

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 24, 2016



Town Administrator: This past week's activities included a continuation of meetings with Department Heads on the FY17 budget. I participated in the staff wellness fair sponsored by our health insurance company, participated in an interview with a Town Planner candidate with the Select Board, prepared for and attended the Select Board's regular weekly meeting on Thursday evening. I worked with the Finance Director and the NH Department of Revenue (DRA) to finalize the 2016 property tax rate of \$8.74 which is down \$.27 from the 2015 rate. On Friday morning I attended a meeting with Chief Bengtson, Transfer Station Supervisor Ken Filpula, Forest Ranger Steve Kessler and DPW Director Chris Theriault to review and discuss burning brush at the Transfer Station beginning later this fall, and Friday afternoon I attended the monthly NH Managers Association's training. This week I will continue work on the proposed department and capital budget requests and review the operating and capital budgets for Town Officers, Development Services and Administration. I will attend the monthly Milfoil Committee meeting on Tuesday, prepare for the Select Board's monthly work session on Thursday, and on Friday afternoon I will attend the monthly Lakes Region Municipal Managers group meeting and training in Wolfeboro. 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: Last week as part of the 2016 Road Program, shoulder gravels were installed and the Highway crew assisted with backing up of the gravel drives on High Haith and Redding. Winter tires were installed on the police vehicles and installation of winter gear has begun on the Highway fleet. Roadway grading was completed on Ben Berry, Randall, Kent, Evans, Bodge Hill, Black's Landing, Blake, and Lee Mills.

Facility & Grounds: Last week the Grounds crew finished painting the rink building, and continued to clean up leaves in the cemeteries. Two F&G staff spent 2 days at the Transfer Station building a roof over the single stream containers. I installed a future water line at the PSB for irrigation. I also assisted A-Plus alarm installing a new alarm access key pad at the Highway Garage.

Waste Management Facility: This week the facility shipped 1 clean wood, 1 shingle, 1 demo, 1 msw and 1 recycle. I had a meeting with the Town Administrator, the Fire Chief, and Director of Public Works and Fire Ranger to form a plan to burn the brush at the Transfer Station. Work continued by Facility staff on the roof project for the single stream area. Leaves and brush are coming in at a very steady rate to the facility.

Moultonborough Police Department: The Moultonborough Police Department recorded 355 log entries, which included the following calls for service, 22 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 7 complaints, 3 MV Accidents, 4 MV Complaints, 6 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Moultonborough Fire Department: Year to date there has been 710 calls for emergency service. For the period of 10/14/16 to 10/20/16, there were six calls for service: There were (4) EMS calls; (1) Arcing electrical equipment; (1) Police matter. There were no instances of Moultonborough receiving automatic aid. There were no instances of overlapping incidents (two incidents ongoing simultaneously)

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:26 min/sec

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 6:05 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) 28:10 min/sec

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

Operations: 10/14 - The Fire Chief and Town Administrator met for a preliminary review of the fire and emergency service department's proposed budget for FY 2017. 10/14 - A place of assembly inspection was done for a Whittier Highway business' liquor license renewal. 10/15 - Chief Bengtson, Lt. Woods and Firefighters Gravelle and Marsh attended a training seminar at Plymouth State University by NFPA and sponsored by the State Fire Marshal's Office. Information was on the updates to NFPA 101, 2015 edition of the Life Safety Code. 10/17 - A work session was held at the Public Safety Building. 10/20 - EMS Continuing Education by Deputy Chief Shawn Riley of the Laconia Fire Department instructing on Sepsis, which is the presence of pathogenic organisms or their toxins in the blood and tissues. Personnel learned to identify the signs and symptoms and how to provide pre-hospital care. 10/17-10/20 - In partnership with Franklin Hospital/LRGHealthcare staff conducted inspections of smoke and carbon monoxide detectors as part of the Senior Safety Day program. Firefighters visited 8 homes, checking detectors, changing batteries and making safety evaluations. At this time, the Department provided information for fire insurance inquiries on 3 occasions. Moultonborough has a Public Protection Class rating of 9/10 and residents may contact the MFD for specific information regarding their property.

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

Human Services: Nothing to report this week.

Recreation Department: Youth Volleyball wrapped up on October 22. The season for most youth soccer teams is also over. The Carroll County team will practice this week to compete in the Carroll County Tournament October 29, 2016, hosted by Moultonborough at the Academy. Friday, October 28, is MRD's annual Halloween Party at MCS. There will be games, prizes, food, and a costume parade for participants and parents to enjoy! Basketball information to be distributed at MCS this week. Clinics for grades 3-6 will begin next week and MA coaching staff will assist with the clinics. The Basketball Hoopla with the PSU basketball teams is scheduled for November 18, at the Academy A Parent/Player meeting is scheduled for Wednesday, November 30 at 5:30 p.m. at MCS.

Important Dates to Remember

Convention of Committees Meeting, Public Library, Postponed Until Spring 2017

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

Department Head Meeting, Tuesday – November 1, 2016, 9 AM