

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 10, 2017



Town Administrator: This past week's activities included: Prepared for and attended the Select Board's meeting, attended a scoping meeting with FEMA regarding the damage assessment for storm Stella, continued the preparation work on the emergency lane designation of some private roads, continued on-going work on staff performance evaluations, and continued work with new Town Planner Bob Ward on office matters, a work plan and a tour of the community, and coordinated the bid opening for the hazardous tree removal RFP. This coming week's activities include: Meeting with the CIPC Chair and Town Planner to review the project rating form, a meeting with the Chair of the Heritage Commission and Town Planner regarding an assessment grant for the Taylor property, and coordinating the monthly Department Head meeting. I will attend the following meetings: CIPC, FEMA Scoping meeting #2, and the sand and gravel RFP bid opening. I will prepare for and attend the Select Board's meeting and assist with the preparations for the Kraine Meadow Park dedication on Saturday. Have a great week!

Finance: Nothing to report this week.

Assessor: Scheduled interior inspections will continue 7/10-7/14. If you received a letter from Vision Government Solutions and would like to make an appointment there is still time. Please follow the instructions in the letter to make your appointment.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Due to heavy rain over the weekend, the Highway crew began the week by going through the entire Town and fixing culvert, drainage and pot hole issues. After the holiday, we continued by solving some issues on Paradise Drive and grading Far Echo and Wentworth Shores Roads. The week ended by preparing for the new sign at Playground Drive and extending the sloped granite curb splitter island at the entrance.

Facilities: This past week the B&G crew continued to maintain Town properties and cemeteries. Some of the seasonal staff have been assisting at the Transfer Station. New window installation continues at Town Hall.

Fleet Maintenance: TRK5 (F550) - Replace ball joints; Transfer Station's Wrecking Ball - Pick up and rebuild with welded reinforcing plates at chain connections, replace chains and connectors, deliver back to Transfer Station; Trk15 (F550) - Rebuild tailgate, make new mounts and weld in locking pin assembly.

Transfer Station: We had a very busy weekend with the 4th of July. We had added staff from DPW to assist with the residents. We also ordered and had on hand additional trash and recycle packer boxes for

the extra residents' trash and recyclables. The weekend went smooth. We will be shipping 3 msw, 3 recycle, 2 demo, tire container and scrap metal.

Moultonborough Police Department: The Police Department recorded 570 log entries, which included the following calls for service: 72 motor vehicle stops, 28 assists to Fire/EMS, 27 Directed Patrols, 16 arrests, 17 complaints, 2 MV Accidents, 10 MV Complaints, 6 residential alarms, 6 commercial alarms and 6 K-9 complaints.

Moultonborough Fire Rescue: Year to date 432 calls for emergency service. For the period of 06/30/17 to 07/06/17, there were 32 calls for service: 3-Fire alarms; 1-Gas leak-Propane; 21-Emergency medical incidents; 1-Motor vehicle accident; 2-Outside fires; 2-Service calls; 1-Tree/wires down; 1-Watercraft rescue. Five automatic aid responses were received during this period. One automatic aid response was received from Sandwich and four from Center Harbor. Overlapping Incidents: There were eight instances of overlapping calls, twice there were 3 incidents being mitigated simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:49 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:46 mins/sec.
	Average Night/Weekend response time	09:31 mins/sec.

Operations: 7/3 - Monthly Officers Meeting. 7/4 - Personnel participated in the annual Independence Day parade and the fireboat was moved to the Center Harbor town docks to stand by for the fireworks. 7/5- Chief Bengtson, Town Administrator Johnson, DPW Director Theriault and Facilities Team Leader Kepple participated in a Scoping meeting with FEMA Emergency Management Specialist Katherine Slonaker to discuss the inventory of damage, identify relevant documentation needed to support claims, plan and schedule site inspections and develop a program delivery plan. The group will meet again on 7/12 to review progress on assigned tasks. 7/6 - Chief Bengtson and CEO Cahoon collaborated on a Code compliance consultation for a Bean Road occupancy. 7/7 - Foster Home and tent inspections were conducted. New Vehicles - The new tanker has arrived at the dealer and they will be mounting dealer supplied equipment and equipment from the old truck. While at the dealer, the truck will be lettered and the mobile radios will be installed. The Department anticipates delivery during the week of 7/17-7/21; the department will then begin training personnel on the truck. The tanker should be placed into service by the end of August. The new Chief's vehicle is in and has been lettered; it is currently at Ossipee Mountain Electronics having the radios, emergency lights, and equipment installed. It should be completed by 7/14; and will go into service immediately.

Office of Development Services - Planning: An in-office meeting with Mark Hildebrand regarding proposed use of existing storage building located off NH Route 25 behind Stephens Landscaping garden center. On-site meeting with Ray Korber and various representatives of Dollar General as well as with NHDOT engineer to review construction details and storm water drainage issues associated with pedestrian crosswalk. On-site meeting with Chair of the Heritage Commission at the Taylor property and received an extensive inspection of the existing building. Met with Don Cahoon and MFD Chief Bengtson regarding possible use violation at Center Harbor Christian Church. Use issue is residential uses of the building and property. CEO Cahoon said he will activate enforcement procedures. Familiarization tour of east side of Town with TA Walter Johnson. Very informative! We discussed need for tours, as appropriate, with CEO Cahoon to increase knowledge of Town roads, neighborhoods and recently-permitted development. TA Johnson agreed with this means of further knowledge of the Town.

Human Services: Nothing to report this week.

Recreation Department: The Recreation Department was once again awarded first place for formation groups in the July 4th parade held last Tuesday. This Saturday, July 15th at 11 a.m. will be the 40th Anniversary and Re-naming and Re-dedication of the Moultonborough Recreation Area (aka the Playground and Playground Drive) to Kraine Meadow Park in honor and memory of Peter and Rose Kraines. All are welcome and encouraged to attend. We will serve light refreshments, have gifts for attendees, and local, state and national representation have promised to be there...and cake! The festivities will be held under the pavilion at the park. This Wednesday's concert is Rick Clogston and gets underway at 5:30 p.m. Our camps, tennis and swimming lessons are all going strong. The deadline for the second session of swim and tennis lessons is this Wednesday, beginning on Monday July 17th. The adult trip to the Cabbage Island Clambake is almost sold out and scheduled for Friday July 21st.

Important Dates to Remember

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