

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 22, 2017



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**Town Administrator:** This past week's activities included: 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 p.m., attending Thursday's barn preservation easement public hearing, and attending the monthly MMANH meeting and training. This coming week's activities include: Follow-up with candidates for both the Town Planner and Assessor positions, a pre-bid meeting with interested sign companies for sign proposals at Kraine Meadow Park and the Taylor property, a meeting with superintendent Noyes, and preparing for the Select Board's monthly work session. 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:** A full burial started the week at Shannon Cemetery. The crew continued solving ongoing drainage issues on Paradise Drive. Work continued with the final ditching and grading of Blacks Landing Road. The crew was interrupted mid-week, due to a sink hole that appeared at the intersection of Route 109 and States Landing Road. The situation was handled by removing the pavement, installing gravel and pavement necessary to resolve the issue at hand.

**Facilities:** This past week staff continued to trim and mow the cemeteries. The ballfield and soccer field were mowed, and we started mowing the historical properties. Adopt a Spot volunteers have started to plant, and the Town Hall employees weeded the big island in preparation of planting flowers.

**Fleet Maintenance:** Truck #24 - Wired for new trailer and setup to relocate gladhands, ran new wires for the ABS system. Truck #10 - Installed S cams and brakes, replaced seals and set up hubs. Truck #6 - Recharged A/C, replaced mud flap. Checked over the Ford tractor for use, greased unit. Ordered parts for Truck #9 and plow parts for stock. Road call on Saturday to the Transfer Station to replace the hydraulic hose on the backhoe. Loader - Replaced tires, and serviced, and straightened out the fenders.

**Transfer Station:** We shipped 1 msw, 1 single stream, and 2 demo. Brush will be burned with the next forecasted rain. The loader got new tires and a tune up. We borrowed the DPW back hoe while the loader was being serviced.

**Moultonborough Police Department:** The Police Department recorded 414 log entries, which included the following calls for service, 60 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed

Patrols, 1 arrest, 2 complaints, 2 MV Accidents, 7 MV Complaints, 5 residential alarms, 0 commercial alarms and 7 K-9 complaints.

Training: May 17, 18 Department Spring Firearms Training.

**Moultonborough Fire Rescue:** Year to date 293 calls for emergency service. For the period of 05/12/17 to 05/18/17, there were 15 calls for service: 1-Tree/brush/grass fire; 9-Emergency medical incidents; 1-Motor vehicle accident with injuries; 1-Motor vehicle accident without injuries; 1-Assist the physically disabled; 1-Unauthorized burning; 1-Alarm system activation due to malfunction. Automatic Aid was received on three incidents from Center Harbor. Overlapping Incidents: four overlapping incidents occurred 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	2 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:31 mins/sec.
	Average Night/Weekend response time	09:46 mins/sec.

Operations: 5/12 - Five Life Safety Code inspections were conducted by Chief Bengtson. 5/15 & 5/16- Two personnel attended training on 12-lead cardiac monitoring and capnography at NH Fire Academy. 5/17 - Pump testing was conducted with Lakes Region Fire Apparatus at Lee's Mills. All apparatus pumped at their rated pump capacities. 5/17 – Issued permit to operate oil burning equipment following an inspection of a Severance Road home. 5/17 - Chief Bengtson participated in the technical review at the ODS offices for the Berry Pond Center project. 5/17- Chief Bengtson attended the Executive Committee and Board of Directors meetings for Lakes Region Mutual Fire Aid.

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

Human Services: Nothing to report this week.

**Recreation Department:** Granite State Track practices begin tomorrow, May 23 and will run Tuesdays and Thursdays from 3:15-4:30 p.m. until June 15. There will be three local meets during the season to prepare the athletes for the Regional Meet on Saturday, June 17. The summer outdoor Pickleball will begin on May 31 and will run Mondays, Wednesdays, and Fridays, 8:30-10:30 a.m. Registrations are now being accepted. Summer staff training will begin on Saturday, June 3, with the annual Wink Tapply Playground Leader's Workshop in Franklin. New this year, a waterfront module has been added to the workshop. Many of our life guards and camp counselors will attend the workshop. The early bird registration due date for camp is coming up soon, on June 7. The deadline for registrations is June 21.

#### Important Dates to Remember

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

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

**Board of Selectmen's Meeting, June 1, 2017, 7 PM**

**Neighboring Selectmen's Work Session, June 6, 2017, 6:30 PM**

**Board of Selectmen's Meeting, June 8, 2017, 7 PM**

**Board of Selectmen's Meeting, June 15, 2017, 7 PM**

**Board of Selectmen's Work Session, June 22, 2017, 4 PM**

**\*Department Head Meeting, Tuesday – June 6, 2017, 9 AM\***