

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 30, 2017



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**Town Administrator:** This past week's activities included continued work on documents for transfer of Town property at 4 Whittier Highway, I met with Department Heads to discuss changes to our employee evaluation system and forms, prepared for and attended the Select Board's monthly work session, updated and finalized the proposed FY17 operating and capital budgets in preparation for the 2/9/17 Budget Public Hearing and posted the draft Town Meeting Warrant and budget to the Town's website. This week we will coordinate an assessment of our Town wide office machine needs with vendors, finalize details for the 2016 Annual Report, continue work on revisions to the employee evaluation form and process, prepare for the Select Board's meeting on Thursday at 7 p.m. and attend a Lakes Region Managers meeting and training on Friday. I will be out of the office on Tuesday and Wednesday morning, 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:** Nothing to report this week.

**Transfer Station:** This week we shipped out 1 msw, 1 c&d and 1 single stream recycle. I met with Jim O'Reagan from Atlantic Recycle to get an evaluation/appraisal on the balers at the facility. These four balers are no longer being used due to single stream recycling.

**Facilities & Grounds:** Facilities and Grounds continues to maintain the ice rink with help from some of the Highway staff. We have been assisting the Highway crew with storm cleanup. We have completed the office move project and counter top relocations. Kevin Smith and I have successfully completed the Operations course for the Transfer Station. We have completed miscellaneous building repairs and continue our weekly collection of recyclables at Town buildings.

**Moultonborough Police Department:** The Police Department recorded 365 log entries, which included the following calls for service, 15 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 6 complaints, 2 MV Accidents, 4 MV Complaints, 6 residential alarms, 1 commercial alarm and 1 K-9 complaints.

**Training:** Jan. 24<sup>th</sup> thru Jan. 27<sup>th</sup>, Off. Pare attending Interview and Interrogation training. Jan. 26<sup>th</sup>, Det. John is attending Narcotics Officers Summit.

**Moultonborough Fire Department:** Year to date 56 calls for emergency service. For the period of 01/20/17 to 01/26/17, there were 16 calls for service: (7) EMS incidents; (1) Gasoline spill; (2) Public

Service incidents; (3) Assist the physically disabled; (2) Dispatched & cancelled en route; (1) Alarm system activation, no fire, unintentional. Automatic Aid: Moultonborough received automatic mutual aid twice from Center Harbor.

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|--|-------------------------|
| Overall Average Response Time:                   | 10:27 mins/sec.         |
| Overall Average Staffing:                        | 4 firefighters/incident |
| Daytime Average Response Time (M-F, 8 am – 5pm): | 10:30 mins/sec.         |
| Overall Average Staffing:                        | 4 firefighters/incident |
| Night/Weekend Average Response Time:             | 10:26 mins/sec.         |
| Overall Average Staffing:                        | 4 firefighters/incident |

Operations: January 26, Firefighters Gravelle, Searles and Wakefield along with Chief Bengtson attended a meeting of the Lakes Region Mutual Fire Aid Association at the New Hampton fire station. The training component of the meeting featured Lt. William Greenwood of Fire and Emergency Training Consultation Services; who presented his Developing the Leader from Within. Approximately 60 firefighters and officers attended the training.

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

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

**Recreation Department:** Beginner/Intermediate Figure Skating and Learn to Skate lessons will wrap up on Thursday, February 2. On Saturday, February 4, the grade 3 & 4 level basketball teams will play a round robin in Meredith. The grade 5 & 6 level, will play a tournament the following Saturday on February 11, also in Meredith. A new Pickleball session begins on Friday, February 3 and it is almost with only 2 spots left. Also on February 3 is the last scheduled Winter Day for the MCS students. If needed, there is a make-up day scheduled for February 10. This Sunday, MRD hosted the Family Skating Party. It was well attended, with approximately 50 people at the event. A fun time was had by all! Coming up in the next few weeks are the Full Moon Snow Shoe & Hike event at Castle in the Clouds on February 10. This event is a joint effort by MRD and the Castle staff. On February 17, MRD will host the annual Father/Daughter Dance at MCS, from 5:30-8 p.m.

#### **Important Dates to Remember**

**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\***