

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 17, 2017



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**Town Administrator:** This past week's activities included the final legal work on documents for transfer of Town property at 4 Whittier Highway, continued work on the assessment of the Town's private roads inventory currently being plowed for the emergency lane classification process, addressed questions from DES about our Transfer Station permit modification application, prepared for the Select Board's meeting, met with Donna Kuethe and Mary Bengtson to review the processing of applications for the use of the former Lions Hall, reviewed several employee evaluations and met with Jeff Hayes and Gerry Coogan regarding the Town Planner search process. This coming week's activities include meetings with FEMA representatives and staff to review the cost impact to the Town from the March 14<sup>th</sup> snow storm for a potential Presidential Emergency Declaration, representatives from the Laconia Community Land Trust regarding housing development opportunities, representatives of the Dollar General development company regarding punch list items prior to the stores May opening, and a meeting with Interim Town Planner Gerry Coogan regarding the CIPC's process and schedule. Friday I will be in Concord for a MMANH meeting and training. Have a great week!

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

**Assessor:** Last week Mike Tarello, Vision Project Supervisor, Joe Jenkins, Vision Data Inspector and I began the sales review which is the first step in the 2017 Statistical Update of Values. We will continue the sales review this week.

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

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

**Public Works & Facilities:** Preparations were made for the change to the spring season, by washing, cleaning, and maintaining equipment and the fleet of trucks. Grading dirt roads continues throughout Town, along with taking care of gravel and paved road issues. Staff worked to organize the shop, allowing for a more efficient use of items when needed. The week ended by cleaning culverts in order to solve some drainage issues at hand.

**Moultonborough Police Department:** The Police Department recorded 667 log entries, which included the following calls for service, 64 motor vehicle stops, 19 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 17 complaints, 6 MV Accidents, 10 MV Complaints, 17 residential alarms, 3 commercial alarms and 3 K-9 complaints.

**Training:** April 10<sup>th</sup> Sgt. Boucher, Det. John and Off. Bagan attended Sorting Through the Chaos: Tools for DV Investigations and on April 11<sup>th</sup> Sgt. Fulton, SRO Baker, Off. Melanson and Off. Pare also attended the training; April 10<sup>th</sup>, Sgt. Boucher and Off. Bagan attended NARCAN training; Tools for DV Investigations; April 10, 11, and 12<sup>th</sup> Communication Specialists Linda Eldridge, Kathy Lord and Karen Jones attended NHEDA Conference. April 10<sup>th</sup>, Sgt. Beede attended the NHEDA conference; April 11<sup>th</sup>, Sgt. Beede, SRO Baker, Det. John and Off. Melanson attended AG's Domestic Violence

training; April 12<sup>th</sup>, Sgt. Beede attended the NHEDA conference; April 13<sup>th</sup> and 14<sup>th</sup>, Off. Mike Bagan attended Animal Abuse Investigation training.

**Moultonborough Fire Rescue:** Year to date 229 calls for emergency service. For the period of 04/07/17 to 04/13/17, there were 9 calls for service: 1-Oil burner malfunction; 3-EMS incidents; 1-Public service incident; 1-Dispatched & cancelled en-route; 2-No incident found at dispatched location 1-Alarm system malfunction. Automatic Aid: No automatic or mutual aid was required during this period. Overlapping Incidents: No overlapping incidents during this period.

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|---|---|
| <b><u>Staffing:</u></b> Overall average staffing per incident | 3 |
| Average Daytime (7 AM-5 PM, Mon-Fri) staffing                 | 3 |
| Average Night/Weekend staffing                                | 3 |

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|--|-----------------|
| <b><u>Response Times:</u></b> Overall average response time of first arriving unit | 08:40 mins/sec. |
| Average Daytime (7 AM-5 PM, Mon-Fri) response time                                 | 06:51 mins/sec. |
| Average Night/Weekend response time  | 10:30 mins/sec. |

**Operations:** 4/7- Chief Bengtson conducted a foster care home inspection. 4/13- Department meeting with call personnel.

**Open Burning & Fire Permits:** The fire danger continues to rise with warmer temperatures and windy conditions. Residents should use caution when burning and should consider holding off on burning brush until conditions improve. Burning brush requires a Category III fire permit. Burning with a Category III permit is permissible from 5 PM to 9 AM or when raining. All burning requires a fire permit. Fire permits may be obtained at the Public Safety Building or at Chick-A-Dee Station, or online at [www.NHFirePermit.com](http://www.NHFirePermit.com). Permits obtained online require a \$3.00 convenience fee.

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

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

**Recreation Department:** The 2nd week of softball clinics were held last Saturday. Opening day for softball and t-ball is on Saturday April 22<sup>nd</sup>. Pitch, Hit and Run competition will be held on May 6<sup>th</sup>, 10:30 AM at the park. This Friday, April 22<sup>nd</sup> is the Mother – Son Backyard Barbecue Bash and will be held at the Central School with over 20 people signed up for the event. Dan attended the School's Wellness Committee meeting on Wednesday, of which we've been involved with since its inception. Donna K. will meet with the School Board Policy Committee Wednesday morning to address the issue of 6<sup>th</sup> grade students' eligibility to play on MA Middle Level sports teams. The Recreation Department has expressed concern over the last several months concerning the potential negative impact there may be on our youth sports programs should the change in their policy occur with soccer, basketball and softball. As always, we are hoping for continued cooperation between the school and Recreation Department. Interviews are being set up for potential summer staff and we continue to get the word out that we are in need of seasonal staff. States Landing Clean up Green Up Day will be held on Saturday May 13<sup>th</sup> from 10 a.m. to noon at States Landing.

### **Important Dates to Remember**

**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\***