

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 10, 2017



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 coordinated the monthly Department Head meeting and an after-action meeting regarding the March 14th snow storm, interviewed four candidates for the Town Assessor position with the interview committee, attended the two day ICMA Northeast Regional Conference representing the State of New Hampshire. This week begins with the assessment of private roads inventory currently being plowed for emergency lane classification process, address questions from DES regarding our Transfer Station permit modification application, and prepare for and attend the Select Board's regular meeting. 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: The Public Works Department started the week by doing some maintenance on the fleet to prepare for the sleet and ice storm that was predicted. The crew continued the week by plowing and treating the roads as necessary due to the heavy amounts of ice, sleet, and freezing rain. During the balance of the week, the team went out and cleared culverts, cut trees that came down during the heavy wind and rain, and finished by filling and grading some of the dirt roads.

Unfortunately, Tuesday's storm prevented several guys from attending a UNH T2 training on gravel roads maintenance. Jim, Pete, and Josh were able to attend the Flagger Certification on Thursday, which is good for 4 years. At the class, Jim Nave earned and was presented with the Road Scholar Safety Champion certification. Peter Beede earned and was presented with the Road Scholar Safety Champion as well as earning Senior Road Scholar (having completed more than 75 hours of training).

Transfer Station: This week we shipped out 1 demo, 1 single stream and 1 msw. Staff burned brush all week and finally got caught up. A new cutting edge was installed on the loader by the DPW mechanic.

Moultonborough Police Department: Nothing to report this week.

Moultonborough Fire Rescue: Year to date 220 calls for emergency service. For the period of 03/31/2017 to 04/06/2017, there were 18 calls for service: 1-Brush/grass mixture fire; 1-Excessive heat, scorch burns with no ignition; 10-Emergency medical incidents; 1-Motor vehicle accident with injuries 1-Residential lockout; 1-Dispatched & cancelled en-route; 3-No incident found upon arrival at dispatched location. Automatic Aid: 3 responses from Center Harbor for incidents that were geographically closer to their station. Moultonborough and Stewart's Ambulance companies responded

on all incidents. Overlapping Incidents: There were 2 occurrences where 2 or more incidents were being mitigated simultaneously.

Staffing:

Overall average staffing per incident	6
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	8
Average Night/Weekend staffing	4

Response Times:

Overall average response time of first arriving unit	13:20 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	04:24 mins/sec.
Average Night/Weekend response time	11:03 mins/sec.

Operations: 4/4- Chief Bengtson attended the Department Head staff meeting at Town Hall; Chief Bengtson participated in an after action review of the March 14 storm at Town Hall; Chief Bengtson attended the April Lakes Region Mutual Fire Aid executive committee meeting at the dispatch center in Laconia. 4/5- Chief Bengtson and the Day crew performed walk through of a new business and Supra box key exchange.

Open Burning & Fire Permits: A fire permit shall be required for all open burning when the ground is not covered by snow. Res 5601.01 (l) defines “Ground covered with snow” means the area within a 100 foot radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished. Fire permits are available at the Public Safety Building, *Chick-A-Dee Station* and online at NHfirepermit.com.

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

Human Services: Nothing to report this week.

Recreation Department: Softball clinics for players in grades 1-6 were held last Saturday (indoors) to kick off the softball season. Teams have been established, we have one team at the 4-6 grade level; and 3 teams at the 1-3 grade level. T-ball (co-ed) will get underway later in the month. Another clinic will be held this coming Saturday, April 15th. The summer brochure has been finalized and is on our website. It is at the printer’s and hard copies are expected shortly. The spring session of Pickle Ball is full. This is the last indoor session run in conjunction with Meredith Parks and Recreation until next fall. We are in the process of advertising for, interviewing and selecting summer staff. For the first time in many years we are looking at a large staff turnover and are advertising aggressively for positions. The tennis nets are up and the courts are finally cleared of snow. The MA tennis team will be using our courts for matches as well as practices this year, due to extensive work being done on the Camp Robindel courts. The next adult trip is to the USS Constitution on Monday May 15th.

Important Dates to Remember

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 – May 2, 2017, 9 AM