

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 23, 2017



Town Administrator: This past week's activities included continued preparation of documents for transfer of Town property at 4 Whittier Highway, met with Recreation Director Donna Kuethe regarding the former Lions Club facility use management, worked on preparing the 2016 Town Report details, continued to work on personnel matters in preparation of new hires in the DPW, attended the Select Board's regular meeting and public hearing on amendments to Policy #2 Thursday, and on Friday I attended the Municipal Managers Association's monthly meeting and training in Concord. This week I will coordinate an assessment of our Town wide office machine needs with several vendors, meet with Department Heads to discuss changes to our employee evaluation system and forms, and prepare for the Select Board's monthly work session on Thursday at 4 p.m. I will be out of the office on Tuesday, but available if needed by e-mail or text. Have a great week!

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 Highway performed some winter fleet maintenance to try and get caught up prior to the mid-week storm. The snow event put all the crews to work for a few days maintaining the roads. With more salt and sand deliveries, the crews continued to make the "magic mix" and also restock the sand/salt shed.

Transfer Station: This week we shipped out 1 msw, 1 single stream recycle, and 1 demo. The facility loader had a sticking gas pedal and staff was able to successfully make the repair.

Moultonborough Police Department: The Police Department recorded 356 log entries, which included the following calls for service, 19 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 0 MV Accidents, 1 MV Complaint, 9 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Training: Jan. 17th, Det. P. John attended Identity Training.

Moultonborough Fire Department: Year to date 40 calls for emergency service. For the period of 01/13/17 to 01/19/17, there were 14 calls for service: Oil burner malfunction (1); EMS incident (2); Water/steam leak (1); Assist the physically disabled (1); Dispatched & cancelled en route (4); No incident found upon arrival at dispatched address (1); Smoke detector activation, no fire, unintentional (1); Alarm system activation, no fire, unintentional (2). Automatic Aid: Moultonborough received automatic mutual aid twice from both Center Harbor and provided it once to Sandwich.

Overall Average Response Time:	11:11 mins/sec.
Overall Average Staffing:	4 firefighters/incident
Daytime Average Response Time (M-F, 8 am – 5pm):	7:12 mins/sec.
Overall Average Staffing:	3 firefighters/incident
Night/Weekend Average Response Time:	13:50 mins/sec.
Overall Average Staffing:	4 firefighters/incident

Operations: January 18, Chief Bengtson attended a meeting of the Moultonborough School District Building & Grounds Committee on a proposal for a communications system. January 18, the Fire Chief attended the first quarter meeting of the Lakes Region Partnership for Public Health Emergency Planning Council. The Council worked on planning trainings for the coming year. Reviewed Incident Command training for licensed healthcare facilities and reviewed shelter supplies for deployable trailers. January 19, the Department demonstrated Rescue 3's features and capabilities for the Manchester by the Sea Fire Department. January 19, the Department hosted Special Agent Lisa Remick of the DEA for a presentation on "Recreational Drugs", fourteen personnel attended.

Office of Development Services Planning: I met with applicants and agents for the following site plan projects: 1) Stephens Nursery (Avery site), conducted a TRC meeting, made calls to the site engineer, and will be meeting with Brad Leighton, part owner. 2) Frahm Boat Repair, I conducted a TRC meeting. 2) Wildmeadow Canoe, met with prospective buyer re: land use and site development. I reviewed the NHEC Solar Array, reviewing existing material and contacted project engineer, G. Lemay, NHEC, PB Chair and Con Com Chair. I suggested an informational meeting with the PB, which NHEC will consider. I met with Bill Gassman regarding GIS mapping and discussed existing and potential GIS uses and applications. I reviewed the Moultonborough Zoning Ordinance (MZO) and Site Plan Review Regulations for possible revision and updates. I assisted the Planning Board in defining its work program for 2017. I meet with the Building and Code Enforcement Officer once a week to review existing and potential code and zoning violations. I prepared the 2016 Annual Report for the Office of Development Services, and assisted with the office move.

Human Services: Nothing to report this week.

Recreation Department: Youth basketball continues, with afternoon and evening practices, and Saturday programs and games at MCS gym, MA gym, Inter-Lakes Multi-Purpose Room and Inter-Lakes Elementary School gym. A round robin event is scheduled for February 4th in Meredith for grades 3-4 teams, followed by a double elimination 5-6 grade tournament the following week. This Sunday is the Family Skating Party at the Rink from 2-4 p.m. We are beginning to sell tickets to our Father Daughter Dance to be held on February 17th. We're hoping for a good turn-out for the upcoming Full Moon/Lunar Eclipse snowshoe hike on Friday February 10th at the Castle in the Clouds. We've been working with the Castle to offer this event. In addition to the hike, we'll have refreshments and telescopes available so the eclipse can be viewed in detail.

Important Dates to Remember

Board of Selectmen's Work Session, January 26, 2017, 4 PM

Board of Selectmen's Meeting, February 2, 2017, 7 PM

Board of Selectmen's Meeting & Public Hearing 2017 Budget & Warrant, February 9, 2017, 7 PM

Board of Selectmen's Meeting, February 16, 2017

Board of Selectmen's Work Session, February 23, 2017, 4 PM

Department Head Meeting, Tuesday – February 7, 2017, 9 AM