



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 20, 2017



**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, assisted as needed with the Town Election Day, attended the Joint Loss Management Committee quarterly meeting, met with Town Counsel (via phone) and the Town Moderator to review the warrant articles in preparation for Town Meeting, met daily with Department Heads and assisted with establishing emergency shelters during the storm event and attended Town Meeting on Saturday. This week I will review Town Meeting results with the Finance Director and prepare for my absence March 21<sup>st</sup>. – 28<sup>th</sup>. 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:** We began the week by getting the fleet ready for the huge storm that was being predicted. On Tuesday, the storm began early in the day and went through Wednesday. There was approximately 12 to 15 inches of snow. This storm was even larger than predicted because of the wind that was involved, which made it very difficult to see and at times there was no visibility at all. Along with the plowing, we had to cut trees at the same time. There was even a few roads that were impassible through the weekend and were posted appropriately. The entire rest of the week was taken up by cutting trees and working with utility crews to restore power and access to the community along with removing the brush and trees as necessary.

**Facilities & Grounds:** This past week we battled the snow storm with a lot of clean up and some building repairs. We set up the Public Safety Building for Election Day. Saturday morning we set up for Town Meeting at the Academy.

**Transfer Station:** Nothing to report this week.

**Moultonborough Police Department:** The Police Department recorded 450 log entries, which included the following calls for service, 24 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 7 complaints, 4 MV Accidents, 1 MV Complaint, 25 residential alarms, 16 commercial alarms and 4 K-9 complaints.

**Training:** March 13<sup>th</sup> through 17<sup>th</sup>, Sgt. Beede attended the FBI LEEDA training. March 14<sup>th</sup>, Det. John and Off. Pare attended Criminal Investigation Using Cellular Technologies Training.

**Moultonborough Fire Rescue:** Year to date there were 180 calls for emergency service. For the period of 03/10/17 to 03/16/17, there were 36 calls for service: (2) Chimney fires; (3) Carbon monoxide alarms, two with CO levels considered to be hazardous; (10) Fire alarms; (7) Emergency medical incidents; (1) Motor vehicle accident\*; (1) Structure fire; (10) Trees and utility wires down, one was electrified wires on fire apparatus; (1) Tree on a house.

**Automatic Aid:** 6 automatic aid responses were received, 2 responses from Center Harbor and 4 responses from Tuftonboro. One of the incidents required a response by Tuftonboro's airboat to check a fire alarm on Dow Island. Overlapping Incidents: there were 17 occurrences where 2 or more incidents were being mitigated simultaneously.

**Staffing:** Due to the winter storm, staffing of apparatus was dictated by the type of incident. More resources were deployed to incidents with greater life safety and fire hazards.

**Response Times:** Response times for many incidents during this period were delayed due to poor visibility and access being blocked by downed trees and wires.

**Operations:** 3/10/17- A motor vehicle accident with a broken utility pole on Route 25 in front of Harbor Square required a response from Moultonborough and Center Harbor Fire Departments. The incident caused the closure of Route 25 and a detour around the incident along Lake Shore Drive. The road was closed for over 6 hours while utility crews repaired the damage. 3/11/2017- Moultonborough Fire Rescue & Stewart's Ambulance crews assisted with the delivery of a baby boy at a residence on Long Island. 3/14-3/16/17- Winter storm "Stella" arrived around 4:30 pm on Tuesday and began to affect the Town. Between 4:30 pm Tuesday through 8:30 pm Thursday, the Department responded to 28 incidents directly related to the storm and the damage it inflicted upon Moultonborough. During the height of the storm, the department responded to 11 incidents. Storm related incidents: Trees and live wires on fire apparatus with personnel in the vehicle, carbon monoxide alarms caused by generators being run too close to buildings, a garage fire caused by a problem with a generator, and multiple fire alarms from power being lost and restored.

**Emergency Management:** 97 % of the Town lost power on Tuesday, including the Public Safety Building, which suffered a generator failure due to the effects of the blowing snow. The Town opened warming centers and shelter at Moultonborough Academy and the Recreation Department. Recreation Department staff and members of the Lakes Region CERT team staffed the warming centers Wednesday through the afternoon on Friday. The Town used the CodeRed Community alert system to notify residents about the warming centers and shelter options. Full power was restored to all of the 5899 NHEC customers by late Sunday.

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

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

**Recreation Department:** The Town of Moultonborough was able to provide a warm shelter and place for citizens to gather during the storm and power outages. Warming stations were set up at the Academy and the Recreation Department. Communication between various Town departments, including the Recreation Department and the school district were a vital part of the warming stations being successful for those who needed assistance. MRD and staff from Castle in the Clouds met later in the week to judge the entries of our "Virtual" Cardboard Box Sled Derby. The results are posted on our Facebook page. Information for Youth Softball and T-Ball will be distributed through MCS this week. Registrations are now open for these programs. Softball clinics will be offered on April 1 and 8.

Clinics will be held in the Academy gym, if the field is not ready. On Wednesday, March 22, MRD is teaming up with Belmont Parks & Recreation for a trip to the Boston Flower Show. The trip is full, and a waiting list has been created.

**Important Dates to Remember**

**Board of Selectmen's Work Session, March 30, 2017**

**Cancelled Board of Selectmen's Meeting, April 6, 2017**

**Board of Selectmen's Meeting, April 13, 2017, 7 PM**

**Board of Selectmen's Meeting, April 20, 2017, 7 PM**

**Board of Selectmen's Work Session, April 27, 2017, 4 PM**

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