

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 14, 2016



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**Town Administrator:** This past week's activities included continuing to work on the proposed FY17 operating and capital budgets, a meeting with a Town Planner candidate, assisting at the voting polls on and off throughout the day on Tuesday, preparing for and attending the Select Board meeting on Wednesday afternoon, attending the Planning Board's public hearing on the 2017 proposed zoning amendments Wednesday evening, meeting with the Director and Manager of the Meals on Wheels program on Thursday to learn more about the program and answer questions about the continued use of the facility by the organization after the Lions Club lease expires in June 2017. Also on Thursday, I met with the DPW Director to review his proposed FY17 budgets for the Highway, Facilities, Cemeteries and Transfer Station Departments. Friday the office was closed in observance of Veterans Day. This coming week I will be finalizing the FY17 proposed operating and capital budgets in preparation for review meetings with the Select Board and Advisory Budget Committee beginning December 1<sup>st</sup>. Wednesday and Thursday I will be attending the annual New Hampshire Municipal Association (NHMA) conference in Manchester. Several of the Select Board members will also be attending the conference, therefore they will not be meeting this week. 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:** Highway completed roadway grading on Greene's Basin, Glidden, Red Hill, Old Red Hill, and Lee's Mills Roads. A successful set-up and breakdown of the polls for the presidential election was conducted by Facilities and Highway staff. Highway crews also picked up several downed trees by the recent winds. Fleet service was performed on the plows and sanders in preparation for winter along with mixing of winter sand/salt. At Lee's Mills landing, one of the logs from the retaining wall that had become dislodged was reset.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 344 log entries, which included the following calls for service, 20 motor vehicle stops, 11 assists to Fire/EMS, 1 Directed Patrol, 3 arrests, 4 complaints, 3 MV Accidents, 5 MV Complaints, 13 residential alarms, 2 commercial alarms and 1 K-9 complaint.

**Training:** Nov. 10<sup>th</sup> and 11<sup>th</sup>, Department Fall Firearms training.

**Moultonborough Fire Department:** Year to date there has been 737 calls for emergency service. For the period of 11/04/16 to 11/10/16, there were 7 calls for service: (3) EMS calls; (1) Vehicle Accident, No Injuries; (1) Smoke investigation; (1) Hazardous material release investigation; (1) Unintentional

transmission of alarm. Moultonborough received automatic aid once from Center Harbor. There was one instance of overlapping incidents (2 incidents ongoing simultaneously).

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 7:12 min/sec  
Overall Average Manpower per incident: (4) Firefighters/Incident  
Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 1:12 min/sec  
Overall Average Day Time Manpower per incident: (2) Firefighters/Incident  
Night Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:22 min/sec  
Overall Average Night Manpower per incident: (4) Firefighters/Incident  
Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 3:52 min/sec  
Overall Average Weekend Manpower per incident: (5) Firefighters/Incident

Operations: Departmental Officers and staff meetings were held on Monday and Thursday. (1) Place of Assembly re-inspection conducted; (2) Permit to Operate Oil Burning Equipment inspections conducted.

Training: Firefighters Gravelle, Searles and Chief Bengtson attended training at the NH Academy on fires involving occupancies where hoarding conditions are present. The class reviewed case studies for fires and the lessons learned strategies and tactic, searching for victims and EMS concerns.

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

**Human Services:** Nothing to report this week.

**Recreation Department:** MRD staff is now receiving Youth Basketball registrations daily. Those who register by Tuesday, November 15, will receive the Early Bird discount. The registration deadline is Tuesday, November 22. Once the deadline passes, teams will be created and coaches assigned. Practices for grades 3 - 6 will begin the week after Thanksgiving. On Friday, November 18, MRD will host the PSU Basketball team for our annual Basketball Hoopla Event. The PSU team will work with participants as they rotate through the stations set up around the gym and will end with door prizes from both the PSU team and MRD. The event is free, and open to the public. Children in grades K – 6 are welcome to participate in the skill stations. The fun begins at 5 p.m., at the Academy Gym. MRD is gearing up for some fun holiday events coming in December. Save the dates: Dec 7: Greetings from the North Pole; Dec 9: Holiday Open House –hosted in conjunction with the Public Library; Dec 10: Boston Pops Holiday Performance, at the SNHU Arena, Manchester; Dec 22 & 23: REC the Halls Vacation Camp; Dec 29: Teen Night. For some of these events, registration is required. More information to come as the dates get closer.

**Important Dates to Remember**

**Happy Thanksgiving! All Non-Essential Departments Closed November 24<sup>th</sup> & 25<sup>th</sup>**

**BOS & ABC Budget Work Session, December 1, 8, & 15, 2016, 8:30 AM**

**Board of Selectmen's Meeting, December 1, 2016, 7 PM**

**Board of Selectmen's Meeting, December 8, 2016, 7 PM**

**School Board & Board of Selectmen's Joint Meeting, December 13, 2016 7 PM**

**Board of Selectmen's Meeting, December 15, 2016, 7 PM**

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

**\*Department Head Meeting, Tuesday – December 6, 2016, 9 AM\***