

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 7, 2017



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**Town Administrator:** This past week's activities included: Prepared for and conducted the monthly Department Head meeting, attended the CIPC meeting, met with the Town Planner and Director of the Castle in the Clouds property to discuss their current and future land use thoughts, continued development of the new HR Manager's work plan, prepared for and attended the Board's regular meeting, prepared for and completed the transfer of a tax deeded property to the former owner. This coming week's activities include: Prepare for and attend the Board's regular meeting, assist the Town Planner to prepare for the CIPC public hearing on August 16<sup>th</sup>, continue to work on personnel matters and performance evaluations. I will be out of the office August 7 – 9. 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:** The Highway team began the week by cutting some small trees and branches on Paradise Drive. Work continued on Paradise Drive, grading and rolling to get everything prepared before the drainage work begins on this road. Part of the crew then moved onto spreading gravel, grading, and rolling Red Hill, Sibley, Wakondah, and Glidden Roads. The rest of the crew worked on Bodge Hill ditching the sides of the road and sweeping the bike path on Moultonboro Neck Road. The week ended with multiple members of the team working on Saturday for the 2017 Household Hazardous Waste Collection day.

**Facilities & Grounds:** Summer work continues, cutting grass and maintaining facilities.

**Fleet Maintenance:** EQ16 Cat skidsteer, checked out machine, lubed and added oil. Cat Excavator, road call to replace hydraulic hose. EQ35, broom replaced, wafers on drum, lubed unit. Car 151, performed service and state inspection. Car 152, performed 4-wheel brake job and state inspection. TRK7, started in the afternoon, found broken bolt in oil pan, sending to Liberty for warranty work. TRK3, road call to Bodge Hill to check out not starting.

**Transfer Station:** This week we shipped out 3 msw, 2 demo, and 2 single stream recycle.

**Moultonborough Police Department:** The Police Department recorded 350 log entries, which included the following calls for service, 35 motor vehicle stops, 11 assists to Fire/EMS, 9 Directed Patrols, 2 arrests, 6 complaints, 3 MV Accidents, 4 MV Complaints, 9 residential alarms, 4 commercial alarms and 6 K-9 complaints.

**Training:** July 31<sup>st</sup> thru August 4<sup>th</sup> Sgt. Boucher attended Active Shooter Level II Train the Trainer.

**Moultonborough Fire Rescue:** Year to date 498 calls for emergency service. For the period of 07/28/17 to 08/03/17, there were 28 calls for service: 1 - Trash, rubbish fire in the building, contained; 2 - Excessive heat, scorch burn with no ignition; 20 - EMS incidents; 1 - Assist the physically disabled 4 - Alarm/Detector activations, no fire. There were 2 automatic aid responses received from Center Harbor. Two mutual aid responses were received, one from Center Harbor and one from New Hampton. Overlapping Incidents: During this period, there were 10 instances of overlapping calls. Overlapping incidents are where 2 or more incidents are being mitigated simultaneously. Of the 10 overlapping incidents, twice were 3 incidents ongoing and twice were 4 incidents ongoing at the same time. For the four-incident event, Center Harbor and New Hampton were requested for mutual aid.

<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	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:24 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:47 mins/sec.
	Average Night/Weekend response time	12:17 mins/sec.

Operations: 7/31 - Chief Bengtson conducted a Daycare inspection at a facility on Whittier Highway. 8/1 - The Chief attended the Department Head Staff meeting with the Town Administrator at Town Hall. 8/1 - The Fire Chief attended the monthly Lakes Region Fire Aid Executive Committee meeting at the communication center in Laconia. 8/2 - Chief Bengtson and Equipment Operator Colby conducted an inspection of the DPW and Public Safety building as part of the annual Joint Loss Management Committee inspections. 8/3 - Glenn Davis of Lakes Region Fire Apparatus conducted the second part of training on the new tanker. Department personnel were provided with instruction on the operation of the dump valves and portable water tank. Personnel demonstrated making water deliveries into the portable tank from both sides and the rear dump valves using a spotter.

**Office of Development Services - Planning:** I conducted an ODS staff meeting. I attended the Capital Improvements Plan Committee. I also attended a meeting at the Castle in the Clouds concerning long range planning and development at CITC with CITC Executive Director Charles Clark and Town Administrator Walter Johnson. A meeting was held with Constance Strand and ODS staff concerning her plans for property on corner of Evans Road and NH Route 25. I continue my familiarization with Town land use regulations.

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

**Recreation Department:** We optimistically started Edith's Tourney on Saturday morning, but it soon became apparent that the weather was not going to cooperate, play was suspended and postponed until Sunday. We had over 20 tennis players compete. This coming Saturday, August 12<sup>th</sup> is the Pathway Road Race held in conjunction with the Moultonborough Pathway Association. Registration begins at 7:30 a.m. with the race getting underway at 8:45 a.m. Also on August 12<sup>th</sup> will be the Family Fun Day held at, and in conjunction with, the Castle in the Clouds as well as the Lakes Region Conservation Trust and runs from 11a.m. to 2 p.m. We have only two concerts left in our concert series. The Ragged Mountain Band will perform this Wednesday and the re-scheduling of the Rick Clogston Band is the following Wednesday, August 16<sup>th</sup>. The rain held off last Wednesday until the last song for the Moultonborough Songwriter's Club performance. We are in our last week of camps. Happy Campers will wrap up with their end of the year field trip to Storyland on Thursday and Teen Adventure and RECKing Crew end their season at Funtown-Splashtown USA in Saco, Maine. Swimming lessons and tennis lessons concluded last Thursday. Children's Stage Adventure is scheduled to begin next week,

August 14<sup>th</sup> as is the Challenger British Soccer Camp. These camps both run for the week. Last week Donna K. met with Sue Noyes to discuss summer 2018 as well as next year's "Beyond the Bell" Program and the use of the schools for these programs. Both Donna K. and Dan will be attending the Parent/Athlete meeting for Moultonborough Academy Athletes on Thursday August 10<sup>th</sup>. With the new school scheduling, came a new policy regarding 6<sup>th</sup> graders' participation on Middle School teams. The Recreation Dept. worked with the school to develop a policy that would accommodate the 6<sup>th</sup> graders on middle level teams when warranted while keeping any negative impact to the Recreation Dept.'s youth sport programs at a minimum. The Early Bird Deadline for Youth Soccer is next Wednesday August 17<sup>th</sup>.

**Important Dates to Remember**

**Board of Selectmen & School Board Meeting, August 8, 2017, 7 PM**

**Board of Selectmen's Meeting, August 10, 2017, 6:30 PM**

**Board of Selectmen's Meeting & Public Hearing, August 17, 2017, 7 PM & 7:30 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 – September 5, 2017, 9 AM\***