

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carol Granfield, Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** June 22, 2015  
**CC:** All Departments



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**Interim Town Administrator:** I had discussion with the Gilford Town Administrator pertaining to the Gilford performance appraisal system that Gilford has updated. This is the model the Town intends to utilize and I verified information in preparation for a Work Session with the Board of Selectmen prior to having Primex make some recommendations. Several payroll and personnel items were reviewed with the Administrative Liaison and Finance Director. A meeting was held with the Recreation Director, Finance Director and Administrative Liaison regarding seasonal payroll items and also conflict of interest items. The part time Town Planner agreement was reviewed and finalized. The Citizen Panel and Alternates that were provided by the Board of Selectmen were finalized and proposed participants were contacted by me to confirm their participation. I reviewed the trial video stream option and solicited feedback from current users of the system in other municipalities. I coordinated the presentation by Virtual Towns and Schools for the Town's website that was presented at the Board of Selectmen meeting. Lastly, I continued to evaluate candidate submissions for the Town Administrator position. The week of June 22nd, I will be in the office on Monday afternoon, and most of the day on Tuesday and Thursday.

**Administrative Liaison's Report:** I worked with staff to finalize the weekly Selectmen's meeting agenda and supporting documents. Interim Town Administrative Granfield, Finance Director Davis and I met with Recreation Director Kuethe to discuss seasonal staff wages per the 2015 budget. I also followed up with the Town Attorney on the Town Engineer contract for approval at the Selectmen's meeting and for the Chair's signature. Town Counsel reviewed and gave his opinion on Policy #23 - Competitive Bidding which was submitted to the Board. In preparation of the Selectmen's meeting I communicated with Department Heads regarding the presentation from Virtual Towns and Schools on the Town's website. Items to be discussed at the Work Session are:

- Performance Appraisal/Merit System
- Streaming Video
- Motorcycle Noise

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

**Assessor:** Vision personnel will be completing the interior inspections this week and next week for those taxpayers who scheduled an interior inspection.

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

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

**Public Works & Facilities:** Highway spent most of the week preparing road project areas. The crew provided traffic control for the tree removal contractor while using their crane on Lee, Randall and Ossipee Mountain Roads. The crew finished repairs to truck #15's sander and was prepared for the summer. Gravel road grading was done on Black's Landing, Glidden, and Von Hurst Roads and Velma Drive. Due to stolen street signs, the crew replaced them and installed the gift from the Class of 2015 signs to the School District and community with new direction signs for the Moultonborough Academy Auditorium and athletic venues on Blake Road and Academy Drive. Culverts and outlets were cleaned on Red Hill Road. The crew prepared for paving on Myers Road and Playground Dive. HEO Dunn and EO Wolanek attended UNH T2 Excavator Operator training, and EO Dow and EO Martel attended UNH T2 Chainsaw Operator training. Agent Kinmond assisted with the facilitation of the UNH T2 Chainsaw Training which was hosted at the PSB. Agent Kinmond, HEO/Mechanic Nave and EO Martel went to Milton Cat in Hopkinton to try out a new Cat 926M pay-loader. Agent Kinmond spoke with several private road residents regarding red list letters due to condition issues. Agent Kinmond assisted the MCS with materials for the pumpkin patch adjacent to the butterfly garden, by delivering some gravel for the walkway and compost from the WMF for planting. The crew assisted the Milfoil collection by dumping approximately 2 yards of milfoil at the Community Garden compost pile. Agent Kinmond assisted the PD with moving the radar trailer to Highway for storage.

**Facility & Grounds:** The Grounds Crew continues mowing cemeteries all week. A cremation burial was attended to at the Middle Neck Cemetery. Lawns were mowed and trash was removed from the Lions Club and the Community Garden site was completed. The mowers were maintained by cleaning decks, sharpening blades, checking oil levels, cleaning air filters, and greasing moving parts. At Long Island Beach, Highway assisted by raking and placing additional tables and a lifeguard table. The Facilities crew assisted the Recreation Department by launching the raft for the season. Over the weekend, Town Hall, Recreation Center, and Library parking lots were seal coated and re-stripped by the crack sealing/seal coating contractor. Highway cut and removed 4 pine trees from the parking lot areas at the PSB, which will allow for landscaping improvements. More work is being completed on the upstairs project at the Highway Garage with sheetrock being installed this week. Agent Kinmond and FW Daigneau handled some minor repairs at the facilities with a lock and heater issues at Recreation Center and shelving adjustments at the Town Clerks' office.

**Waste Management Facility:** Office Assistant Hoyt continued to support the WMF staff assisting them with cash registry performance and creating new programming for reporting revenue and slip maintenance. The brush-grinding vendor ground the brush and removed the debris. The facility co-managers interviewed a seasonal staff applicant. The facility shipped 2 loads of clean wood, 1 of construction demo and 1 of MSW. The co-managers will be meeting with the metal vendor to discuss non-ferrous metal collections.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 520 log entries, which included the following calls for service, 64 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 9 complaints, 1 MV Accident, 5 MV Complaints, 8 residential alarms, 1 commercial alarm and 5 K-9 complaints

**Training:** June 19-21, Sgt. Peter Beede at the Cadet Academy.

**Moultonborough Fire Department:** Year to date there has been 339 calls for emergency service. For the period of 6/12/2015 to 06/18/2015 there were 16 calls for service: (7) Medical Emergencies, (1)

Off-road vehicle fire, (2) Lift Assists, (2) Motor Vehicle Accidents, (2) Good Intent calls, and (2) False Fire Alarms. MFR received automatic aid from Center Harbor on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:05 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 7:00 minutes

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:27 minutes

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

Operations: During the week of 6/12/15 to 6/18/15 there were 6 requests for fire insurance information, 5 fire permits were issued and 4 Supraboxes were installed. Two oil burners, 2 places of assembly, and 1 foster home was inspected. On 6/17, Chief Bengtson spoke with the staff of Camp Tecumseh on fire and medical emergencies in the camp, the response from the department, and information to be provided to 9-1-1 when an emergency occurs. An EMS Continuing Education class on practical skills was conducted by John Burdette was held on 6/18.

### **Office of Development Services Planning:**

Planning: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

**Recreation Department:** The deadline for summer camp registration is this Wednesday, June 24. Summer Staff training begins today, June 22 for both lifeguards and counselors. Various training sessions for the counselors will take place throughout this week. Lifeguards will have in-service training sessions throughout the summer; the first being today. The beach at Long Island will open on Wednesday, June 24. Also, on Wednesday, MRD will host a “Meet and Greet” session at 6 p.m. at Playground Drive for all campers to come and meet their counselors for the summer. Camp T-shirts will be given out at this time for those that attend. Monday, June 29 summer camps and session one for swim and tennis lessons begin.

### **Important Dates to Remember**

**Board of Selectmen’s Work Session, June 25, 2015, 4 PM**

**Board of Selectmen’s Meeting, July 2, 2015, 7 PM**

**Happy 4<sup>th</sup> of July! All Non-Essential Depts. Closed Friday, July 3, 2015**

**July 4, 2015, Independence Day Parade, 11 AM**

**Board of Selectmen’s Meeting, July 9, 2015**

**Board of Selectmen’s Meeting, July 16, 2015**

**Board of Selectmen’s Meeting, July 23, 2015**

**Board of Selectmen’s Work Session, July 30, 2015**

**\*Staff Meeting, July 10, 2015, 9 AM\***