

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 12, 2017



Town Administrator: This past week's activities included: Prepared for and lead the monthly Department Head meeting, finalized the conditional offer of employment for the Assessing Department, prepared for and attended the regional meeting of neighboring Select Boards, prepared for and attended the regular Select Board meeting, prepared for assuming the management of the former Lions property, reviewed and processed the RFPs for the Town wide tree removal and a replacement generator for the PSB, attended the NH Emergency Preparedness Conference, met with representatives from FEMA regarding reimbursement for expenses occurred during the March 14th winter storm, toured the affordable housing facility in Wolfeboro. This coming week's activities include: Attend a pre-bid meeting on the RFP for the PSB generator replacement, meet with ConCom Chair Marie Samaha on their CIPC submittal, meet with Gary Karp and new Assistant Assessor Joe Jenkins, attend the Joint Loss Management Committee quarterly meeting, and attend the CIPC meeting. I will be attending the NH Municipal Managers' Association annual conference, Wednesday afternoon through Friday and can be reached by phone or email if needed. Have a great week!

Finance: Nothing to report this week.

Assessor: Congratulations to Joe Jenkins, who has been appointed as the Assistant Assessor. Joe is starting his duties, today, Monday, June 12, 2017.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week began with rough grading and some emergency ditching work on Red Hill Road. The team spent most of the week at the Transfer Station screening material within the burn pile area. This required multiple pieces of heavy equipment and dump trucks to perform these duties properly. The week ended with cremation burials at Middleneck, Bean, and Shannon cemeteries. R. DeDucca attended the 3-day Primex3-Supervisor's Academy. HHW Day is August 5th from 8:30 to noon. On Monday, C. Theriault and M. Kepple met with the new vendor, Clean Venture and LRPC to review the collection site. C. Theriault attended LPA Re-Certification (Labor Compliance) and also the LRPC-HHW coordination meeting on Wednesday night.

Facilities & Grounds: The Grounds crew spent the week catching up on mowing the playground, ballfields, and cemeteries due to the previous week's wet weather. They also completed the weekly raking of the Town beaches in preparation for the weekend.

Fleet Maintenance: Truck#4 (F350) - Toolbox installed and need to replace DEF Heater; Truck#3 (GMC 8500) - Repaired the dump body tarp; PD Car#082 - L.O.F., mounted 4 tires, checked engine light on, replaced accelerator pedal sensor; PD Car#131 - L.O.F., mounted 4 tires, replaced rear pads and rotors and serpentine belt; PD Car#152 - L.O.F., mounted 4 tires; PD Car#151 - L.O.F., mounted 4 tires, 4-wheel brake job, replaced serpentine belt. Replaced coolant line to engine on leased Cat excavator at

Transfer Station. S. Sorell observed repairs on EQ#23 (Grader) to know how to do the repairs later. Replaced the brooms on the skid steer broom.

Transfer Station: This past week we screened the compost with the help of DPW and put it out for the residents to use at their homes. The DPW is in the process of screening and cleaning out the brush burning area to give us a safe area to burn. The area had not been cleaned out for 20+ years. We shipped out 2 msw, 2 single stream recycle and 3 demo, 1 clean wood, 1 shingle and 1 50-yd. container of scrap metal.

Moultonborough Police Department: The Police Department recorded 447 log entries, which included the following calls for service: 67 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 4 complaints, 3 MV Accidents, 4 MV Complaints, 8 residential alarms, 3 commercial alarms and 5 K-9 complaints.

Training: June 7th, Off. Pare attended Conducting Physical Fitness Training. June 6th and June 7th Off. Bagan attended Shotgun Operator Street Officer Training.

Moultonborough Fire Rescue: Year to date 337 calls for emergency service. For the period of 06/02/2017 to 06/08/2017, there were 12 calls for service: 5-Emergency medical incidents; 2-Motor vehicle accident with injuries; 1-Arcing, shorted electrical equipment; 2-Assist the physically disabled 2-Dispatched & cancelled en-route. No automatic aid was received during this period. There were four instances occurred during this period where two incidents were in progress simultaneously.

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

Response Times:	Overall average response time of first arriving unit	09:02 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:03 mins/sec.
	Average Night/Weekend response time	09:00 mins/sec.

Operations: 6/5- Monthly meeting of Department Officer's. 6/6- Chief Bengtson attended the monthly Department Head meeting with the Town Administrator. 6/6- Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Executive Committee meeting. Chief Sitar of Tilton-Northfield Fire Department was elected President. 6/8- Monthly Department meeting with call personnel was conducted by Deputy Chief Buckler.

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

Human Services: Nothing to report this week.

Recreation Department: The swim lines are slated to be installed at both States Landing and Long Island Beaches this week and the raft will also go in this week. Guard orientation and pre-season training will be held June 21-23 with guards going on duty on Saturday June 24th. Counselor training will be held June 21, 22nd and Saturday, June 24th. Camps open the following Monday June 26th. Moultonborough hosted a local Granite State Track and Field event on June 6th at the Community (MA) track. We will be sending a team to Meredith this Tuesday June 13th for another local meet. Moultonborough's GSTF team members have the opportunity to compete in a regional meet in Rochester this coming Saturday, June 17th. Both Dan and Donna K. serve on the GSTF committee and will both be working at the meet. Children who are top finishers in the regional meets earn a spot in the

state meet to be held Friday, June 23rd. We are busy accepting registrations for all our many summer programs. In addition to camps starting on June 26th, swimming and tennis lessons also get underway that day. The annual MCS Awards Ceremony is on Friday June 16th and Donna K. and Dan will be presenting awards. The Department annually presents the Sportsmanship Award and the Gardner GB Brown Outstanding Team Member Award, both with long traditions. Donna K. and Dan will also be meeting with Dave Whitham from Primex on Friday, June 16th to review safety procedures for driving 15 passenger vans.

Important Dates to Remember

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

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

Board of Selectmen's Meeting, July 6, 2017, 7 PM

Independence Day, All Non-Essential Departments Closed, July 4, 2017

Department Head Meeting, Tuesday – July 11, 2017, 9 AM