

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 17, 2017



Town Administrator: This past week's activities included: A 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 home, coordinated the monthly Department Head meeting, attended the CIPC meeting, attended the FEMA scoping meeting #2, conducted the sand and gravel RFP bid opening, prepared for and attended the Select Board meeting, assisted with the preparations and attended the Kraine Meadow Park dedication on Saturday morning. This coming week's activities include: Attending meetings with the Pathway Committee, CIPC, and meeting and providing orientation for the new HR consultant, preparing for and attend the Select Board's meeting. Have a great week!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week started with the crew at the Transfer Station finishing up the brush recycling repository. The team moved onto Paradise Drive to begin removing the pavement in preparation for the road reconstruction. They finished the week by removing material and installing a new drainage system on Cottage Road.

Buildings & Grounds: With M. Kepple on vacation, D. Emerton and the B&G crew continued to maintain Town properties and cemeteries. Playground Drive got some extra special attention in preparation for the renaming ceremony on Saturday.

Fleet Maintenance: TRK15 (F550) - Finished tailgate repair and removed bent hitch; TRK4 (F350) - Set up combo hitch; TRK8 (F350) - Set up combo hitch and repair old combo hitch as a backup; EQ34 - Replaced drive belt on plate compactor; TRK10 (Peterbilt) - Repaired air tank mountings, ordered new straps; TRK9 (Kenworth) - Replaced tarp arms and set up tarp; TRK6 (GMC 8500) - Replaced strobe light, repaired driver's side window (would not open all of the way); CAT Excavator (rental) - Get hydraulic hose made and reinstalled at jobsite; TRK3 (GMC 8500) - Diagnose air leak; Picked up inspection stickers.

Transfer Station: This past week we shipped out 1 msw and 2 demos. The brush burning area is completed and we have started burning again and find that the area works great.

Moultonborough Police Department: The Police Department recorded 392 log entries, which included the following calls for service, 28 motor vehicle stops, 18 assists to Fire/EMS, 0 Directed

Patrols, 0 arrests, 8 complaints, 0 MV Accidents, 5 MV Complaints, 9 residential alarms, 0 commercial alarms and 6 K-9 complaints.

Moultonborough Fire Rescue: Year to date 457 calls for emergency service. For the period of 07/07/17 to 07/13/17, there were 22 calls for service: 1-Carbon monoxide alarm with no illness reported; 3-Fire alarms; 17-Emergency medical incidents; 1-Motor vehicle fire. Five automatic aid responses transpired during this period. One automatic aid response was provided to Sandwich and four were received from Center Harbor. There were seven instances of overlapping calls, where two incidents were 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	09:02 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:35 mins/sec.
	Average Night/Weekend response time	09:28 mins/sec.

Operations: 7/7 - Foster Home and tent inspections were conducted. 7/11 - Chief Bengtson attended the monthly Town Department Head staff meeting. 7/11 - Chief Bengtson attended the Lakes Region Mutual Fire Aid Executive Committee meeting. 7/12 - Chief Bengtson and CEO Cahoon conducted an inspection at a new business on Whittier Highway. 7/13 - The New Chief's vehicle (2017 Ford Explorer Police Interceptor) was placed into service. The new vehicle replaces a 13-year old, larger SUV. It will serve as a multipurpose vehicle that will primarily provide support services at emergency scenes for the incident commander.

Office of Development Services - Planning: I attended the following meetings: In-office meeting with applicant's surveyor re proposed boundary line adjustment; in-office meeting with applicant's engineer re proposed 5-lot subdivision on NH Route 25; in-office meeting with Town Administrator re CIPC project (Taylor Property); evening meeting with Conservation Commission; CIPC meeting re scoring of proposed CIP projects; TRC meeting re Pendergast project; Department Head meeting, and continued familiarization with Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: We had a successful 40th celebration and re-dedicating and re-naming ceremony at Kraine Meadow Park on Saturday. Thanks to all who came to enjoy the day and recognize the importance of the gift given to the Town by the Kraines back in 1974. Last week's concert with Rick Clogston was postponed due to the weather and is now scheduled for Wednesday, August 16th. This week's concert is Tom Bartlett. Our Happy Campers have a special treat this week. They are going to the Castle in the Clouds for a Camp Day put on by the Castle Preservation Society and Lakes Region Conservation Trust. We are about at the halfway point of summer camp and lesson programs. The Cabbage Island Trip is full. We have a trip to the Red Sox, in collaboration with Meredith Parks and Recreation on July 28th and one to Lowell Mills National Historic Site on August 24th. This Wednesday is Foam Day for both RECKing Crew and Happy Campers. Thanks to the Fire Department!

Important Dates to Remember

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 – August 8, 2017, 9 AM