

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 31, 2017



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**Town Administrator:** This past week's activities included: Attended the Milfoil Committee's monthly meeting, prepared for and attended the informational meeting with private road groups and associations representatives, continued orientation meetings with new HR Manager, prepared for and attended the Select Board's monthly work session, and met with Superintendent Noyes on agenda items for the joint meeting in August. This coming week's activities include: Prepare for and conduct the monthly Department Head meeting, attend the CIPC meeting, meet with the Town Planner and Director of the Castle in the Clouds property, continue development of the new HR Manager's work plan, prepare for and attend the Board's regular meeting. I'll be out of the office next week August 7-9. Have a great week!

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

**Assessor:** Property owners can find their 2017 preliminary value one of two ways. From the Town's website, on the Assessor's page, left hand side under Resources, click on Valuation Update Information, and then 2017 Proposed Values, which will take you to Vision Government Solutions, Inc. website's online database. Property owners can also access the information by going directly to the VGSI's website (<http://www.vgsi.com/vision/Applications/ParcelData/NH/Home.aspx>). Property owners have until August 2<sup>nd</sup> to contact VGSI to schedule a hearing.

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

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

**Public Works & Facilities:** The Highway team started the week preparing the grader and truck #24 (Army Truck) for the Touch-A-Truck event at Playground Drive. The crew continued by paving the areas that had been cut out for drainage on Marvin Road in preparation for the final top coat of pavement to be done the week of August 1<sup>st</sup>. The balance of the week everyone worked together to finish removing the pavement on Paradise Drive in preparation for the upcoming drainage work.

**Facilities & Grounds:** Summer grounds maintenance continued throughout the week. The Town Hall window replacement project has been completed. Work continues on some of the storm damage projects.

**Fleet Maintenance:** CAR162 - Perform LOF service and state inspection; TRK3 (GMC8500) - Repair driver write ups, lights not working, adjust clutch, replaced exhaust clamp and repair muffler hanger. CAR131 - Perform state inspection, adjust headlights. TRK10 (Peterbilt) - Temporarily repaired tarp until new pieces arrive. TRK9 (Kenworth) - Performed service (PM), replaced all filters required, checked tires, replaced missing fitting in kingpin, checked engine codes. CAR161 - Perform L.O.F. service and state inspection.

Transfer Station: This week we shipped out 24 pallets of electronics that filled a 53' tractor trailer. We shipped out a 50 yd. container of scrap metal, 2 msw, 2 demo and 1 recycle.

**Moultonborough Police Department:** The Police Department recorded 331 log entries, which included the following calls for service, 26 motor vehicle stops, 19 assists to Fire/EMS, 11 Directed Patrols, 6 arrests, 5 complaints, 0 MV Accidents, 1 MV Complaint, 8 residential alarms, 3 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 498 calls for emergency service. For the period of 07/21/17 to 07/27/17, there were 23 calls for service: 2-Excessive heat, scorch burns with no ignition; 11- EMS incidents; 3-motor vehicle accidents with injuries, one with extrication; 1-Power line down; 1-Assist the physically disabled; 1-Dispatched & cancelled en route; 1-Smoke detector activation due to malfunction; 2-Alarm system activation due to malfunction; 1-Carbon monoxide detector activation, no carbon monoxide found. Four automatic aid responses transpired during this period. One automatic aid response was provided to Sandwich and three were received from Center Harbor. During this period, there was eight instances of overlapping calls, 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	09:10 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:10 mins/sec.
	Average Night/Weekend response time	09:58 mins/sec.

Operations: 7/21 - All hydraulic vehicle extrication tools (Jaws of Life) received their annual service and inspection by Firematic. All tools and pumps were found to be in good condition. 7/24 - Glenn Davis of Lakes Region Fire Apparatus conducted the factory instruction on the new HME tanker. 7/25 - The Fire Department along with the Police and Highway Departments participated in the Recreation Department's annual Touch-a-Truck event at Kraine Meadow Park at Playground Drive.

**Office of Development Services - Planning:** I attended an Economic Development meeting with Chris Robbins re economic development program in his hometown in Massachusetts. At the Master Plan Steering Committee, I reviewed a draft of Economic Development Chapter of the Master Plan as prepared by LRPC Regional Planner, Mike Izard. I conducted a staff meeting for ODS staff. I attended the Planning Board's meeting; approval of a boundary line adjustment, and a pre-application conceptual meeting regarding development of the Kona property. I provided the Selectmen with an update of ODS activities at their monthly work session. I continue to familiarize myself on the Town's land use regulations.

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

**Recreation Department:** The Recreation Department will be busy this week with several events. On Tuesday, August 1, MRD is offering the Safe Sitter Training Class at the Recreation Department, running from 9 a.m. until 4 p.m. Participants will learn about behavior management, choking rescue, first aid, and how to handle emergency situations while home alone. On Wednesday, the concert series continues, with the Moultonborough Song Writers Club performing at 6:30 p.m. at the Moultonborough Function Hall (fka the Lion's Club). On Thursday, August 3, MRD has teamed up with the Public Library to host a Karaoke Sing A Long event, featuring the soundtrack from Beauty and the Beast. There will be goodies and a craft as well. Saturday, August 5, is our annual Edith's Tennis Tournament,

including the “hit it, you keep it” challenge, and a raffle. Proceeds from the raffle will be donated to the American Cancer Society. Thank you to the several local businesses that generously donated to the raffle. Thursday, August 3, also is the deadline for the trip to the Lowell National Historic Park, scheduled for August 24. We still have seats available for the trip.

**Important Dates to Remember**

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

**Board of Selectmen & School Board Meeting, August 8, 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**

**Board of Selectmen’s Public Hearing, RSA 231:59-a, Academy Auditorium, Aug. 24, 2017, 6 PM**

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