

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 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, attended the Select Board's regular meeting, continued work on revisions to the employee evaluation form and process, prepared our Town Meeting information newsletter, met with the auditors as needed during the week, attended a meeting with NH Electric Co-op, Planning Board and Con Com representatives, and others on their solar array project off the Neck Road. This week I will meet with representatives from the Moultonborough Lions Club to discuss the Town takeover of the facility management, interview several candidates for the floater/file clerk position, will meet with the Director of the LRPC on the Town Planner position, coordinate the monthly Department Head meeting, meet with the Town Assessor and representatives from Vision Appraisals, meet with the Town Engineer on several topics and on Friday will host the monthly Lakes Region Managers meeting at the PSB. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** Vision Government Solutions is continuing the measure and list for all properties that sold or had a building permit since April 1, 2016. These properties are located throughout the Town. All Vision personnel drive a marked vehicle, carry an introductory letter from the Town and always have a photo ID. I will be meeting with the Project Manager for Vision, the DRA Monitor, and Town Administrator on 3/7/2017 for our startup meeting for the 2017 Statistical Update.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The high temperatures and quick thaw brought a heavy seasonal runoff creating a culvert blockage and road damage on Old Red Hill Road. The immediate issue was resolved on Sunday with the road requiring a temporary closure. Highway crews repaired the road washout and got the road reopened on Monday morning. We then continued to check all culverts and drainage areas throughout the Town to make sure there was no other issues due to the warm weather. There were multiple repairs to the fleet and a few trees that had to be cut and chipped due to the high winds. The balance of the week was working with filling problem areas with gravel and cold patch.

**Transfer Station:** This week we shipped out 1 msw, 1 single stream and 1 c & d.

**Facilities & Grounds:** We continue to monitor the aqua therms at Lees Mills to keep the ice away from the docks. We officially closed the ice rink due to the warm weather the last couple of weeks. We have figured out the problem with the Public Safety Building parking lot lights and Blackadar Electric has repaired the issue. Some new LED lights were replaced at the Public Safety Building's garage. We have completed some minor repairs on the rink building. THINK SPRING!

**Moultonborough Police Department:** The Police Department recorded 271 log entries, which included the following calls for service, 10 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 1 complaint, 1 MV Accident, 4 MV Complaints, 9 residential alarms, 2 commercial alarms and 3 K-9 complaints.

**Training:** Feb. 27<sup>th</sup> Sgt. Boucher and MPO Beaulieu attended Intox Recertification.

**Moultonborough Fire Rescue:** Year to date 98 calls for emergency service. For the period of 02/17/17 to 02/23/17, there were 12 calls for service: 6-EMS calls; 1-Motor vehicle accident with injuries; 2-Dispatched & cancelled en route; 2-Smoke detector actions due to malfunction; 1-Detector activation, no fire-unintentional. No automatic aid was received during this period. Overlapping Incidents: There was one occurrence where two or more incidents were being mitigated simultaneously.

<b><u>Staffing:</u></b>	Average overall staffing per incident:	4
	Average staffing per incident, Day Shift 7:00 AM to 5:00 PM:	4
	Average staffing per incident, Nights & Weekends:	4
<b><u>Response Times:</u></b>	Average overall response time:	10:53 mins./sec.
	Average response time, Day Shift:	11:11 mins./sec.
	Average response time, Nights & Weekends:	11:14 mins./sec.

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

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

**Recreation Department:** Last week, MRD was forced to cancel our school vacation week events due to the early unseasonably warm temperatures. The skating party and sledding party were both cancelled. The Cardboard Box Sled Derby, organized by MRD and Castle in the Clouds was also cancelled, however, we invited participants to email us pictures of their sleds. Donna T. and the Program Coordinator from the Castle will be meeting next week to judge the sleds virtually and award ribbons. The Boys' Carroll County Basketball team competed in the tournament last week in Conway. They faced a tough team from Bartlett in the first round and dropped down to the loser's bracket. They knocked out Ossipee in the second round. The team met Tamworth in the third round, and fell short to end our team's bid for the championship. The girls' tournament had to be postponed due to a facility roof leak. The girls' team will compete this week in Tamworth, beginning tonight, March 6. On Saturday, March 11, MRD and Castle in the Clouds will offer another Full Moon Hike from 6:30-8 p.m., at the Meadows at Castle in the Cloud. The hike in February was such a huge success, people suggested we do it again in March. We have extended the trail, so people will have the option of the short loop around the pond, or a more challenging longer hike. A telescope, hot cocoa and smore's around the fire will also be available. The last session of Beyond the Bell after school program will begin on Tuesday, March 7. The after school program meets Tuesdays – Thursdays until May 11. Our annual adult trip to the Boston Flower Show will take on March 22. This trip is organized in conjunction with Belmont Parks & Recreation. As of now, the trip is full and we are taking names on a wait list.

### **Important Dates to Remember**

**Board of Selectmen's Meeting, March 9, 2017, 7 PM**

**Election Day, Public Safety Building, March 14, 2017, 7 AM to 7 PM**

**Board of Selectmen's Meeting, March 16, 2017, 7 PM**

**School & Town Meeting, Moultonborough Academy, March 18, 2017, 9 AM**

**Board of Selectmen's Work Session, March 23, 2017**

**\*Department Head Meeting, Tuesday – March 7, 2017, 9 AM\***