

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 15, 2017



Town Administrator: This past week's activities included 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, assisting with coordinating the issuance of the Temporary Certificate of Occupancy for the new Dollar General Store, reviewing the Department Heads' Capital Improvement Plan submissions to the Town Planner, and attending the annual Primex conference. This coming week's activities include coordinating additional interviews for the Town Planner position with the Select Board, meeting with Lions Club representatives and Town staff to coordinate the Town's takeover of the facility management in June, conducting inhouse staff evaluation training with DPW supervisors, attending the CIPC meeting and the Berry Pond Motel project technical review committee meeting, preparing for and attending the regular Select Board meeting on Wednesday at 5:00 p.m., and attending the barn preservation easement public hearing. I will be out of the office on Friday afternoon for the monthly MMANH meeting and training. 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: Monday through Thursday I coordinated computer installation with Interware and Lakes Region Computer. Throughout the week, I trained the new office assistant, Julia Marchand on motor vehicle, boats, dogs and wetlands. I processed the paperwork to add her to the bonding and bank permissions. I scheduled class training for 2 days at the DMV and set her up to take two online motor vehicle classes also. Julia completed the online on Thursday. I worked with our software company, Interware to begin the process of online only credit card payments.

Public Works & Facilities: The team continued ditching on the east side of Town and the rough grade on Randall Road, Lees Mills and Blacks Landing. During one of the rainy days, everyone worked together to remove the balance of the plow frames from the fleet of trucks, along with changing oil and swapping tires. The week ended with some team work between the Highway crew and the Transfer Station in preparation to burn brush. Finally, we had a full burial at Shannon Cemetery.

Facilities & Grounds: The F&G crews continued with clean-up of the cemeteries, blowing leaves into piles for pick-up, along with mowing and trimming. The ballfields were mowed in preparation for the weekend games/events. For the States Landing Clean-Up Day, Dennis and I gathered the tables and equipment as well as the needed tools for the project. Chris delivered the trailer with sand, tables, and tools on Saturday morning prior to the event. It sounds like the event was a success and DPW will finalize the clean-up this week.

Transfer Station: This week we shipped out 2 demo, 2 msw and 1 single steam. We hope to start screening the compost by the end of the month for the Town residents. We have been burning the brush daily.

Moultonborough Police Department: The Police Department recorded 338 log entries, which included the following calls for service, 27 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 0 complaints, 3 MV Accidents, 6 MV Complaints, 5 residential alarms, 1 commercial alarm and 0 K-9 complaints.

Training: May 8th, Off. Pare attended Criminal Investigation using Cellular Technologies.

Moultonborough Fire Rescue: Year to date 278 calls for emergency service. For the period of 05/05/17 to 05/11/17, there were 10 calls for service: 1-Unauthorized burning; 4-Emergency medical incidents; 2-Assist the physically disabled; 1-Dispatched & cancelled en-route; 1-Alarm system activation, no fire, unintentional; 1-Smoke detector activation due to malfunction. Automatic Aid: None during this period. Overlapping Incidents: One overlapping incident during this period.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend staffing	3 firefighters

<u>Response Times:</u>	Overall average response time of first arriving unit	13:01 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:36 mins/sec.
	Average Night/Weekend response time	13:14 mins/sec.

Operations: 5/8 The Chief met with the Town Engineer, DPW Director and Police Chief to review Phase II of the parking lot project with Ambrose Brothers. Work is scheduled to start on 5/10 and run through 6/9. The island around the wellhead will be reduced to allow for better access of ramp vehicles moving impounded vehicles into the sally port. This phase will require the Police Department to use a number of the available public parking spaces at the PSB for fleet vehicles. Personnel vehicles will be parking at Sutherland Park. The public flow of traffic will be directed around the west side of the building during the project. 5/9 Chief Bengtson was interviewed by a Moultonborough Academy student for a school project on careers in the fire service. 5/11 Two place of assembly inspections were conducted at local restaurants. 5/11- Monthly meeting with call personnel.

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

Human Services: Nothing to report this week.

Recreation Department: Last Friday, MRD hosted a Sunset Hike with Castle in the Clouds. The weather held and we were able to see the sun go down behind the trees. We had a great turn out, with approximately 135 people participating throughout the event. Many families came out to enjoy the hike, campfire, and smore's. As the sky darkened, many were able to use the telescope to view the stars, and a planet with its 4 moons!! Very cool! Our collaboration with Castle in the Clouds continues to bring successful events. On Saturday, May 13, we held the annual Clean up Green up at State's Landing Beach. We had 30 or so volunteers join us to rake and clean up debris off the beach left by the storm in March. A new horseshoe pit was installed, and the area was generally improved. Selectmen Jean Beadle and Russell Wakefield were there working and manning the grill for a great lunch. Town Administrator, Walter Johnson and Recreation Director, Donna Kuethe updated participants on the project during lunch and answered questions about the progress. The Lake Host & Milfoil Committee

was also represented at the event. The trip to the USS Constitution Museum and Ship took off this morning, May 15. Guests will enjoy the Naval Shipyard area and museum in the morning, then tour the ship after lunch. This trip was offered in conjunction with Belmont Parks and Recreation. Between the 2 towns, there are 33 participants. Our next adult trip is planned for July 21, for a New England Clambake on Cabbage Island. Granite State Track begins next Tuesday, May 23 and registrations are still being accepted for the program. The team will meet for practices and local meets on Tuesdays and Thursdays through June 15. Regional and State meets will be on June 17th and the 23rd.

Important Dates to Remember

Board of Selectmen's Meeting, May 15, 2017, 5 PM

Board of Selectmen's Meeting, May 17, 2017, 5 PM

Board of Selectmen's Public Hearing, 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