



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 30, 2017



Town Administrator: This past week's activities included: Following 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, preparation for the Memorial Day parade and ceremony, personnel meetings with Chief Wetherbee, Chief Bengtson and Gary Karp, review of hiring process and offer form for police officer candidates with Town Attorney, reviewed and processed annual staff evaluations, issued RFP for replacement of Public Safety Building generator, and prepared for and attended the Select Board's monthly work session. This coming week's activities include: Attend the Milfoil Committee meeting, meetings with potential new hires for Office of Development Service and Assessing Department, prepare for and attend the CIPC meeting #3, prepare for and attend the Select Board meeting, review annual staff evaluations, continue work on the PD new hire process. I'll be out of the office on Friday afternoon attending the monthly Lakes Region Managers' monthly meeting and training. Have a great week!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: We received the final upload from the Assessing Office on May 10th. Once we completed our checks and balances we prepared the Warrant for Selectmen's signature on May 11th as well as the 1,000+ Warrant List. Friday, May 12th we applied credits to the accounts, prepared the billing file and uploaded the billing information and pdfs of the bills to the Tax Collector Kiosk. The bill file was emailed to the printer and several tax services that same day. The bills were mailed May 18th and are due July 3rd. I attended the Selectmen's meeting on May 18th regarding a proposed payment agreement. There was a glitch in the paperless billing and approximately 10 notices were returned undelivered. IT for both the Town and Avitar feel it is due to tightened security on servers. Tom Sawyer is working on it trying to find a solution. The online payments have increased substantially since the bills were posted and there has been a slight increase in counter payments and telephone calls.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The highway crew began the week by continuing ditching on Randall Road with the use of multiple pieces of excavation equipment. Then everyone moved over to Blake Road to deal with some huge rocks that needed to be removed from the roadway and ditches. During the middle of the week the team had to help with multiple burials at Shannon and Holland Hill cemeteries. On Thursday, the entire team enjoyed attending the 30th ANNUAL MOUNTAIN OF DEMOS, presented by the New Hampshire Road Agents Association at Mount Sunapee Resort in Newbury, NH, where they got to see the newest equipment on display along with some live demonstrations. Finally, the week was ended by taking care of some tree issues throughout the town and preparing for Memorial Day weekend. PSB parking lot was base paved and curbing was installed on Thursday by R&D Paving. Final paving is scheduled for Tuesday, May 30th.

Fleet Maintenance: EQ#13(WMF Komatsu Loader): Repaired hole in side of loader bucket. Serviced Trk#11(F350). PD #161: Serviced, mounted/balanced summer tires, replaced rear pads/rotors. Trk#10

(Peterbilt): Replaced air cans and adjusted brakes, replaced mud flaps, and repaired tailgate piston assembly. Trk#6 (GMC 8500): Diagnose “no-start” issue.

Facilities: The past week the guys continued to trim and mow the cemeteries as well as get all the flags set. We also mowed the ball field and soccer field as well as historical properties. Beaches were raked and picnic tables and grills put out in preparation for the holiday weekend. The adopt-a-spot volunteers have been working hard on their landscaping efforts as well.

Transfer Station: This week staff attended the North East Resource Recovery Association conference in Manchester. The key note speaker was John Casella of Casella Industries. I attended the Lakes Region Planning Commission round table discussion on food waste and compost. We shipped out 1 clean wood, 1 shingle to be recycled, 3 c&d, 2 single stream, and 2 msw. New tires were installed on the loader, thanks to DPW staff.

Moultonborough Police Department: The Police Department recorded 237 log entries, which included the following calls for service, 10 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 1 MV Accident, 34 MV Complaints, 5 residential alarms, 1 commercial alarm and 0 K-9 complaints.

Training: May 25th, Det. John attended Merrimack Valley Financial Crime Network.

Moultonborough Fire Rescue: Year to date 310 calls for emergency service. For the period of 05/19/17 to 05/25/17, there were 17 calls for service: 1-Tree/brush/grass fire; 1-Excessive heat, scorch burns, no ignition; 10-Emergency medical incidents; 1-Arcing, shorted electrical equipment; 1-Dispatched & Cancelled en-route; 1-No incident found upon arrival at dispatched address; 2-Alarm system activation due to malfunction. Automatic Aid: Received on 3 incidents from Center Harbor. Overlapping Incidents: One incident occurred during this period.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:14 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:21mins/sec.
	Average Night/Weekend response time	13:56 mins/sec.

Operations: 5/22 - The Department conducted training using the new positive pressure ventilation fans (PPV). Firefighter Gravelle provided instruction on the features and operating controls, then training moved to the 970 Whittier Highway, where using artificial smoke, firefighters practiced practical application of ventilating the building using positive pressure ventilation. Positive pressure ventilation is the practice of blowing clean air into a building to remove smoke, heat or carbon monoxide. Typically, a PPV fan is placed about 4 ft. to 10 ft. outside an exterior doorway of the structure. It is positioned so that the "cone of air" produced by the fan extends beyond the boundaries of the opening. With the doorway within the cone of air, pressure inside the structure increases. An exhaust opening elsewhere in the structure, such as an opening in the roof or an open window, allows the smoke and carbon monoxide to escape due to the difference between the inside and outside air pressure. The smoke, heat and carbon monoxide are pushed out of the structure and replaced with ambient air. 5/24 - The Department and crew from Stewart's Ambulance observed EMS Week with a cookout and discussions on current EMS issues in the Town and State.

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

Human Services: Nothing to report this week.

Recreation Department: Granite State Track is off to a great start, with 26 participants. Tuesday, May 31 is the first local track meet at The Nick in Wolfeboro. Moultonborough will host the next local meet on June 6. Summer Camp registrations are coming into the office steadily. The Early Bird discount will be offered until June 7. The deadline for camp registration is on June 21. On Saturday, summer staff training will begin with the annual Wink Tapply Playground Leader's Workshop. Several of our counselors and lifeguards will be attending the workshop in Franklin along with Dan and Donna K. The first session of the outdoor Pickleball program will begin on Wednesday, May 31, and meets Monday, Wednesdays, and Fridays from 8:30-10:30 a.m.

Important Dates to Remember

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