

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 19, 2017



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**Town Administrator:** This past week's activities included: Welcomed Joe Jenkins as the new Assistant Assessor to the staff, coordinated the pre-bid meeting for the PSB generator RFP, met with ConCom Chair Marie Samaha regarding the CIPC submission, met with Donna K. regarding the sign for Playground Drive, attended the CIPC meeting, met with Gary Karp and new Assistant Assessor Joe Jenkins and attended the annual MMANH conference. This coming week's activities include: Meet with Lakes Region Computer regarding Town wide IT needs and security, meet with a representative from DRED (Department of Resources and Economic Development) regarding business development and retention, a pre-bid meeting for the hazardous tree removal RFP, welcome and orientation for the new Town Planner Bob Ward, meet with DPW Director regarding private roads emergency lane designations, attend the Joint Loss Management Committee quarterly meeting, attend the CIPC meeting, prepare for and attend the Select Board's monthly work session, attend a personnel management workshop on Friday. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** This will be my last week as a Town employee. Starting July 1, I will be available in Town Hall on Tuesdays during normal working hours. Joe Jenkins has started as the Assistant Assessor and is available every day. Please contact Joe or Carol in Assessing if you have any questions.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway: The team spent the majority of the week at the Transfer Station screening the material that has been placed in the burn pile area over a period of 30 plus years. The crew replaced multiple stop signs and road signs that had been destroyed or stolen. The week was finished by making sure the rough areas of Paradise Drive, Ben Berry and Evans Road were graded out before the weekend. Construction notices were sent out to the abutters of Paradise Drive informing them of the work to take place this summer from Mayflower down to the Landing.

**Facilities & Grounds:** This past week the crew continued to catch up on mowing and trimming the ball fields, cemeteries, playground and common Town property. Team Leader Kepple assisted Granite State Glass on Saturday for the start of the new window installation at the Town Hall.

**Fleet Maintenance:** Replaced missing lug-nuts on Ferris mower and checked other mowers. Truck#19 (Ranger): Performed L.O.F. service, replaced rear brakes and drums, also hardware. Repaired the gas tank strap, repaired axle vent, checked on tire issue. PD Car 132: Analyze check engine light on, reset system and test. Truck#10 (Peterbilt): Replaced front brakes and drums, charge a/c system, free up brake pedal. Truck#3 (GMC 8500): Serviced truck, changed oil and filter, replaced fuel filters, lubed, repaired exhaust header pipe, tied up hydraulic hoses, adjusted clutch free-play, repaired wires to sander light, removed On-Spot heads, adjusted brakes, replaced back-up alarm, replaced plate light. Replaced

tarp solenoid and clean up terminals. Repair dump body. Free up tailgate air piston assembly, and replace bad grease fittings. Truck#24 (Freightliner): Drill out pintle plate to relocate air lines. Set up tailgating chains.

Transfer Station: We shipped out 4 MSW, 5 C&D and 3 single stream recycle. Attendant Richard L'Etoile attended a DES work shop in Exeter N.H. on food composting. DPW continues to do a great job at rebuilding the brush burning area.

**Moultonborough Police Department:** The Police Department recorded 468 log entries, which included the following calls for service, 37 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 11 complaints, 2 MV Accidents, 9 MV Complaints, 8 residential alarms, 2 commercial alarms and 2 K-9 complaints.

Training: June 14<sup>th</sup>, Det. John attended Sex Offender Registry training.

**Moultonborough Fire Rescue:** Year to date 358 calls for emergency service. For the period of 06/09/17 to 06/15/17, there were 20 calls for service: 14-Emergency medical incidents; 1-Motor vehicle accident with injuries; 1- Motor vehicle accident without injuries; 1-LP gas leak; 1-Dispatched & cancelled en-route; 1-Smoke detector activation due to malfunction; 1-Detector activation, no fire, unintentional. Automatic Aid: Two responses were received from Center Harbor during this period. Overlapping Incidents: Three instances occurred during this period where two incidents were in progress simultaneously.

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

<u>Response Times:</u>	Overall average response time of first arriving unit	08:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:26 mins/sec.
	Average Night/Weekend response time	08:13 mins/sec.

Operations: 6/9 & 6/10 – The Chief and members of the truck committee traveled to the HME plant in Wyoming, Michigan for the final inspection of the new tanker. The final inspection process involves a line-by-line verification of components specified and demonstration of their function. The Department is pleased with the product and looks forward to putting the truck into service in July after getting personnel trained on the truck, its equipment and its functional capabilities. The truck has a 2,000 gallon per minute pump, 3,000 gallon tank, left & right side 8" dump valves and 10" dump valve on the rear of the truck, all can be controlled from either inside the cab or outside of the truck. The truck will carry a 3,500 gallon dump tank and a 35 ft. ladder. This apparatus will add an additional 2,000-gallons of "water on wheels" capability to the Department fleet. 6/14 & 6/15 – Chief Bengtson attend FEMA training at the NH Homeland Security & Emergency Management Incident Planning and Operations Center in Concord. The training provided instruction on completing Public Assistance grants using the new computerized submission program. 6/15 – The Department assisted the Recreation Department with the annual installation of the swim raft at Long Island Beach by towing the raft from storage at Trexler's Marina to Long Island Beach. 6/15 Monthly EMS continuing education.

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

**Human Services:** Nothing to report this week.

**Recreation Department:** On Saturday June 17<sup>th</sup> fifteen of our track and field athletes traveled to Rochester to compete in the Granite State Track and Field Games held at Spaulding High School. There were two district meets on Saturday with the other meet held in Lebanon. The top finishers from both meets move on to compete at the state championships which will be held this Friday, June 23<sup>rd</sup> in Pelham. Both Dan and Donna K. are on the Granite State Track and Field Committee and worked at the Rochester Meet and both will be working at the Pelham Meet on Friday. Several Moultonborough athletes qualified for the state championships on Friday. The registration deadline for our camps, swimming, and tennis lessons is this week. Our Meet and Greet, where campers and parents get a chance to meet their counselors, get their t-shirt and camp calendar/schedule will be held this coming Wednesday, June 21<sup>st</sup> at 5:30 P.M. Parents also receive their parent handbook at that time. The swim lines and raft have been installed at Long Island Beach. States Landing lines are scheduled to go in this Tuesday June 20<sup>th</sup>. Seasonal staff training gets underway this week, with counselor training being held Wednesday, Thursday and Saturday; waterfront staff will be Wednesday, Thursday and Friday. Guards will go on duty at Long Island Beach beginning on Saturday at 10:00 a.m. Camps, swimming lessons and tennis lessons all get underway on Monday, June 26<sup>th</sup>. Last Friday the Recreation Department staff presented their two annual youth sport awards at the MCS Awards assembly. On the same day, Dan and Donna K. received “safe driving” training through Primex as drivers of the van being rented for the summer for our Teen Adventure program. Our first concert of the summer will be on June 28<sup>th</sup> and will feature local talent, “The Kids from the Borough”. Concerts will run through the summer on Wednesday evenings at 6:30 PM at the gazebo.

**Important Dates to Remember**

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

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

**Board of Selectmen’s Meeting, July 6, 2017, 7 PM**

**Board of Selectmen’s Meeting, July 13, 2017, 7 PM**

**Board of Selectmen’s Meeting, July 20, 2017, 7 PM**

**Board of Selectmen’s Work Session, July 27, 2017, 4 PM**

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