew made plow damage repairs at Kerrie Court and Colonial Dr. cul-de-sac's, and other intersection areas. The staff participated with the Town Engineer in the Road Program, road reclamation and paving bid pre-conference meeting with 3 companies in attendance, and met with a tree crane company for tree removal pricing. The crew did cold patching Town-wide and marked road project areas for dig safe. The crews started tree trimming on road project areas, with Myers, Ames, Randall Roads, and Playground Drive. The Mechanical crew completed LOF's on PD cruisers and highway division equipment, and installed a trailer plug. The grader was out of service due to a joystick controller issue and was replaced by John Deere. Agent Kinmond completed his 1st year of his Certified Public Manager course with completion of his Certified Public Supervisor course with graduation on June 4th.

Facility & Grounds: The Grounds crew seasonal staff started this week with spring cleaning and mowing cemeteries, and playground facilities. The Highway crew assisted with playground maintenance, grading the baseball field infield, lining, and pavilion table placement. The facilities staff worked with the janitorial vendor for VCT waxing and carpet cleaning. Staff also coordinated with the flooring vendor for carpet installation in the Tax Collector and Town Clerk's offices. The facilities staff worked on installing sheetrock in the Highway lunchroom and shelving in the storage container. The Highway crew also prepared a full grave burial at Red Hill Cemetery with opening on Friday, using an outside contractor to assist with a mini excavator and closing on Saturday. Agent Kinmond and Town Engineer Ray Korber attended the Playground Soccer Field ribbon cutting on Saturday.

Waste Management Facility: Co-Facility Managers King & Filpula reported that they shipped 2-30 yard containers of mixed paper, and that they started screening compost and placing it out for residents to access. Part time EO Weeks assisted the WMF staff on Friday and will return on Monday to help finish up. Office Assistant Hoyt has been working with the managers to achieve record and bookkeeping needs.

Moultonborough Police Department: The Moultonborough Police Department recorded 529 log entries, which included the following calls for service, 91 motor vehicle stops, 3 assists to Fire/EMS, 0

Directed Patrols, 4 arrests, 2 complaints, 0 MV Accidents, 3 MV Complaints, 5 residential alarms, 3 commercial alarms and 2 K-9 complaints

Training: May 12th, MPO LeBlanc attended OC Instructor Training.

Moultonborough Fire Department: Year to date there has been 256 calls for emergency service. For the period of 5/8/15 to 05/14/15 there were 17 calls for service: (6) Medical Emergencies, (1) Good Intent Call, (1) Brush Fire, (1) False CO Detector Activation, (3) Lift Assists, and (5) False Fire Alarms. MFR assisted Sandwich on one mutual aid call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:00 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:30 minutes

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:43 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: During the week of 5/8/15 to 5/14/15 there were 4 requests for information and 1 fire permit was issued. Four Place of Assembly inspections, one oil burner inspection, and one oil tank inspection was conducted. A Work Session was held on 5/11/15 and a Department Meeting was held on 5/14/15. On 5/14, the department responded to a mutual aid request from Sandwich for an outside fire in the area of Mount Israel Road and Basket Street. Crews spent about four hours extinguishing a 1st alarm brush fire that appears to have been caused by a lightning strike.

Due to the lack of rain, the fire danger remains high. Extremely dry conditions have resulted in numerous brush fires throughout the Lakes Region and Carroll County. Periodic bans on open burning and suspension of the issuing new fire permits have been implemented by the Fire Warden. Residents should check with the Fire Department if they have any question on the safety of open burning. The daily fire danger can be found at <http://nhdfl.org/fire-control-and-law-enforcement/daily-fire-danger.aspx>

Development Services:

Planning: The Town Engineer Screening Committee finished its qualification based selection process work and submitted the top three firms to the Board of Selectmen for their approval and authorization to proceed with negotiation with the number one firm. Code, health, life safety and planning staff have set up an inspection date for the Town property at 4 Whittier Highway on Monday, May 18, 2015. Results of that inspection will be prepared and submitted to the Selectmen along with a recommendation with regard to the lessee agreement in the near future.

Code & Health: I issued 9 building permits in the last 2 weeks and 27 subcontractor permits. I have 12 building permit applications that have been reviewed and processed, waiting for owners to pick up. I approved 1 amended septic design to be sent for State approval. I received 2 new complaints; 1 on trash and 1 zoning issue, which are now being addressed. The week of the 18th, I will be starting the water testing for the Playground and Lions Club as required by the State. On the 20th, I will be attending the Health Officers conference in Concord.

Human Services: Nothing to report this week.

Recreation Department: Saturday, May 16th, many patrons and citizens joined the Recreation Dept. for a Ribbon Cutting Ceremony to open the newly refurbished Soccer Field. On Sunday, May 17, the Sectional Competition for the Scott's Pitch, Hit, and Run Program took place at Livingston Park in Manchester, NH. Moultonborough had 3 competitors place and receive medals in the competition. If their scores are high enough, our 2 first place winners now have a chance to move on to the next round, which takes place at Fenway Park. On Monday, May 18, 2015, MRD has teamed up with the Academy Varsity Softball Team for a Youth Sports Day. Athletes in T-Ball and Softball are invited to watch the varsity game. One lucky youth will have the honor of throwing out the first pitch, and after the game all the youth athletes will be able to participate in a friendly base running challenge! Coming up on May 29, MRD is sponsoring a Mother/Son Mini Golf Scramble at Paradise Falls Mini Golf for boys in grades 2-6. Saturday, May 30, the Rec. Dept. and DPW will hold a "Clean Up, Green Up" day at State's Landing Beach. Volunteers are needed to help clean up the area, and are welcome to stay for a BBQ after. Bring a rake and work gloves. The event will run from 9 a.m. – noon, with the BBQ to follow.

Important Dates to Remember

Selectmen's Meeting, May 21, 2015, 5:30 PM

Selectmen's Meeting, May 21, 2015, 7 PM

Memorial Day, All Non-Essential Depts. Closed, May 25, 2015

Selectmen's Work Session, May 28, 2015, 4 PM

States Landing Facility, Green Up – Clean Up Day, May 30, 2015, 9 AM-Noon (Rain Date, 6/13)

JLMC Spring Training, Public Safety Bldg., All Non-Essential Depts. Closed, June 2, 2015, 2 PM

Staff Meeting, June 5, 2015, 9 AM