



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 6, 2017



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**Town Administrator:** This past week's activities included continued research and work on documents for transfer of Town property at 4 Whittier Highway, prepared for and attended the Select Board's weekly meeting, continued preparations for the proposed FY 17 operating and capital budgets and Town Meeting warrant public hearing, met with Planning Board chair, vice chair, Selectman Russ Wakefield and interim Town Planner to review several ongoing activities, met with the Town Engineer, DPW Director and two petitioners of the sidewalk project warrant article of 2015 to review the project plans to date, and attended the monthly Lakes Region Managers' meeting. This week I will continue work on revisions to the employee evaluation form and process, complete my presentation for the FY17 budget hearing on Thursday, prepare ads for the Town Assessor's position, conduct the monthly Department Head meeting, prepare for the Select Board's meeting on Thursday at 7 p.m. and meet with Superintendent Noyes. 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 the Highway crews continued to perform routine winter fleet maintenance both prior to and after the storm event. 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 Our Town Bio Diesel picked up 55 gallons of waste cooking oil that will be turned in to bio-diesel (55 gallons that was diverted from the land fill and repurposed). We shipped 1 msw container and 1 single stream container.

**Moultonborough Police Department:** The Police Department recorded 329 log entries, which included the following calls for service, 21 motor vehicle stops, 4 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 9 complaints, 6 MV Accidents, 6 MV Complaints, 5 residential alarms, 1 commercial alarm and 0 K-9 complaints.

**Training:** Jan. 30<sup>th</sup> thru Feb. 3<sup>rd</sup>, Sgt. Beede and Sgt. Boucher attended FBI LEEDA training.

**Moultonborough Fire Department:** Year to date 66 calls for emergency service. For the period of 01/27/17 to 02/02/17, there were 10 calls for service: (4) EMS incidents; (2) Motor vehicle accidents, no injuries; (1) Lockout, residential; (1) Unauthorized burning; (1) Carbon monoxide detector activation due to malfunction; (1) Extinguisher system activation. Automatic Aid: Moultonborough received automatic mutual aid twice from Center Harbor.

Overall Average Response Time:	07:19 mins/sec.
Overall Average Staffing:	4 firefighters/incident
Daytime Average Response Time (M-F, 8 am – 5pm):	06:27 mins/sec.
Overall Average Staffing:	4 firefighters/incident
Night/Weekend Average Response Time:	10:23 mins/sec.
Overall Average Staffing:	4 firefighters/incident

**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 wrapped up on Thursday, February 2. Saturday, February 4, the grade 3 & 4 level basketball teams played their end of the year round robin in Meredith. They will be finishing up their season with in-house games on Saturday, February. The 5 & 6 grade level, will play a double elimination tournament on Saturday, February 11, also in Meredith. The Carroll County Travel team will begin practices next week in preparation for their tournament during February school vacation week. The girls will play in Tamworth at the Kenneth A. Brett School and the boys will play at the new North Conway Community Center. A new Pickleball session began on Friday, February 3. February 3rd concluded the Winter Days program for the MCS students. This Friday, February 10 is the Full Moon Snow Shoe & Hike event at Castle in the Clouds. 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 & 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\***