

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 1, 2017



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**Town Administrator:** This past week's activities included finalizing the closing date for the sale of Town property at 4 Whittier Highway which is tentatively scheduled for May 12<sup>th</sup>, prepared and issued an RFP for the appraisal of the former Lions Club property, attended the monthly Milfoil Committee meeting, prepared for and attended the Select Board's monthly work session, attended the Adopt-a-Spot application opening, met with a representative of a newly formed NH insurance risk pool, met with Chris T. and Donna K. to review the options for the new sign at Playground Drive, and attended the Lakes Region Managers Group monthly meeting and training. This coming week's activities include; a meeting with a HR consultant from Primex to discuss the Town wide HR operations, preparing for and lead the monthly Department Head meeting, observe three interviews for Town Planner, attend a pre-opening walk through at the Dollar General store, and attend the first 2017 CIPC meeting. On Thursday and Friday I will be out of the office attending the annual GFOA conference. 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 majority of the week was spent on the final clean up along the roads and around the cemeteries from the March 14<sup>th</sup> & 15<sup>th</sup> wind/snow storm, using many different pieces of heavy equipment to achieve these results. Additional maintenance was done on several fleet equipment. The final part of the week ended by completing a paving project on Old Long Island Road.

**Moultonborough Police Department:** The Department recorded 370 log entries, which included the following calls for service, 36 motor vehicle stops, 7 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 7 complaints, 2 MV Accidents, 4 MV Complaints, 6 residential alarms, 5 commercial alarms and 4 K-9 complaints.

**Training:** April 26<sup>th</sup>, Sgt. Boucher, Det. John, Off Melanson, Off. Mike Bagan and Off. Pare attended Responding to Juveniles With Mental Health Needs.

**Moultonborough Fire Rescue:** Year to date 256 calls for emergency service. For the period of 04/21/17 to 04/27/17, there were 14 calls for service: 1-Passenger vehicle fire; 1-Outside equipment fire; 6-Emergency medical incidents; 1-Propane gas leak; 1-Power line down with fire; 1-Water evacuation from a building; 2-Unauthorized burning incidents; 1-Fire alarm activation, no fire, unintentional activation. Automatic Aid: one automatic mutual aid response from Center Harbor was received during this period. Overlapping Incidents: two overlapping incidents during this period

<u>Staffing:</u>	Overall average staffing per incident	4
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3
	Average Night/Weekend staffing	4
<u>Response Times:</u>	Overall average response time of first arriving unit	10:11 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:52 mins/sec.
	Average Night/Weekend response time	11:07 mins/sec.

**Operations:** 4/21 - Chief Bengtson attended a CodeRed webinar with the staff of the Recreation Department. 4/21 - A place of assembly inspection was conducted for liquor commission compliance requirement. 4/25 - The fireboat was put into service for the season at the Town Dock's at Lee's Mill.

**Open Burning & Fire Permits:** The fire department has had numerous contacts with residents on open burning issues in the last couple of weeks. Residents and property owners are reminded that all open burning requires a fire permit. There are 3 categories of fire permits available to residents: **Category 1** - Typically a small camp or cooking fire no larger than 2-feet in diameter, surrounded by non-combustible material. This type of fire must be at least 25-feet away from any structure; it may be kindled at any time of the day. **Category 2** - Typically a fire no larger than 4-feet in diameter, surrounded by non-combustible material. This type of fire must be at least 50-feet away from any structure; it may only be kindled between 5 p.m. to 9 a.m. **Category 3** - Use for burning brush, must be at least 50-feet from a structure. Burning is only permissible from 5 p.m. to 9 a.m. or when raining. All burning requires a fire permit. All fire permit holders must have the means to extinguish the fire when they are finished burning. All fires must be extinguished. Fire permits may be obtained at the Public Safety Building, at Chick-A-Dee Station, or online at [www.NHFirePermit.com](http://www.NHFirePermit.com). Permits obtained online require a \$3.00 convenience fee. Kindling a fire without a permit is a Class B misdemeanor; persons found guilty may face fines up to \$1,200 or up to one-year imprisonment.

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

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

**Recreation Department:** Last Saturday was opening day for T-Ball and Youth Softball. May 6, MRD will host the Scott's Pitch, Hit & Run local competition for players aged 7 - 14 as of July 17, 2017. Players will compete in the 3 stations, and the winners in each category will advance to the Sectional Competition in Manchester on Saturday, May 13. Summer brochures are available in hard copy at the Recreation Office, Town Hall, and the Public Library, and will be distributed to students at MCS this week. Registrations for summer camp and programs are now open. The annual Clean Up, Green Up day at State's Landing Beach is on Saturday, May 13, from 10 a.m. to noon (rain date May 20<sup>th</sup>). Bring a rake, and join in to prepare the beach area for the summer season. Participants will enjoy a BBQ after the work session concludes. Monday, May 15<sup>th</sup> is the trip to the USS Constitution Museum and Ship Tour and is being run in conjunction with Belmont Parks & Recreation. Seats are still available.

#### Important Dates to Remember

**Board of Selectmen's Meeting, May 4, 2017, 7 PM**

**Board of Selectmen's Meeting, May 11, 2017, 7 PM**

**Board of Selectmen's Meeting, May 18, 2017, 7 PM**

**Board of Selectmen's Work Session, May 25, 2017, 7 PM**

**Memorial Day, All Non-Essential Departments Closed, May 29, 2017**

**\*Department Head Meeting, Tuesday – May 2, 2017, 9 AM\***