



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 3, 2017



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**Town Administrator:** This past week's activities included: attending the annual meeting of the Lakes Region Planning Commission, attending the Joint Lost Management Committee quarterly meeting, meeting with the Town Planner and a representative of CAI regarding the Town's GIS program, attending the CIPC meeting, meeting with a HR consultant regarding services to the Town, attending the bid opening for the replacement of the stand-by generator for the PSB, and continuing the Town Planner tour of Town and orientation. This coming weeks activities include: preparing for and attending the Select Board's meeting, attending a scoping meeting with FEMA regarding the damage assessment for storm Stella, continue the preparation work on the emergency lane designation of some private roads, continue on-going work on staff performance evaluations, and continue work with new Town Planner Bob Ward on office matters and work plan. Have a great week and a great July 4<sup>th</sup> holiday.

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

**Assessor:** Representatives from Vision Government Solutions will be out doing scheduled interior inspections on 7/6 and 7/7. Inspections will also take place from 7/10-7/15, so if you would like to schedule an appointment there is still time. The new "All Veterans Tax Credit" allowed approximately 45 additional Moultonborough residents to qualify for the credit of \$500. While it is too late to file an application for this year, we will accept applications for 2018.

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

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

**Public Works & Facilities:** The Highway crew began the week working throughout Town to solve multiple pot hole and drainage issues. The majority of the week was spent at the Transfer Station working to remove the debris from the brush area and install a new and improved brush recycling repository. The end of the week the team took care of a few areas of concern on Paradise Drive and cremations at Middleneck cemetery.

**Facilities & Grounds:** This week the buildings and grounds crew continued to assist the contractor with the town hall window replacement project. We continue to mow and trim cemeteries and town properties. We painted the recreation building at the playground and a new roof was installed.

**Fleet Maintenance:** EQ21 ford 1320 tractor complete service all filters and check and top off fluids. Tighten ignition switch. TRK 2 (F550) Replaced rear brake pads, rotors, and seals. Brakes were metal to metal driver side. Installed trailer hitch, installed new 7 way trailer plug assy. Replaced fuse to trailer plug due to salt intrusion. TRK 2 Serviced truck (lube, oil ,filters) found it was due during brake job, also replaced front u joint in front drive shaft. TRK 6 Tarp was inop. Cleaned connections. EQ13 (WMF Loader) Bucket was ripped open, straightened out bucket and plate bucket welded up cracks, plated bottom of bucket. TRK5 (F550) worked on ball joints. Performed administrative duties. Get quotes for service body. Loaded trucks and pushed back piles.

**Transfer Station:** This week we shipped out 3 msw, 3 c&d , 2 recycle, 1 scrap metal . We have a clean wood container and shingle container full and ready to be shipped. The brush burning repository is almost completed. Dpw has done a great job with the project.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 224 log entries, which included the following calls for service, 3 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 4 complaints, 4 MV Accident, 2 MV Complaints, 4 residential alarms, 1 commercial alarms and 2 K-9 complaints

**Training:**

June 23<sup>rd</sup> thru June 30<sup>th</sup>, Sgt Beede is at the NH Police Cadet Training Academy

June 26<sup>th</sup> thru June 30<sup>th</sup>, Det John attending Criminal Investigations Using Cellular Technologies

**Moultonborough Fire Rescue:** Year to date 401 calls for emergency service. For the period of 06/23/17 to 06/29/17, there were 21 calls for service: 1-Arcing, shorted electrical equipment; 1-Building fire, mutual aid to Meredith; 1-Cancelled en-route; 3-Alarm system activation due to malfunction; 2- Alarm system activation, unintentional, no fire; 2-Assist the physically disabled; 7-Emergency medical incidents; 3-Motor vehicle accidents with injuries; 1-Service call. There were six automatic aid responses were received from Center Harbor during this period. One automatic aid response was received from Tuftonboro. Automatic aid was provided to Sandwich for one incident. Mutual aid was received from Center Harbor for one incident. Mutual aid was given to Meredith for a first alarm structure fire. There were no incidents occurred during this period.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	8 firefighters
	Average Night/Weekend staffing	4 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	08:25 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:41 mins/sec.
	Average Night/Weekend response time	08:14 mins/sec.

**Operations:** 6/23 Chief Bengtson attended a class with the Town Administrator at Laconia City Hall on effective approaches to employee discipline. The class was sponsored by the NH Municipal Association. 6/25 The Department conducted a driver training exercise. Participants reviewed RSA 265: Emergency Vehicles, the privileges set forth in the RSA and the duty of the emergency vehicle operator to drive with due regard for the safety of all persons using the highway.

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

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

**Recreation Department:** Last week was a busy one for the Rec Dept., as all of our camps, swim lessons, and tennis lessons started up. The week went smoothly, and we are looking forward to some great events over the next several summer weeks. Some of those events include Outdoor Movie Nights, Family Fun Day at Castle in the Clouds, Water Carnival, and the Cardboard Box Boat Derby. Also, 2017 is the 40<sup>th</sup> Anniversary of the opening of our beautiful Park on Playground Dr. The Town will celebrate this anniversary on July 15, at 11 a.m. at the Pavilion. During the event, we will name the Park, *Kraime Meadow Park*, in honor of Peter and Rose Kraines, whose generous donation of the land made it all possible. The public is invited to attend the event, and we look forward to having everyone join us. The deadline for reserving seats on the July 21st Cabbage Island Clam Bake trip is Monday,

July 10. There are still a few seats available. The deadline for session 2 swim and tennis lessons is coming up next week, on July 12 and will begin on July 17. On Wednesday evenings at 6:30 p.m., join us at the Gazebo at the *Moultonborough Function Hall*, formerly the Lion's Club, for our summer concert series. The series kicked off last week with "The Kids from the 'Borough". We had several talented students from Moultonborough Academy perform, making the opening night an enjoyable one. This week, Bryan and Nick return for their third year! They will not disappoint! The concerts are free and all are invited to enjoy the music. Popcorn and Lemonade are available by donations, which help support our scholarship fund.

**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\***