



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 21, 2015  
**CC:** All Departments



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**Town Administrator:** This week work continued on the proposed FY16 budget figures and in preparation for the final day of Department Head presentations that was held on Friday. All department budgets and capital items have now been presented to the Select Board and ABC. Work on finalizing the budget and non-budget warrant articles is scheduled for January 8<sup>th</sup> beginning at 8:30 a.m. The Select Board welcomed two new police officers to the MPD; please welcome Officers Began and Para to our community when you meet them. The Select Board's community center team met again this week to finalize a presentation to the Board scheduled for January 7<sup>th</sup>. I met with Superintendent Sue Noyes this week to share information about activities in Town and at the Central School and the Academy. Finally, we learned on Thursday evening that long time Town employee/elected officer Scott Kinmond will be leaving his full time duties to embark on a new career as a town administrator. I sincerely thank Scott for all his assistance and cooperation during my first three plus months in Town and wish him the very best and great success! This coming week Town offices will be closed on Thursday and Friday for the Christmas Holiday. Best wishes to all for a safe and Merry Christmas!

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

**Assessor:** Vision Government Solutions is continuing the measure and list project for 2016. For this short week Vision personnel will continue measuring the exterior of properties in the Gov. Wentworth Road area (Route 109) on Monday and Tuesday and will inspect commercial property along Whittier Highway on Wednesday. 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 division assisted the WMF by trucking batteries and scrap wire to the Tamworth scrap yard. A resident of Oak Landing Road contacted DPW looking for location options to relocate their association mailboxes. The crew installed replacement street signs at States Landing and Airport Roads, and "Road Construction" signs at the intersections of Old 109 and Far Echo Landing where road work will commence and changes in traffic patterns will occur due to utility pole relocations. The crew worked on a drainage pipe and a "Beaver Deceiver" pipe on Blackadar Lane, which had become dislodged from the beaver dam and needed to be reset. Wood was cut, split, and stacked at Highway Garage for the wood furnace. The crew worked on brush cutting and chipping on Smith, Wentworth Shores, and Hanson Mill Roads. The chipper had new blades installed, all truck fluids were topped off, and the loader and backhoe were greased. The crew picked up truck #10 from the plow up-fitter from having the rear wing hitch repaired/rebuilt. Agent Kinmond staked out the proposed mailbox relocation on

Far Echo Road for review by the Postmaster. Agent Kinmond also worked on traffic pattern changes for Old Route 109 and Route 25, and Far Echo and Moultonboro Neck Road intersections. Agent Kinmond also located surplus Jersey barriers for the traffic pattern changes, and coordinated pick up from NHDOT in Hooksett. Agent Kinmond held a meeting with Highway and WMF staff, regarding his employment changes, and also met with the Town Engineer, Planner, Recreation Director and Town Administrator on the Sidewalk design work, intersection improvements traffic plan, and softball field.

**Facility & Grounds Division:** A cremation burial was held at Middle Neck Cemetery on Wednesday this week. Work continued in the upstairs breakroom at the Highway Garage with the installation of the drop ceiling. The facilities staff did drywall repairs in the hallways of the PSB and the repainting of the hallways was completed. Facilities staff also worked/assisted with the installation of the rebuilt circulator pump, and then worked on the radiant floor, isolating the leak. The Facilities Leader also disassembled the wooden shelving (Town Hall storage area) for recycling, making room for the new file shelving to be installed next week. All recyclables were collected and building checks completed, and janitorial supplies restocked. Also the grounds staff did a final Playground clean up and storage done, i.e. soccer nets, bleachers, and bike rack.

**WMF Division:** The managers reported that they shipped 1-MSW, 1-demo, 1-scrap steel and with the assist of the Highway crew, shipped batteries and scrap wire. The staff also relocated several storage containers to make room for the additional compactors construction area.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 395 log entries, which included the following calls for service, 17 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 2 complaints, 1 MV Accident, 1 MV Complaint, 8 residential alarms, 2 commercial alarms and 1 K-9 complaints

**Training:** Dec. 16<sup>th</sup>, Sgt. Beede, Sgt. Boucher, Det. John and MPO Beaulieu attended Identifying the Batter at PS & Trg. Dec. 17<sup>th</sup>, Comm. Spec. Linda Eldridge attended LASO/CJIS training in Concord.

**Moultonborough Fire Department:** Year to date there has been 841 calls for emergency service. For the period of 12/11/15 to 12/17/15 there were 13 calls for service: (6) Medical Emergencies, (1) Motor Vehicle Accident Cleanup, (1) Smoke Investigation, (1) Odor Investigation Call, (1) Power Line Call, (1) Assist Invalid Call, (1) False Fire Alarm, and (1) Good Intent Call. MFR received automatic aid assistance on one call from Center Harbor and on one call from Sandwich.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:35 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:26 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:36 minutes

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

**Operations:** During this time, the daytime duty crew performed 1 inspection of the installation of oil-burning equipment, installed 1 Supra key box, witnessed the initial start-up and test of the fire sprinkler pump at the Woodshed Restaurant, and investigated a complaint of a possible health

hazard in a place of assembly. The department also provided fire insurance information for 5 requests. The department conducted a work session on 12/14 to clean-up outside the stations in preparation for winter. 12/17 Kelly Marsh instructed an EMS Continuing Education training session on Toxidromes.

Residents are reminded that open burning permits are still required until snow cover is in place.

**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:** “Rec the Halls” vacation camp is being held Monday –Wednesday this week. We have over 30 children in grades k-6 taking advantage of either the full day or half day option. The second week of “in-house” games for youth basketball was held last Saturday at both the MCS and MA gyms. The full complement of games and programs will get underway on Saturday January 2<sup>nd</sup> with games with Meredith and Sandwich being added to the schedule. The kindergarten and program for grades 1-2 will also get underway on the 2<sup>nd</sup>. Our “Teen First Night” activities on Dec. 29<sup>th</sup> are shaping up and we are getting a lot of interest in the event. Of course the highlight of the evening will be the bubble soccer event, back by popular demand. The weather has not cooperated for the ice rink, and we cancelled our Twilight Skating Party that was scheduled for December 30<sup>th</sup>. Dan and Donna T. will be teaching a safe sitter class for the Holderness Recreation Dept. next Monday, Dec. 28<sup>th</sup>.

**Important Dates to Remember**

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

**Board of Selectmen’s Meeting, December 30, 2015, 7 PM**

**Happy New Year! All Non-Essential Departments Closed, January 1, 2016**

**Board of Selectmen’s Meeting, January 7, 2016, 7 PM**

**Board of Selectmen’s Budget Work Session, January 8, 2016, 8:30 AM**

**Board of Selectmen’s Meeting, January 14, 2016, 7 PM**

**Board of Selectmen’s Meeting, January 21, 2015, 7 PM**

**Board of Selectmen’s Work Session, January 28, 2016, 4 PM**

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