

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 7, 2015
CC: All Departments



Town Administrator: This week the Community Center Work Group continued to work with the architect on a preliminary concept plan that will be presented to the Select Board for consideration in early January. Selectmen Paul Punturieri presented an update to the Select Board on Thursday evening December 3rd, at their regular meeting. On Tuesday the December Department Head meeting was held at the Town Hall. My proposed FY16 budget was finalized during the week and presented to the Select Board and the Advisory Budget Committee on Friday morning. A number of budget review meetings with different Department Heads was held during the day on Friday as well. FY16 budget presentations to the Select Board and ABC will continue on Friday December 18, at 8:30 am.

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. This week Vision personnel will be measuring the exterior of properties in the Ossipee Mountain Road area and possibly along Route 109. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew hung the lighted wreaths in the village area, Library, Town Hall and Historical Society buildings. With the assistance of East Coast Foundation's crane, the crew installed the village Christmas tree, and placed about 350' of miniature lights. The crew continued to mark plow hazards. Truck #3 had snow tires mounted, along with rear brakes, inspected and is now back in service for the winter. Agent Kinmond and Foreman Wakefield finalized the plow routes. The review and update to Policy #26 Snow & Ice, Winter Maintenance, was submitted to the Selectmen for approval. On Tuesday evening due to temperatures hovering at freezing and a light rain, the crew was called for icy road conditions on several gravel roads. Approximately 4 hours were spent sanding several Town and private roads, mainly gravel roads which are highly traveled and packed smooth. The next morning, the crews sanded bus routes and several other high traffic gravel roads. Agent Kinmond held a Highway divisional meeting to review the snow and ice policy, plow routes and other general housekeeping items. After a maiden voyage, the crew made several adjustments to equipment, i.e., lighting, mirrors, etc. The crew cut and split firewood, and also followed up on a cremation burial at Middle Neck Cemetery. Agent Kinmond inspected several private roads which were reported by staff after sanding to have deficiencies (Upper Meadow, High Haith (Jungle) and Avon Shores). Friday morning the crew spot treated for black ice on Moultonboro Neck and Long Island Road. The crew assisted the Central School maintenance staff to change parking lot

light bulbs using the bucket truck. They also collected offset stakes on the 2015 Road Project. Agent Kinmond presented his DPW budget to the Selectmen and Advisory Budget Committee. Foreman Wakefield represented Agent Kinmond at a luncheon honoring Andrew Wolanek for his Master Road Scholar recognition, from the UNH Technology Transfer Center. Congratulations Andy for a job well done on your achievement.

Facility & Grounds Division: The Facilities crew helped Town Hall staff with returning furniture after the fall carpet cleaning, assisted with holiday decorating at Town Hall, repaired a hole in the drywall in the Planner's office, and reset/finalized the aqua-therms at Lee's Mill. The Facilities staff also consulted with a HVAC vendor to evaluate the systems and thermostats at the Town Hall. Staff assisted Highway with installing the wreaths and Christmas tree. Staff set up refreshments for the Selectmen's budget work session at Town Hall, removed the furniture from the old VNA offices for the weekend carpet installation. The facilities crew also installed WMF's new scale reader display. Grounds crew handled recyclables and disposals, and did some seasonal clean up. The new glass for the rink was also picked up for installation. Agent Kinmond attended the village tree lighting which was well attended. Agent Kinmond moved the furniture back into the old VNA offices after the carpet installation.

WMF Division: Co-Manager Filpula reported that the facility shipped 1-MSW can and shipped 37 bales of OCC (cardboard). A local contractor trucked several loads of glass to the Wakefield facility, and brought back approximately 44 tons of processed glass to Highway for use with drainage. Staff have been preparing for winter and getting items stored undercover.

Moultonborough Police Department: The Moultonborough Police Department recorded 361 log entries, which included the following calls for service, 13 motor vehicle stops, 4 assists to Fire/EMS, 2 Directed Patrols, 0 arrests, 2 complaints, 1 MV Accident, 4 MV Complaints, 4 residential alarms, 0 commercial alarms, and 0 K-9 complaints.

Training: Dec. 3rd Department Training Civil Liability, CPR/NARC training and First Aid.

Moultonborough Fire Department: Year to date there has been 814 calls for emergency service. For the period of 11/27/15 to 12/3/15 there were 9 calls for service: (5) Medical Emergencies, (1) Excessive Heat with no Ignition Call, (2) Unauthorized Burning Calls, and (1) Good Intent Call. MFR received mutual aid assistance on one call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:07 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:30 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:15 minutes

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

Operations: 11/30 - Chief Bengtson met with LRMFA Communications Center Lt. David Parker to review mutual aid tables and run cards for Moultonborough. 12/1, the Chief attended the Dept. Head meeting, 12/2, New slide-out drawers were installed on Rescue 1 which will provide better access to and organization of hand tools kept on the vehicle. Training continued on the new truck with trainers working with personnel to complete driver/operator skills. Personnel must complete five hours of pump operations and driver training to become a qualified

driver/operator. The department provided the following services through the week: Installed/checked smoke detectors (1), complaint investigation (1), provide fire insurance information (3).

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The Recreation Department will be busy this week between Youth Basketball and holiday events. On Monday, December 07, 2015, the Recreation Department is hosting the annual Greetings from the North Pole Event. Participants who have registered will receive a phone call from Santa this evening. Santa will remind children to be good and helpful to their Mom and Dads! MRD and the Moultonborough Public Library have planned a fun evening for families this Friday, December 11, at the Holiday Open House. The event begins at the Rec. Dept. with some "Minute to Win It" games followed by a bite of soup, chili, and other donated crock pot dishes. After that, the evening continues at the Library with the tree lighting, a sing-a-long, Holiday story, dessert and a visit from Santa. The event begins at 5 p.m. at the Rec. Dept. On Saturday, the basketball teams made up grades 3-6 will enjoy in-house games throughout the morning. Games vs. the Meredith teams will begin after the holidays. The trip to see the Boston Pops at the Verizon Wireless Arena is also on Saturday, December 12. The Rec the Halls Vacation Camp is being offered to children in grades K-6. The camp will run December 21, 22, and 23 at MCS during the holiday break.

Important Dates to Remember

Board of Selectmen's Meeting, December 10, 2015, 7 PM

Cancelled Board of Selectmen's Budget Work Session, December 11, 2015

Board of Selectmen's Meeting, December 17, 2015, 7 PM

Board of Selectmen's Budget Work Session, December 18, 2015, 8:30 AM

Merry Christmas, All Non-Essential Departments Closed, December 24 & 25, 2015

Staff Meeting, Tuesday – January 5, 2016, 9 AM