

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 26, 2017



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**Town Administrator:** This past week's activities included the following meetings: Lakes Region Computer regarding Town wide IT needs and security, 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, directed a welcome and orientation for the new Town Planner, Bob Ward, a meeting with DPW Director regarding private roads emergency lane designations, attended the CIPC meeting, prepared for and attended the Select Board's monthly work session, and attended a personnel management workshop. This coming week's activities include: Attend the annual meeting of the Lakes Region Planning Commission, attend the Joint Loss Management Committee quarterly meeting, meet with the Town Planner and a representative of CAI regarding the Town's GIS program, attend the CIPC meeting, meet with an HR consultant regarding services to the Town, attend the bid opening for the replacement of the stand-by generator for the PSB, and continue the Planner's tour of the Town and orientation. Have a great week!

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

**Assessor:** The Project Manager from Vision Government Solutions will be sending out letters to the property owners whose properties had exterior inspections during the winter and spring. They are requesting owners schedule an appointment for the interior inspection. Appointments are scheduled for July 6<sup>th</sup> and 7<sup>th</sup> and July 10<sup>th</sup>-14<sup>th</sup>. These dates were chosen because more owners will be in Town on those days. The interior inspection typically takes about 15 minutes. All Vision personnel drive a marked vehicle, carry an introductory letter from the Town and always have a photo ID. Vision has also been working on the valuation update and we will be going over the preliminary results soon.

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

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

**Public Works & Facilities:** The Highway crew started the week by cutting some smaller trees and branches on Redding Lane due to visibility issues. The major rain storms caused some drainage problems on Winaukee, Bodge Hill, Randall Road and Redding Lane. The team resolved these issues by using multiple pieces of excavation equipment and the materials necessary to direct the ditches in the correct manner. The Neck Road Pathway was swept in its entirety on Friday, cleaning up the debris left from the early rain event. The week ended with multiple cremation burials at Red Hill, Middleneck and Shannon cemeteries.

**Facilities & Grounds:** This past week the F&G crew continued to maintain Town properties and cemeteries. Some of the seasonal staff provided coverage at the Transfer Station. The contractors are installing new windows at the Town Hall. The new fence for around the Town Hall's generator has been installed, replacing the one damaged in the March 14th storm.

**Fleet Maintenance:** TRK 5(F550): Checked over and performed service (lube oil filter); TRK 8(F350): Performed service (lube oil and filter), repaired fuel line and replaced fuel filter; TRK 24(Freightliner): Repaired two air leaks behind the dash for a/c system, welded grill guard, removed on spots; TRK 4(F350): Replaced serpentine belt; TRK 19(Ranger): Replaced right rear tire (bubble in sidewall); CAR132: Replaced fuel filler tube, retest system; 15 Rescue 3(F550): Noise in left front wheel area (hubcap loose); Started service on EQ23 (1320) Ford tractor; EQ12 (backhoe): Cleaned out the radiator due to overheating, checked for issue with controls.

**Transfer Station:** We shipped 1 clean wood, 1 shingle, 3 demos, 2 msw's, and 2 recyclables.

**Moultonborough Police Department:** The Police Department recorded 387 log entries, which included the following calls for service, 39 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 9 complaints, 3 MV Accidents, 4 MV Complaints, 9 residential alarms, 2 commercial alarms and 1 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 379 calls for emergency service. For the period of 06/16/17 to 06/23/17, there were 21 calls for service: 1-Building fire; 7- Emergency medical incidents; 2-Motor vehicle accidents with no injuries; 2- Hazardous conditions; 1-Water removal; 1-Wrong location; 1-No incident found on arrival at dispatch address; 2-Smoke detector activation due to malfunction; 3-Alarm system sounded due to malfunction; 1-Detector activation, no fire, unintentional. Automatic Aid: One response was received from Center Harbor during this period. One automatic aid response was made to Meredith. Mutual Aid was received from Center Harbor, Meredith, Sandwich, Holderness, Tuftonboro for a first alarm structure fire. Overlapping Incidents: Six instances occurred during this period where two incidents were in progress simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend staffing	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	15:19 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	20:02 mins/sec.
	Average Night/Weekend response time	11:47 mins/sec.

**Operations:** 6/19 at 3:41 a.m. the Department was dispatched for a building fire on Blacks Landing Road. While Engine 1 was en-route, it was reported that the building was fully involved and that an occupant could still be in the building. Engine 1 requested a first alarm mutual aid assignment. Moultonborough Police Officer Pare arrived on scene and confirmed that the building was completely involved and the location of the occupant was unknown. Engine 1 arrived on scene and reported that the building was fully involved and partially collapsed; the occupant was believed to be inside. A rapid search around the building was made without success in finding the occupant. The State Fire Marshal was notified and requested to respond to the scene. A water supply was established at Ambrose Cove Marina and companies worked to extinguish the fire and locate the occupant. Moultonborough Firefighters were assisted by firefighters and apparatus from Center Harbor, Meredith, Sandwich and Tuftonboro on scene; Holderness provided station coverage at the Public Safety Building. The body of the occupant was located in the basement of the building by investigators from the State Fire Marshal's Office. An autopsy was conducted by the New Hampshire Medical Examiner's Office and the victim has been identified as 62-year-old Jeffrey S. Barnard of Moultonborough, NH. The cause of death was ruled as accidental from the inhalation of smoke. The cause of the fire has been ruled undetermined based on the extremely heavy fire damage to the structure.

6/21 Chief Bengtson and the Town Administrator participated in an exploratory call with FEMA Program Delivery Manager Katherine Slonaker regarding the damages that occurred during the March 14 & 15 winter storm. During the call topics included: The basics of the public assistance program, a review of the disaster-related damages Moultonborough submitted during the preliminary damage assessment, a discussion about some forms and needed documentation, and outline the next steps in the process. 6/21 Inspection of the installation oil burning equipment was conducted and permit to operate was issued for a residential occupancy on Holland Street. 6/22 Chief Bengtson delivered a presentation on fire safety and the use of portable fire extinguishers to the staff and counselors at Camp Quinebarge.

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

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

**Recreation Department:** Summer staff training concluded on Saturday, June 24. Monday, June 26, is the first day of all day camps, swimming lessons, and tennis lessons. Long Island Beach officially opened with guards on duty on Saturday, June 24. On Wednesday, June 28, the Summer Concert Series will kick off with “The Kids from the ‘Borough”. Local Moultonborough Academy talent will be showcased at this concert, under the direction and collaboration of Harmony Markey. This week’s concert, as well as those remaining in the series, will begin at 6:30 p.m., and will take place at the Moultonborough Function Hall, formerly known as the Lion’s Club! Concerts are open to the public and free! Popcorn and lemonade will be available by donation. Last week our Fitness with a Difference Program began with a good turn out on June 20. The Program will run on Tuesdays and Thursdays from 9-10 a.m., with ACE Certified Trainor, Rebecca Curvey. The program will run through August. There are still a few seats left for the Cabbage Island Clambake Trip, on July 21. The deadline to register is July 10. Next week, all camps will be closed on Tuesday, to observe the July 4th holiday. Look for the Recreation Department’s *Almost Famous Precision Swim Noodle Drill Team* marching along with many other groups during the 4<sup>th</sup> of July Parade. The parade begins at 11 a.m., on Blake Rd., and will end with a BBQ at the Moultonborough Function Hall (formerly the Lion’s Club). We hope to see you all there.

**Important Dates to Remember**

**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\***