

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 2, 2015
CC: All Departments



JLMC Training, Public Safety Building, November 10, 2015, 8 AM to Noon

Town Administrator: This week's activities included continued discussions with the MPD collective bargaining team and continued review of proposed department heads FY16 budgets. I met with Tom Sawyer of Lakes Region Computer to review and discuss his inventory and assessment of the Town's computer hardware. A complete department by department hardware inventory now exists and replacement dates have been assigned to each unit based on age and/or specification obsolescence. This week also included a discussion with the architect consultant on the concept plan for a possible gym/community building in preparation of a presentation to the Select Board to be presented in December. On Friday morning Town Hall offices welcomed half a dozen trick or treaters. I am pleased to report they were all pleased with their treats and there were no tricks!

Finance: 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: The goal for the week was to try and get as many projects completed before winter. The paving contractor placed shoulder gravel along newly paved areas. The highway marking contractor marked the center line on Lee and Ossipee Mountain Roads and then marked the Pathway fog line and delineation markings on the reconstructed section. The crew relocated mailboxes at the intersection of Shaker Jerry and Wentworth Shores Roads in preparation for the intersection improvements. The contractor made a guardrail repair at the intersection of Randall and Ossipee Mountain Road that was damaged in a MV accident. While in Town the contractor also installed guardrail sections on Severance Road over a large drainage culvert. As a road safety improvement project, the crew worked with an excavation contractor to finalize the work to the culvert header and slope stabilization. The crews worked on several maintenance tasks with ditch line cleaning at the intersection of Eagle Shores Road and Redding Lane, and Alpine Park Road and Shorewood Drive. The crew repaired wash out areas on Ossipee Park Road from the heavy rain during the week, and picked up several areas that had tree debris on the roadside. The vendor cleaned the 107 catch basins in Town. Long Island Beach picnic tables were picked up and stored at Highway Garage. Seasonal tire changes were done for the PD, and plow frames were installed.

Facility & Grounds Division: The crew checked buildings, and collected trash and recyclables. Soap dispenser replacements continue. At the Playground, the grass was cut, trimmed, with leaf

clean up at Recreation facilities and cemeteries. Facilities Leader Kepple, continued on finalizing quotes for window replacements at Recreation, and garage door replacements at Highway. He worked with a local electrician to wrap up changing fixtures and the installation of new energy efficient LED lighting at Town Hall, PSB and Highway Garage. FL Kepple worked on coordination for the Neck FD roofing project, with the rear section of the roof stripped, ice and water shield installed and shingled. The side storage bay was stripped, and found that due to no flashing the water had damaged the roof sheathing, ledger board and rafters. FL Kepple was on scene on Saturday and the contractor will be make the necessary repairs before the roofing is completed. The flooring contractor worked on the weekend to continue the warranty replacement of the Town Hall VCT flooring (Clerks and Administration lobbies, and hallways). FL Kepple worked on several work orders; HVAC issues at PSB and Town Hall, a plumbing issue and fixture repair at PSB.

WMF Division: Co-Manager Filpula reported that the facility shipped 1-MSW, 1-C&D and 1-scrap metal container. The loader dealer repaired a lift piston. Co-Manager Filpula met with the Town engineer to review the site for installation of additional compactors for single stream.

Moultonborough Police Department: For 10/19 to 10/30/15 the Moultonborough Police Department recorded 798 log entries, which included the following calls for service, 32 motor vehicle stops, 23 assists to Fire/EMS, 0 Directed Patrols, 7 arrests, 11 complaints, 4 MV Accidents, 7 MV Complaints, 20 residential alarms, 13 commercial alarms and 3 K-9 complaints. We are investigating a burglary at the Carriage House Café and Patio Restaurant at the Castle in the Clouds which occurred on October 31st.

Moultonborough Fire Department: Year to date there has been 743 calls for emergency service. For the period of 10/23/15 to 10/29/15 there were 13 calls for service: (6) Medical Emergencies, (2) Public Service Calls, (1) Hazardous Materials Release Investigation, (1) Lift Assist, (1) False CO Alarm, and (2) False Fire Alarms. MFR received assistance on one call from Center Harbor and on one call from Tuftonboro.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:27 minutes

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:38 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:40 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 10/24- Firefighter Dow and Chief Bengtson spent four hours with Engine 4 at Aubuchon Hardware's for their Fire Prevention event. Mark Tuckerman, the manager graciously donated free smoke detectors to be given away. Aubuchon also provided free hotdogs and collected donations for the Moultonborough Firefighter's Association. The Fire Department will be teaming up again with Aubuchon in the spring for another fire prevention event. 10/26- The department held a training session on hose lines, streams, and nozzles at Lee's Mills. Personnel practiced deploying hose lines within two minutes of arrival on scene, establishing a back-up hose line and water supply. 10/27- Engine 4; visited Imaginations Daycare for fire prevention and touch-a-truck activities. 10/28- Chief Bengtson attended the LRMFA Board of Directors meeting at the communications center in Laconia. During this period, the department issued two permits for installing and operating oil burning equipment and provided fire insurance information for one property.

Office of Development Services Planning:

Planner: Nothing to report this week.

Code Enforcement Office: This week I issued 5 building permits and 9 subcontractor permits. I reviewed 2 septic designs and submitted them for state approval. I have 9 permit applications that have been reviewed and are ready to be picked up. I am in the process of resolving 2 complaints, as the property owners are bringing them into compliance. Next week I will be doing the final water test for the year on the Lions Club. The next testing will start in May 2016.

Human Services: Nothing to report this week.

Recreation Department: Last Friday, MRD celebrated Halloween in style at the annual Halloween Party at MCS. The costumes were unbelievably creative! Participants enjoyed the games, prizes, pizza, snacks, and seeing all their friend's costume creations. Spectators enjoyed the parade of costumes, as well! MRD would like to thank all of the many volunteers, both adults and older children for the success of this party! This is one event that could not happen without you! THANK YOU! This is a busy week for Recreation. Tuesday, November 3 is the last day to take advantage of the Youth Basketball Early Bird registration savings. No registrations will be accepted after November 10. Basketball Clinics for grades 3-6 begin tonight, November 2, and will continue each day through Thursday this week. Next week, the MA varsity coaches will host clinics at the MA Gym. MRD will once again host a kick-off to the Basketball season with the Plymouth State University Men's Basketball Team. This year's Basketball Hoopla will take place on Friday, November 6, at the MA Gym and everyone is invited to join us for the fun, which begins at 5:15pm. The CATCH Kids Club begins this week, on Wednesday, November 4, and is an anti-obesity active program that also educates the children about healthy nutrition and eating habits. This program is offered right after school on Wednesdays for children in grades k-2. Dan and Donna K will attend the Carroll County Director's meeting on Wednesday, November 4. On Friday, Donna & Dan will attend an NHRPA training on strategies to engage youth sport coaches and parents. Next Thursday, November 12 is an Early Release day at MCS. MRD is offering a program during the afternoon for grades 3-6, which will include gym activities, board games, arts and crafts, and more. On Friday, November 13, MRD will host an Open Mic Night for grades 7-12, at the Recreation Department, from 7-9:00 p.m.

Important Dates to Remember

Board of Selectmen's Meeting, November 5, 2015, 7 PM

All Non-Essential Departments Closed for Training, November 10, 2015, 8 AM to Noon

Veterans' Day, All Non-Essential Departments Closed, November 11, 2015

Board of Selectmen's Meeting, November 12, 2015, 7 PM

Board of Selectmen's Meeting, November 19, 2015, 7 PM

Happy Thanksgiving, All Non-Essential Departments Closed, November 26 & 27, 2015

Staff Meeting, Tuesday – November 3, 2015, 9 AM