

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 3, 2017



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**Town Administrator:** Upon my return from vacation on Wednesday, 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 work session, finalized the revisions to the employee proposed merit scoring matrix, met with Interim Town Planner Gerry Coogan to review ongoing ODS activities, met with DPW Director to discuss storm damage insurance claim and ongoing cleanup efforts, scheduled and prepared for interviews for the Town Assessor's position on April 5<sup>th</sup> with the interview committee, met with the Trustees of the Trust Funds to discuss the FY17 capital expenditures schedule, and welcomed Katie Joyce to the staff as our new floater/file clerk for Town Hall and the DPW. This week I will participate in the NH – HSEM storm damages reporting conference call, will meet with members of the Heritage Commission to review damages to the Town's historic buildings, prepare for and coordinate the monthly Department Head meeting and an after action meeting regarding the March 14<sup>th</sup> snow storm, interview four candidates for the Town Assessor position with the interview committee, begin assessment of private roads inventory currently being plowed for emergency lane classification process. I will be out of the office at a conference on Thursday and Friday this week and available by e-mail if needed. 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:** It's tough to believe its spring. The week began with yet another ice and sleet storm event. The warm weather turned to below freezing temperatures causing very icy road conditions on both paved and dirt roads. The Public Works team came through again, coming in early and keeping the roads safe for travel throughout the day. The crew continued taking care of additional storm damage caused from the major wind and snow storm in the middle of March. They worked with heavy equipment, log trucks and multiple dump trucks to remove the major damage throughout the Town. The week ended similarly to how it began with a large snow storm. The team did a great job of working throughout the night into the following evening to make sure the roads were clear for the balance of the weekend.

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

**Moultonborough Police Department:** The Police Department recorded 340 log entries, which included the following calls for service, 6 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 5 complaints, 0 MV Accidents, 3 MV Complaints, 6 residential alarms, 1 commercial alarm and 2 K-9 complaints.

Training: March 29<sup>th</sup> and March 30<sup>th</sup>, Sgt. Fulton, Sgt. Boucher, MPO Baker and Off. Melanson attended Mental Health Intervention training. March 29<sup>th</sup>, Off. Pare attended PBT Instructor training.

**Moultonborough Fire Rescue:** Year to date 201 calls for emergency service. For the period of 03/24/17 to 03/30/17, there were 11 calls for service: 3-Emergency medical incidents; 1-Assist the physically disabled; 5-Alarm systems sounded due to malfunction; 1-Good intent; 1-Structure fire, Tuftonboro. Automatic Aid: 3 responses from Tuftonboro and 1 response from Center Harbor. Moultonborough provided mutual aid to Tuftonboro for 1 incident. Overlapping Incidents: There was 1 occurrence where 2 or more incidents were being mitigated simultaneously.

**Staffing:**

Overall average staffing per incident	4
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6
Average Night/Weekend staffing	4

**Response Times:**

Overall average response time of first arriving unit	15:01 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	17:59 mins/sec.
Average Night/Weekend response time	14:21 mins/sec.

**Operations:** 3/27- Personnel received training from Industrial Protection Services on the use and maintenance of the new RAE Systems QRAE 3 four-gas meters. The meters are used by the Department to determine the presence of hazardous materials and gases, such as carbon monoxide, propane and hydrogen sulfide. The department conducted 3 inspections for place of assembly and installation of oil burning equipment permits; 2 Supra boxes were installed.

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

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

**Recreation Department:** Last Saturday, the Softball Clinics scheduled were postponed until Saturday, April 15, due to the snow and road conditions. Saturday, April 8 will be the first clinic for grades 1-6. The early bird registration period for Softball and T-Ball has now passed. The deadline for registrations is Thursday, April 6. The summer brochure is just about finalized, will be uploaded to the website by the end of the week, and hard copies will be available toward the end of the month. A new session of Indoor Pickleball starts on Tuesday, April 4 and will be the last session before we move to Outdoor Pickleball for the warmer months. On April 21, MRD will host a Mother/Son Backyard BBQ Bash. The event will be catered by Café Services, and participants will enjoy various lawn games as well as typical BBQ food! The event will take place at MCS from 6:00-8:00pm.

**Important Dates to Remember**

**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\***