

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 18, 2016
CC: All Departments



Town Administrator: This past week's activities included enjoying another great week of warm summer weather! On Monday several staff members participated in a webinar training session regarding the use of the new Lexis Nexis information service. Tuesday, the new DPW Director Search Committee interviewed five candidates for the position and will interview one additional candidate on Tuesday of this week. The committee felt the pool of candidates was stronger than first anticipated and hopes to determine one or more finalists in the next two weeks. I continued work on the revisions to the Personnel Handbook with Board member Jean Beadle and on Thursday at the regular Select Board meeting, Board members heard highlights from the Town's Auditor regarding the FY15 Town audit. Jarad Vartanian, CPA of Vachon and Clukay reported the Town's financial records are in very good shape and all staff and elected officials should be commended for their hard work managing the Town's finances. Congratulations to Heidi Davis, Nancy Woods, Barbara Wakefield and the Clerk's staff, and Susette Remson and the Tax Collector's staff on an excellent FY 15 audit! This week we expect construction to resume at the intersection of Old Route 109 and 25. I will be assisting the new DPW Director Search Committee by attending one additional interview on Tuesday, continuing work on the Personnel Handbook rewrite, preparing for the Select Board's monthly work session and their annual retreat on Thursday at 2 p.m. The Board will be reviewing their 2015 goals and accomplishments, evaluating the status of their 2016 goals and looking forward to 2017 – 2022. 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 worked with a contractor and his excavator to complete ditching and culvert replacements on Marvin and High Haith Roads. They have moved to Redding Lane to begin ditching and culvert replacements. These areas are being prepared for the road projects. The crew assisted the NH Electric Co-op. with tree and brush removal for the Far Echo Intersection project. They worked together to complete the job and the power lines have been transferred to the new pole. The crew used the rented excavator to continue with the ditching work. The crew assisted All States Asphalt with traffic control while their crews did pavement preservation work with an asphalt rubber chip seal treatment on Lake Shore and Bentley Drives, and Blake Road. The crack sealing crew began crack sealing. The crew sent Truck #10 back to the repair shop that had just replaced the transmission as the truck appeared to have lost 3, 4, 7, and 8th gears. The crew emptied the milfoil trailer, installed a stop sign at Tara Road and loaded out 2-tractor trailer loads of woodchips. Agent Kinmond and Foreman

Wakefield assisted with the DPW Director interviews. Agent Kinmond and TA Johnson approved the Road Project bid package and PSB parking Lot project RFP. Agent Kinmond sent out a request for volunteers for HHW Day on 8/6. Foreman Wakefield attended the HHW Coordinator meeting at LRPC. Agent Kinmond, Foreman Wakefield and TA Johnson recommended that Equipment Operator Wolanek be promoted to Heavy Equipment Operator. The New 2016 one-ton was secured with the low bidder, Hillsboro Ford and is expected to be delivered in 30 days.

Facility & Grounds Division: The Grounds crew mowed and trimmed common areas, the Playground and cemeteries. Highway handled a burial at Red Hill Cemetery. The F&G crew assisted the WMF on Saturday and Sunday with additional staffing for the increased traffic volume at the facility.

WMF Division: This week we shipped out 2 clean wood, 2 demolition, 2 MSW and 2 single stream recycle. We cleaned out the open top 50 yd. container full of single stream recyclables from the 4th of July weekend. This took one man 8 hours in the skid steer transferring from the 50 yd. to the packer box. This past Wednesday the WMF staff attended a very informative work shop at DES titled, "Things that go BANG! Meth Lab & Other Dangerous Wastes."

Moultonborough Police Department: The Moultonborough Police Department recorded 391 log entries, which included the following calls for service, 57 motor vehicle stops, 16 assists to Fire/EMS, 1 Directed Patrols, 3 arrests, 7 complaints, 4 MV Accidents, 6 MV Complaints, 6 residential alarms, 3 commercial alarms and 2 K-9 complaints.

Moultonborough Fire Department: Year to date there has been 442 calls for emergency service. For the period of 7/8/16 to 7/14/16, there were 15 calls for service: (9) EMS calls; (1) Water Rescue; (2) Assist the physically disabled; (1) Good Intent-authorized burning; (1) Alarm System malfunction; (1) Carbon Monoxide alarm activation, no CO detected. Moultonborough received automatic aid for one incident from Center Harbor. There was one instance of overlapping incidents (two incidents ongoing simultaneously).

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 09:44 min/sec

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 07:24 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) 10:54 min/sec

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

Office of Development Services Planning: The following is a brief summary of work during the week of July 11th.

Planning & Zoning – Maintain contact with the Chairs of the MPB and ZBA.

Village Center – Reviewed and prepared a memo for the Planning Board on the Village Center Overlay District (VCOD). I plan to attend the August 10th Planning Board meeting re: BVCOD. I e-mailed and spoke with Mike IZARD of LRPC and Ray Korber of KV Partners regarding an informational meeting at the Town office for me to get up to speed on the NH Route 25 crosswalk program.

Land Use Regulations – Reviewing the Town's zoning ordinances, subdivision and site plan review regulations, which will take time to become familiar with these planning documents.

Master Plan update – Contacted LRPC for an update on the status of the Master Plan update. The Planning Board should review the Implementation Chapter from the 2008 Master Plan.

Administration – Keeping the TA informed on current work activities. Review the Town’s website.

Conservation Commission – The Chair of the Con Com sent me the natural Resources Inventory for review.

Human Services: Nothing to report this week.

Recreation Department: Summer activities, programs and special events are going strong. The second session of tennis and swimming lessons gets underway today, July 18th. This Wednesday Moultonborough will be hosting the Carroll County Fun Meet. Both RECKing Crew and Happy Campers will be participating with camps from Wolfeboro and Ossipee. Next Wednesday both camps will enjoy our Annual Foam Day, thanks to the Moultonborough Fire Department. Also next Tuesday we will be hosting our annual Penny Carnival with both Happy Campers and RECKing Crew campers participating. For this event we allow younger siblings to come to the carnival as long as they are accompanied by a parent. Following the carnival activities everyone will be entertained by performer Steve Corning! This week’s concert at the gazebo will be another local talent with David Young and the Moultonborough Songwriters Club. Last week, the Rick Clogston Band had about 50 people of all ages rocking to some great music. Our Annual Water Carnival will be held this Saturday, July 23rd with the new addition of the Cardboard Boat Derby. This Friday we have several residents heading to the Boston Red Sox Game with the Meredith Parks & Recreation Department. This was a trip we collaborated with them on advertising, promoting and arranging for a stop in Moultonborough. The Cabbage Island Clambake trip is sold out and we have a waiting list for that trip to Boothbay, Maine next Friday July 29th.

Important Dates to Remember

Board of Selectmen’s Annual Retreat, Public Safety Building, 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