



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 13, 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, met with representatives of the Lions Club regarding the Town's future management of the facility, interviewed three candidates for the floater/file clerk position, directed the monthly Department Head meeting, attended a meeting with the Town Assessor, the Town's DRA representative, and Vision Appraisal staff to discuss the assessing work plan for 2017, met with the Town Engineer and Interim Town Planner to review several pending projects, met with the Director of the LRPC on the Town Planner position, met with Superintendent Noyes on a number of matters, and hosted the Lakes Region Managers' Group meeting. This week I will assist the Town Moderator with preparations for Town Voting and Town Meeting, attend the Joint Loss Management Committee (JLMC) meeting, assist with voting day on Tuesday as needed and attend Town Meeting on Saturday, prepare for and attend the Select Board's regular meeting on Thursday, and attend the NH Municipal Managers' meeting and training on Friday. A reminder, I will be out of the office from March 21<sup>st</sup> – 28<sup>th</sup>. 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. Last week I met with the Project Manager for Vision, the DRA Monitor, and Town Administrator 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:** Fleet repairs were done early in the week, catching up on some items that had been put off due to the weather. Crews did tree cutting and chipping from trees/limbs that came down at multiple locations due to the extremely cold temperatures and high winds. Very quickly the weather turned and another storm event created multiple travel issues on all the routes due to sleet, ice and snow. Crews treated the roadways to ensure the safety of the traveling public. The crews ended the week with some filling, grading and repairs to gravel roads in multiple areas on both ends of Town.

**Transfer Station:** This week we shipped out 1 msw, 1 demo, 1 single stream, 1 50 yd scrap metal and 2 clean wood. The brush pile is starting to grow and the brush burning will begin in the very near future.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 351 log entries, which included the following calls for service, 8 motor vehicle stops, 12 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 5 complaints, 3 MV Accidents, 4 MV Complaints, 9 residential alarms, 7 commercial alarms and 5 K-9 complaints.

Training: March 6<sup>th</sup>, Officers Melanson, Bagan and Pare attended Intox Recertification.

**Moultonborough Fire Rescue:** Year to date 107 calls for emergency service. For the period of 03/03/17 to 03/09/17, there were 17 calls for service: 9-EMS calls ; 1-Ice rescue; 1-Arcing, shorted electrical equipment; 1-Assist the physically disabled; 1-Authorized controlled burning; 2-Alarm system activations due to malfunction; 1-Smoke detector activation, no fire, unintentional; 1-alarm system activation, no fire, unintentional. Automatic Aid: Two automatic aid responses were received during this period, one from Center Harbor and another from Tuftonboro. Overlapping Incidents: Two occurrences where two or more incidents were being mitigated simultaneously.

#### Staffing

Average overall staffing per incident:	4
Average staffing per incident, Day Shift 7:00 Am to 5:00 PM:	5
Average staffing per incident, Nights & Weekends:	4

#### Response Times

Average overall response time:	10:22 mins./sec.
Average response time, Day Shift:	13:42 mins./sec.
Average response time, Nights & Weekends:	08:32 mins./sec.

Operations: 3/5/17-Fire & EMS personnel responded to an incident at a Hanson Mill Road residence for the report of a possible overdose. Personnel removed two persons from the structure after encountering high levels of carbon monoxide. 3/8/17-Fire & EMS personnel with Tuftonboro Fire Rescue and their airboat responded to Harilla Landing for the report of a person through the ice. While en route, an additional report was received of a second person through the ice. Upon arrival three persons were out on the ice, one person through the ice, another in an inner tube and a third person in a canoe, were trying to assist the person through the ice. Moultonborough firefighters, in ice rescue suits were deployed and joined by Tuftonboro's airboat. The airboat picked up all three persons and delivered them to EMS personnel waiting on shore. One person was transported to the hospital for hypothermic treatment.

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

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

**Recreation Department:** The Girls' Basketball team competed in the Carroll County Tournament last week, falling to a strong Conway team midway through the tournament. They fought their way back, by edging out Fryeburg, only to face Conway again in the Championship round. They lost a tough battle, and finished as runners up. The Full Moon Hike at Castle in the Clouds was cancelled due to the extreme wind chill temperatures and it is planned to hold a full moon hike in the warmer months. The Boston Flower show trip is on Wednesday, March 22 and is organized with Belmont Parks & Rec., and is currently full, with a waiting list. T-Ball and Softball information will go out to MCS this week. Softball clinics will begin in early April and opening day on April 29. Summer planning is underway and we hope to have the summer brochure online in early April, and in hard copy near the end of April.

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

**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 30, 2017**

**\*Department Head Meeting, Tuesday – April 4, 2017, 9 AM\***