

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 19, 2016



Town Administrator: This past week's activities included attending the NE States GFOA Conference on Sunday and Monday, assisting with the primary election on Tuesday, a conference call with the Town Attorney reviewing the final revisions to the Employee Manual, weekly meetings with Chris Theriault, DPW Director, Mike Kepple, Facility Team Leader and Ken Filpula, Transfer Station Supervisor and Jerry Coogan, Interim Town Planner, regarding ongoing projects and activities, summarizing the Board member's comments on the NHMA policies for the annual policy conference and preparation for and attending the weekly Select Board meeting. On Friday I attended the NH Municipal Managers' monthly meeting and training which included a presentation from DRA Municipal Services Director Steve Hamilton on the topic of tax rate setting for 2016. This coming week's activities includes; a revised employee manual review with Select Board member Jean Beadle, a meeting with Gary Karp, Assessor regarding the Assessing Department operations, attending a meeting with the local Suicide Prevention Coalition Committee, preparing and attending the Select Board's monthly work session on Thursday at 4 p.m. On Friday I will attend the NHMA's Policy Conference on behalf of the Board. I will also be attending a conference Saturday through Wednesday (September 24-28, available by cell phone or e-mail) and will be back in the office on the afternoon of the 29th. 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: This past week the Highway crew helped facilities set up and take down election polls for the primaries. Grading was conducted on Bodge Hill, Lee, Glidden, and Harvard Camp Roads. Stone check dams were cleaned and replaced on Red Hill, Bodge Hill, and Sheridan Roads. Fleet maintenance was performed on truck 10, and truck 11's old sander was delivered to H.P. Fairfield for trade in. The crews did some tree work on Alpine, Singing Eagle, and Bodge Hill Roads. They also moved the mailboxes and Jersey barriers on Far Echo Road in preparation for road work. Additional delineators were installed along the radius at the intersection of Old Route 109 to prevent traffic from driving on the gravel shoulder. The Department also assisted with a burial in Middle Neck Cemetery.

Facilities & Grounds: Grounds crew continues to mow and trim cemeteries and Town properties. The buildings and grounds crew was assisted by Highway to help set up and breakdown the booths for Election Day. Team leader Mike Kepple continues to meet with contractors for building upgrades, fire and security alarms, heating and cooling systems, roof work and other various upgrades to public buildings. Buildings and grounds crew helped Highway move mailboxes at Far Echo.

Waste Management Facility: This week we shipped 2 msw, 2 c&d and 2 recycle. With oil grant money from New Hampshire the Beautiful we were able to purchase and install a new 500 gallon waste oil holding tank.

Moultonborough Police Department: Nothing to report this week.

Moultonborough Fire Department: Year to date there has been 661 calls for emergency service. For the period of 9/09/16 to 9/15/16 there were 15 calls for service: (8) EMS calls; (1) Public Service; (1) Unauthorized Burning; (1) Dispatched & Cancelled Enroute; (2) Nothing Found On Arrival; (2) Smoke Detector Activation, no fire. Moultonborough received automatic aid from Tuftonboro Fire Department for two incidents. Moultonborough gave mutual aid to Stewart's Ambulance for one incident. There were three instances of overlapping incidents (two incidents ongoing simultaneously)

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 11:08 min/sec

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 9:37 min/sec

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:25 min/sec

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

Office of Development Services Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The after school program, Beyond the Bell, will begin on Tuesday, September 20. MRD has expanded the program from two to three days, and we now are able to offer the program to all grades at MCS. Because of the expansion, there is now a fee for the program. The adult fall foliage trip to the Old Man of the Mountain Historic Site and Clark's Trading Post has been cancelled, due to a low participation number. The next adult trip will be to see the Boston Pops at the SNHU Arena in Manchester, on December 10. Youth Soccer and Volleyball are well underway for the season, and both are going well. Donna K and Dan will attend the NHRPA State Conference in Concord, on Tuesday, September 20.

Important Dates to Remember

Board of Selectmen's Work Session, September 22, 2016, 4 PM

Department Head Meeting, Tuesday – October 4, 2016, 9 AM

Board of Selectmen's Meeting & Public Hearing 2016 Tax Sale, October 6, 2016, 7 PM

Board of Selectmen's Meeting, October 13, 2016, 7 PM

Board of Selectmen's Meeting & Public Hearing 2016 Tax Sale, October 20, 2016, 7 PM

Board of Selectmen's Work Session, October 27, 2016, 4 PM