

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 23, 2016
CC: All Departments



Town Administrator: This past week's activities included a tour and inspection of two Town owned historical buildings with representatives from the Heritage Commission, Select Board member Josh Bartlett and Mike Kepple from the Facilities Department. On Wednesday an in-house training for the new Town website was presented to staff users by a representative from Virtual Town Hall. On Thursday bids were opened for the fit up on the DPW 10 wheel dump truck with two bids received. On Friday I attended the NH Municipal Managers' meeting and training in Concord. This week includes: Monday's meeting with the Lions Club to begin discussions on renewing their lease with the Town, on Tuesday members of the Town Hall staff will work for an hour or so to spruce up one of the garden areas in front of Town Hall, Wednesday from noon - 2:00 p.m. a retirement reception will be held for 30 year PD staff member Ginny Welch at the PSB, Wednesday evening at 7:00 p.m. the Planning Board will review the plans for improvements to the States Landing Beach and Park, on Thursday the CIPC will meet at 10:00 a.m. to continue work on the 2017-2022 plan, also on 2 p.m. bids will be opened for the new tanker fire truck and proposals for a new Town Counsel. The Select Board will have a work session on Thursday beginning at 4 p.m. Have a great week everyone!

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 crew cleaned intersections at Old Route 109 and at Castle Shores with calcium being laid on Castle Shores for dust control. Grading was done on Wentworth Shores upon the request of a resident. Stumps were pulled at Bartlett Landing. Green-Up/Clean-Up debris was picked up at States Landing and Long Island Beach was also cleaned and tables put out. The viewing for the surplus auction was all attended at the Highway Garage on Saturday. A cremation burial was prepared this week. Leaves were picked up at several of the cemeteries and the milfoil trailer readied for its duties at Lee's Mills this season. More materials for stop bars were purchased and stop bars were attended to, as well as the delineators for the Pathway have been set up and we're looking into ordering more. Trucks 4 and 15 were serviced, and a third quote received for the repairs that are still needed for truck 10, along with a tarp issue on truck 3 looked into. A load of woodchips was sold this week. Agent Kinmond worked with the Town Engineer on the 2016 Road Program treatments in preparation for bidding. Agent Kinmond received a price quote for rubberized chip seal for Lake Shore and Bentley Drives and a Staff Report was prepared and submitted to the TA for review. Bids are out for the 1-ton truck. Agent Kinmond spoke with the roadside mowing contractor regarding signing a contract for the season. Agent Kinmond also processed Personnel Action Forms.

Facility & Grounds Division: Regular building checks, recyclables, trash and custodial maintenance was performed at all buildings. A key was made for the Historical Society's door. The York rake had 2 tires purchased and replaced as they were going flat regularly. Continued spring clean-up efforts have been going on most of the week at the Playground. The intersection islands were maintained and cemetery efforts to get them ready for Memorial Day weekend began with flags going out next week.

WMF Division: This week we shipped 1 MSW, 1 C&D and our first container of single stream recycling. We also attended the Northeast Resource Recovery Association conference in Nashua on Monday. All staff attended and it was found to be very informative with a lot of great displays and company reps. The glass was hauled by the Highway Dept. to Wakefield. Brush grinding was completed.

Other Items to Report: Saturday 5/21/16 the Highway Facility was host location to the State Fire Department's safety training which ran all day; as well as A. Hoyt oversaw the yearly surplus sale viewing from 10 a.m. to noon.

Moultonborough Police Department: The Police Department recorded 502 log entries, which included the following calls for service, 40 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 7 complaints, 5 MV Accidents, 3 MV Complaints, 6 residential alarms, 2 commercial alarms and 1 K-9 complaint.

Training: May 16th - 20th, Sgt. J. Boucher attending FBI LEEDA training.

Moultonborough Fire Department: Year to date there has been 284 calls for emergency service. For the period of 5/13/16 to 5/19/16 there were 18 calls for service: (9) Medical Emergencies, (2) Motor Vehicle Accidents with injuries, (1) Electrical/Wiring problem, (2) Assist Invalid, (1) Dispatched and cancelled en route, and (3) Fire Alarm activations.

Moultonborough received automatic aid from Center Harbor on three incidents.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 09:59 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:16 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 09:00 minutes

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

There was one instances of overlapping incidents (two incidents ongoing simultaneously)

Operations: 5/17 Virtual Town Hall Web page training, 5/19 EMS Continuing Education on cardiac rhythms, 1 Day Care inspection, 1 Place of Assembly inspection, 2 Temporary Use Permit applications reviewed.

Office of Development Services Planning:

Human Services: Nothing to report this week.

Recreation Department: On Sunday, May 22, Moultonborough was represented by three athletes at the Scott's Pitch Hit Run sectional competition in Manchester. Allie Taylor placed third in her division, and Brooke Rollins placed first in her division. Dylan Hurst competed as well. MRD is gearing up for summer. On June 4, much of our summer staff will participate in the annual Wink Tapply Playground Leader's Workshop. Participants will be able to choose sessions of various topics throughout the day long event. MRD is offering a Mother/Son: A Knight to Remember event on June 3, at the Playground. This year's Granite State Track program begins tomorrow, May 24 and will run Tuesdays and Thursdays through June 16. Participants will compete on June 17 in the regional meet and those that qualify will move on to the state meet on June 24.

Important Dates to Remember

Board of Selectmen's Work Session, May 26, 2016, 4 PM

Memorial Day, All Non-Essential Departments Closed, May 30, 2016

Board of Selectmen's Meeting, June 2, 2016, 7 PM

Board of Selectmen's Meeting, June 9, 2016, 7 PM

Board of Selectmen's Meeting, June 16, 2016, 7 PM

Board of Selectmen's Work Session, June 23, 2016, 4 PM

Staff Meeting, Tuesday – June 7, 2016, 9 AM