

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 24, 2017



Town Administrator: This past week's activities included: Attended a meeting of the Pathway Road Race Committee, attended the CIPC meeting, orientation meetings with the new HR manager, prepared for and attended the Select Board's weekly meeting, met with the Town Planner and Assessor on pending matters. This coming week's activities include: Attending the Milfoil Committee's monthly meeting, preparing for and attending the informational meeting with private road groups and associations representatives, continue orientation meetings with new HR manager, prepare for and attend the Select Board's monthly work session. Have a great week!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions sent out letters with preliminary values for 2017. Hearings will be held during the first and second week of August. Please follow the instructions in the letter if you need to schedule a hearing. We are in the process of updating our maps on the Town website. If you notice any "major" mistakes, please feel free to bring this to our attention. Please remember the online maps are not legal documents, they are meant for tax purposes only.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week began with part of the team doing a full burial at Holland Hill Cemetery. The rest of the team spent the beginning of the week at Paradise Drive removing pavement in preparation for new drainage work as part of the 2017 Road Program. Due to the major amount of rain on Tuesday, the crew had to go throughout Town taking care of drainage issues. This rain brought forward and moved us over to do the ditching on Geneva Point Road and installing a new culvert on Wentworth Shores Road. The week finished by sweeping the entire bike path on Moultonboro Neck Road and solving some drainage items on Melly Lane and Paradise Drive. C. Theriault spent the day with FEMA Site Inspectors on Thursday to review the storm damage to Town Buildings and to look at and measure each and every hazard tree left to be removed.

Facilities & Grounds: This past week we continued mowing and trimming Town properties, emptying the milfoil trailer, and raking the Town beaches. Our new seasonal help, Brennan Gray has been assisting the Highway crew. M. Kepple attended a site inspection of the historic buildings with FEMA to assess the roof damage from the March storm. The Town Hall window project should be completed on Saturday July 29th.

Fleet Maintenance: TRK5 (F550) - Finished up front end work, repaired left rear fender, set up right rear fender assembly, road test. TRK3 (F550) - Replaced air brake control valve assy. TRK24 (Freightliner): Installed tailgate chain guards. CAR141 - Performed L.O.F. service. TRK10 (Peterbilt) - Replaced taillight assembly and added hydraulic fluid. TRK2 (F550): - Took truck to Irwin's to perform recall on turbo management system. CAR171: - Performed State Inspection.

Transfer Station: This week we shipped out 3 msw, 3 demo, 2 recycle, 1 clean wood, 1 shingle. Freon was removed from 131 units and the empty units will then go into scrap metal. We also shipped out a 50-yd. container of scrap metal.

Moultonborough Police Department: The Police Department recorded 389 log entries, which included the following calls for service, 11 motor vehicle stops, 9 assists to Fire/EMS, 18 Directed Patrols, 3 arrests, 4 complaints, 5 MV Accidents, 4 MV Complaints, 6 residential alarms, 3 commercial alarms and 5 K-9 complaints.

Moultonborough Fire Rescue: Year to date 475 calls for emergency service. For the period of 07/14/17 to 07/20/17 there were 18 calls for service: 1-Building fire, mutual aid to Sandwich; 11-Emergency medical incidents; 1-Dispatched & cancelled en route; 1-No incident found upon at dispatched address; 3-Alarm system activation due to malfunction; 1-Alarm system activation, no fire, unintentional. Four automatic aid responses transpired during this period. One automatic aid response was provided to Sandwich and one to Meredith. Two were received from Center Harbor. There were three overlapping incidents, where two or more incidents were being mitigated simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:58 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	13:17 mins/sec.
	Average Night/Weekend response time	10:28 mins/sec.

Operations: 7/17 - Fire & Life Safety code consultation with a contractor for new place of assembly occupancy at a youth camp. 7/18 - The Department provided mutual aid assistance to the Town of Sandwich for a third alarm building fire at 251 Squam Lake Road. Engine 4 and its crew established a water supply site on Great Rock Road, Engine 1 shuttled water to the scene and Rescue 1 was used to refill self-contained breathing apparatus cylinders and provide lighting. Wolfeboro was called in briefly to cover Moultonborough until sufficient personnel were available to staff our station. 7/19 - The Department provided equipment for the Recreation Department Annual Foam Day for the Rec'ing Crew and Happy Camper programs. Good clean fun was had by all.

Office of Development Services - Planning: Attended Zoning Board of Adjustment meeting re request for approval of larger-than-permitted Accessory Dwelling Unit owned by Carl and Pamela Martin. Property is located at 491 Whittier Highway (Tax Map 104, Lot 005). Attended in-office meeting with Larry Cotter/Lacewood Construction re Huggins Hospital Site Plan. Property is located at 984 Whittier Highway (Tax Map 52, Lot 013). Attended CIPC meeting re scoring and ranking of proposed CIP projects. Continued familiarization with Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: Last week, the second session of swimming and tennis lessons began on Monday. MRD hosted our Outdoor Movie event, and the annual trip to Cabbage Island was last Friday, July 21. There are still tickets for the trip to see the Red Sox vs Royals, this Friday, July 28. This trip is coordinated in conjunction with Meredith Parks & Recreation Department. On Tuesday, August 1, MRD is offering the Safe Sitter Training Class and there are still a few spots open for the class. On August 3, MRD and the Moultonborough Public Library are teaming up to offer a Sing A Long event. The event will take place at the Library beginning at 6:30 p.m. August 5th, the annual Edith's Tennis

Tournament will take place at Kraine Meadow Park. The raffle proceeds will benefit the American Cancer Society in honor of Edith Hazeltine. The Summer Concert Series is in full swing. The July 9 concert was postponed due to the weather, and is rescheduled for August 16. This week, July 26, the Tim & Dave Duo will perform acoustic “Folkin’ Rock” cover tunes! This week at our Happy Camper and RECKing Crew Camps, we have a lot of special activities planned, which include Touch A Truck, Penny Carnival, and the Carroll County Fun Meet. Last Wednesday, was foam day at our camps, and MRD would like to thank the Fire Department and Stewart’s Ambulance for making this another great foam day for our campers!

Important Dates to Remember

Board of Selectmen’s Work Session, Moultonborough Academy, July 25, 2017, 6:30 PM

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

Board of Selectmen’s Meeting, August 3, 2017, 7 PM

Board of Selectmen’s Meeting, August 10, 2017, 7 PM

Board of Selectmen’s Meeting, August 17, 2017, 7 PM

Board of Selectmen’s Work Session, August 24, 2017, 4 PM

Department Head Meeting, Tuesday – August 1, 2017, 9 AM