

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 8, 2017



Town Administrator: This past week's activities included coordinating the plans, easements and deeds for the sale of the Town's property, 4 Whittier Highway which is tentatively scheduled for May 12th. I attended a meeting with the Finance Director and a HR consultant from Primex to discuss the Town wide HR operations audit, prepared for and coordinated the monthly Department Head meeting, observed three interviews for Town Planner, attended a pre-opening walk through at the Dollar General store, attended the first 2017 CIPC meeting, met with a representative of the Conservation Commission regarding their CIPC submission, attended the annual GFOA conference. This coming week's activities include: Attending the pre-construction meeting for phase II of the PSB parking lot reconstruction, attending the closing for 4 Whittier Highway, preparing for and attending the Select Board's meeting, preparing for and assisting with the States Landing Clean-up Day on Saturday morning. I will be out of the office on Wednesday and Thursday attending a 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 crew spent the week on the east side of Town ditching dirt roads that appeared to not have been done in years, beginning with Blake Road and continued to Evans, Ben Berry, and Randall Road. The team finished the week with a project on Martha's Lane that involved both ditching and grading the road. The final item for the week was a burial, on Sunday, at Shannon Cemetery.

Facilities & Grounds: This week was the start of the seasonal hires for F&G. The crews got right to work cleaning up the cemeteries and getting the ballfields mowed in preparation for the upcoming season. Shannon and Holland Hill Cemeteries also had flags replaced to be ready for the upcoming burial services.

Moultonborough Police Department: The Police Department recorded 366 log entries, which included the following calls for service, 40 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 2 complaints, 3 MV Accidents, 4 MV Complaints, 6 residential alarms, 1 commercial alarm and 2 K-9 complaints.

Training: May 4th Det. John attended Search and Seizure Training.

Moultonborough Fire Rescue: Year to date 268 calls for emergency service. For the period of 04/28/2017 to 05/04/2017, there were 12 calls for service: 1-Excessive heat, scorch burns with no ignition; 7-Emergency medical incidents; 2-Unauthorized burning incidents; 1-Non-incident found upon

arrival at dispatched address; 1-Alarm system sounded due to malfunction. Automatic Aid: one automatic mutual aid response from Tuftonboro was received during this period and one automatic aid response was given to Meredith. Overlapping Incidents: One overlapping incident during this period.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:46 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:58 mins/sec.
	Average Night/Weekend response time	06:58 mins/sec.

Operations: 5/1 - Officers meeting, 5/4 - Engine 4 had new tires installed as budgeted for this year. FY 2017 Budget - vehicles and equipment, the department has received and put into service the new multi-gas meters budgeted for this year. The Ford Interceptor is on schedule to be manufactured on 5/28 and should be delivered to Grappone Ford on 6/7. The positive pressure ventilation fans should be delivered the week of 5/8-5/12.

Open Burning & Fire Permits: As residents and property-owners begin their spring clean-ups they are reminded that all open burning requires a fire permit. 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. There are three categories of fire permits available to residents. **Category 1**- is 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**- is 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**- is used for burning brush, must be at least 50-feet from a structure. Burning is only permissible from 5:00 pm to 9:00 am 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 or at Chick-A-Dee Station, or online at 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 Scott's Pitch, Hit, and Run local competition, scheduled on Saturday, May 6 was postponed to tonight, May 8, pending field conditions. Session 3 of Beyond the Bell after school program will conclude for the school year at the end of this week. The program was a success, and we look forward to offering it again in the fall. MRD is now accepting registrations for Granite State Track, which will begin on May 23 and will run Tuesdays and Thursdays 3:15–4:30 p.m. Local meets are scheduled in Wolfeboro, Moultonborough, and Meredith. The regional meet will take place on June 17, where athletes will try to qualify for the state meet a few days later. Friday, May 12 MRD and Castle in the Clouds are teaming up again and will host a Sunset Hike. After the hike, participants will enjoy refreshments around the campfire. A telescope will also be set up to view the moon, stars, and planets up close, as the sky darkens. The event begins at 7 p.m., at the Meadows by Shannon Pond on the Castle in the Clouds grounds. Saturday, May 13 is the annual Clean Up, Green Up Day at State's Landing Beach. Volunteers are encouraged to join in to help prepare the area for the summer. Participants will be treated to a BBQ lunch to thank them for their hard work. The event will begin at 10 a.m., at State's Landing Beach. The rain date is scheduled for May 20. There are still some seats

available for the USS Constitution Museum and ship tours, on May 15. In addition to touring the ship and the museum, participants will have time to explore the Naval Shipyard area, visit the Bunker Hill Monument and the Massachusetts Korean War Memorial.

Important Dates to Remember

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 – June 6, 2017, 9 AM