

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 11, 2016
CC: All Departments



Town Administrator: This past week's activities included enjoying a great 4th of July parade here in Town on Monday. Tuesday was the July Department Head meeting with several Departments represented. A meeting was held on Wednesday with the Town Engineer and project manager regarding the intersection of Shaker Jerry and Wentworth Shores Roads and also with our Interim Planner to begin evaluating the Development Services Department's priorities and need. In addition, I also met with Donna Kuethe at Long Island Beach to discuss some issues there. On Thursday I attended the Select Board's weekly meeting and was out of the office on Friday. I'm pleased to report that the intersection projects at Old Route 109 and Route 25 and at Moultonboro Neck and Far Echo Roads are finally moving forward as Fairpoint Communications and the power and cable companies have relocated poles and lines necessary for construction to resume in the very near future. This week includes assisting the new DPW Director Search Committee with scheduling and conducting several interviews with applicants for the position on Tuesday, continuing work on the personnel handbook rewrite, and preparing for the Select Board's regular meeting on Thursday at 7 p.m. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions completed the interior inspection schedule, a total of 113. We also have a list of people who called to schedule an inspection, but were unable to be home during the days planned. These will be done later in July or August and I will contact them and try to complete an interior inspection at their convenience. Mike Tarello, Vision's Project Manager has completed the preliminary analysis for 2016 and he will be here on July 13 to discuss the changes.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway Foreman Wakefield swept Old Route 109 & Route 25 intersection just before the July 4th parade and also emptied the Milfoil trailer. Highway continued ditching on Ferry Road, grading on Red Hill Road, and removed the yield sign on Shaker Jerry Road. Highway's loader was picked up at the WMF from being used over the busy weekend. The crew assisted by placing barricades at Far Echo & Moultonboro Neck Roads following the setting of the new utility pole. Traffic control was provided for a contractor repairing the sewer basin on Lake Shore Drive in preparation of the asphalt rubber chip sealing. Truck #10 was picked up from a transmission repair. The crew repaired and installed signs, raked Long Island Beach, graded Lees Mill and Bodge Hill Roads. Culverts were delivered to Marvin Road for replacement in preparation of the road project. Foreman Wakefield coordinated a tree removal on Shaker Jerry Road for the intersection project, and stump grinding. The Town Engineer, Town Administrator and Resident Engineer reviewed the Shaker Jerry & Wentworth

Shores Road project as it nears completion. The utilities completed the lines transfer at Old Route 109 & 25 intersection, and the pole was removed. The contractor will start on the intersection reconstruction this week. Motorists should expect road closures to through traffic between Old Routes 109 & 25 to Lee Road and should access via Route 109S. Agent Kinmond had several communications with the Town Engineer, Highway Foreman and the contractor on the intersection projects. He also reviewed the paving contract and the PSB parking lot reconstruction project phasing. **Note: Asphalt rubber chip sealing is scheduled for this week on Lake Shore Drive, Bentley Drive and Blake Road.**

Facility & Grounds Division: Grounds crew mowed and trimmed common areas, Playground and cemeteries. Highway assisted with the installation of a cemetery foot stone in preparation for a cremation burial. The F&G crew provided additional staff to the WMF on Tuesday and Friday due to the increased traffic volume at the facility. F&G TL Kepple handled several facility repair work orders.

WMF Division: We emptied our 6 packer boxes and 2 demo containers on Friday. We were shorthanded on Saturday and Sunday, F&G staff helped out on Sunday and Tuesday. The facility filled 4 out of 6 containers Saturday and Sunday, and had to use the Town's 50 yard non-road worthy container and 30 yard road worthy container to handle the recyclables. Highway's loader was delivered to move the full containers. We had a record number of users on Tuesday (1200+), 30 tons of recyclables shipped, 42 tons MSW 2-30 yard C&D demo.

Moultonborough Police Department: The Police Department recorded 866 log entries, which included the following calls for service, 110 motor vehicle stops, 29 assists to Fire/EMS, 2 Directed Patrols, 8 arrests, 11 complaints, 7 MV Accidents, 14 MV Complaints, 15 residential alarms, 5 commercial alarms and 8 K-9 complaints.

Training: June 27th - July 1st Sgt. Beede was at the Police Cadet Academy.

Moultonborough Fire Department: Year to date there has been 427 calls for emergency service. For the period of 6/30/2016 to 7/07/2016, there were 25 calls for service: (1) Excessive heat, scorch burns with no ignition; (13) EMS calls; (3) Motor vehicle accident with no injury; (2) Assist the physically disabled; (3) Dispatched & cancelled en route; (1) No incident found on arrival at incident address; and (2) Fire alarm activations. Moultonborough received automatic aid for four incidents from Center Harbor and from Tuftonboro for one call each.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 11:44 min/sec

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:07 min/sec

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 12:11 min/sec

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

There three instances of overlapping incidents (two incidents ongoing simultaneously)

Office of Development Services Planning:

Planning & Zoning: I met with the Chairs of the Planning Board and Zoning Board twice and Administrative Assistant (a few times) to review and discuss the planning process in Town. I

also met with Carol Fucarile regarding her role as the interim Administrative Assistant for both Boards.

Village Center: I am getting up to speed on the various Village studies and proposals. I will be working with Mike IZard of LRPC and Ray Korber of KV Partners to schedule a meeting with NH DOT to review the proposed sidewalk design, potential traffic calming elements and potential funding opportunities.

Land Use Regulations: I am reviewing the Town's Zoning ordinances, subdivision and site plan review regulations, along with an initial review of the two proposed zoning amendments. I will review checklists.

Master Plan Update: I contacted LRPC to receive an update on the status of the Master Plan update with a deadline of October 2016. I am reviewing with the Planning Board Chair the recommendations from the 2008 Master Plan Update.

Administration: I informed the TA on my current work activities and am reviewing the Town's website.

Conservation Commission: I met with the Chair of the Con Com and will meet in a week to discuss potential land acquisition projects.

Human Services: Nothing to report this week.

Recreation Department: Summer activities are in full swing, and going well. This is the last week for session one of swim and tennis lessons. Session two begins next Monday, July 18, and runs through August 5. The summer concert series began last Wednesday, July 6. There were over 80 people enjoying music performed by the "Kids from the Borough", along with the student and adult Uke Bands. A fun evening for all! This week, our series will feature our local Postmaster, Rick Clogston. Join us at the Lion's Club at 6:30 p.m., on Wednesday, July 13. Coming up on Saturday, July 23, MRD will host the annual Water Carnival at Long Island Beach, from 2-4 p.m. New this year, the Cardboard Boat Derby will surely bring a smile and a chuckle to patrons! Always a fun event!

Important Dates to Remember

Board of Selectmen's Meeting, July 14, 2016, 7 PM

Board of Selectmen's Annual Retreat, Town Hall, July 21, 2016, 2 PM

Board of Selectmen's Work Session, July 21, 2016, 4 PM

Board of Selectmen's Meeting, July 28, 2016, 4 PM

Staff Meeting, Tuesday – August 2, 2016, 9 AM