

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 28, 2017



Town Administrator: This past week's activities included: Attended the Milfoil Committee meeting, prepared for the Emergency Lane public hearing, prepared for the Select Board's monthly work session, attended the Emergency Lane public hearing, met with Chief Wetherbee and Norm O'Neil regarding new police chief search plan, and continued to work on personnel evaluations and training program. This coming week's activities include: Continue work on several personnel matters and evaluations, updating and correcting the private road/emergency lane list from the public hearing, prepare for the September Department Head meeting on September 5th, coordinate the annual volunteer picnic on September 16th. I will be out of the office on Thursday and Friday this week and available by phone and/or e-mail. Have a great week!

Finance: Nothing to report this week.

Assessor: The Assessing Department continues to work on the MS-1, unfortunately, this year, our utility appraiser George Sansoucy, has requested that we file for an extension. Due to a holdup of information from the utility companies, Sansoucy will not have adequate time to prepare values in for the filing deadline of the MS-1. Thus, he has requested Moultonborough, along with a number of other NH towns, file for the extension. Without the holdup of the utility values, Moultonborough would have been able to file the MS-1 on time this year.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week began with the Highway crew removing pavement between 191 and 208 Shaker Jerry Road, as part of the 2017 Road Program. Part of the team moved over to the baseball field to begin removing the fence, fence posts, cutting the necessary area to be improved, and installation of silt fence material. On Thursday, R. DeDucca and C. Theriault attended training to learn about reasonable suspicion for Drug and Alcohol concerns for CDL Drivers. The week ended with finalizing a few items on Academy Drive and Blake Road to prepare for the opening day of school.

Facilities & Grounds: This past week the Grounds crew continued to mow, trim and maintain Town properties and rake the beaches. The Grounds crew also helped out with the removal of the fence at the ball field. We removed some wooden shelves at Town Hall and replaced them with the new metal shelving.

Fleet Maintenance: TRK7 (International): Repaired air charge line ordered new parts; TRK11 (F350) - Replaced trailer ball assembly; FD 15F-2 State inspection; TRK10 (Peterbilt) - Perform PM service; CAR132 - install evap. valve and reset system.

Transfer Station: This week we shipped 1 scrap metal, 3 msw, 2 demo, and 2 recycle.

Moultonborough Police Department: The Police Department recorded 385 log entries, which included the following calls for service, 34 motor vehicle stops, 9 assists to Fire/EMS, 6 Directed Patrols, 1 arrest, 7 complaints, 1 MV Accident, 7 MV Complaints, 6 residential alarms, 1 commercial alarms and 8 K-9 complaints.

Training: August 21st thru August 23rd Sergeant Boucher attended ERASE training (Exterior Response to Active Shooter Events).

Moultonborough Fire Rescue: Year to date 598 calls for emergency service. For the period of 08/04/17 to 08/24/17, there were 72 calls for service: 2 Vehicle fires; 1 Lawnmower fire; 41 EMS incidents; 3 Motor vehicle accidents, one with injuries; 1 Lock-in; 1 Water craft rescue; 1 Carbon monoxide incident; 2 Power lines down; 1 Arcing, shorted electric equipment; 1 Animal rescue; 1 Public service call; 1 Assist the physically disabled; 1 Unauthorized burning; 7 Dispatched & cancelled en-route; 3 No incident found on arrival at dispatched address; 1 Alarm system activation due to malfunction; 3 Smoke detector activation, no fire, unintentional. Automatic Aid: Eight automatic aid responses occurred during this period. Five were received from Center Harbor, two from Sandwich and one from Tuftonboro. Overlapping Incidents: During this period, there were eighteen instances of overlapping calls. Overlapping incidents are where two or more incidents were being mitigated simultaneously. Of the eighteen overlapping incidents, sixteen were two incidents ongoing and twice were three incidents ongoing at the same time.

<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	10:16 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:41 mins/sec.
	Average Night/Weekend response time	10:31 mins/sec.

Operations: 8/4 - The Department responded to two vehicles on fire in front of a home on Castle Shore Road. Upon arrival, crews found a pick-up truck and a minivan on fire within 20 feet of the home. Both vehicles were quickly extinguished. The home was undamaged by the fires. 8/20 - Crews responded with the fire boat to a boat in distress around Lincoln Island. The disabled boat was towed to the boat launch at Suissevale. 8/19 & 8/20 - Firefighters Breault, Marsh and Chief Bengtson traveled to Emmitsburg Maryland to attend the New Hampshire, Vermont and Alabama Three State Weekend at the National Fire Academy. Firefighters Breault & Marsh attended classes on Strategy and Tactics for Initial Company Operations, Chief Bengtson attended classes on Exercising Leadership Ethically. 8/22 - The Department conducted oral interviews for the open firefighter/AEMT position. 8/25 - Chief Bengtson attended a meeting at the LRMFA Communication Center in Laconia at which fire chiefs were given an overview of the FirstNet in New Hampshire by John T. Stevens, the Statewide Interoperability Coordinator. FirstNet is a federal initiative to build, operate and maintain a high-speed, nationwide wireless broadband network dedicated to public safety. FirstNet will provide a single interoperable platform for emergency and daily public safety communications. Coordinator Stevens outlined the current status of FirstNet and the NH options that will be going to the Governor soon for a decision as to whether NH will opt-in or pursue a State run alternative.

Office of Development Services - Planning: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The 3rd Annual Adult Pickle Ball Tournament is being held Monday August 28th at Kraine Meadow Park. We have two divisions of play, Recreational and Competitive. The outdoor pickle ball program will continue through the end of September. Youth Soccer for grades 3-6 gets underway this week with soccer clinics being held Monday, Tuesday and Wednesday evenings. The coaches for the clinics are members of the Moultonborough Academy varsity and junior varsity boys' soccer teams. Soccer teams will be determined after the clinics with practices getting underway the following week. Kindergarten soccer players have until this Friday, Sept. 1st, to sign up for the program. Youth volleyball registrations are also due this Friday Sept. 1st. With the new scheduling and revisions to the MA Athletic policies regarding 6th grade participation at the Middle Level at MA, we have "lost" three 6th grade boys from the youth soccer ranks, and four 6th grade girl volleyball players. We continue to work with the Athletic Director to ensure the best opportunities for the youth athletes and for both programs. The lines and raft at Long Island Beach and lines at States Landing Beach are slated to be removed right after Labor Day. The Adult Softball league wrapped up its season last weekend with their annual jamboree, which was held at Kraine Meadow Park this year.

Important Dates to Remember

Memorial Day, All Non-Essential Depts. Closed, September 4, 2017

Board of Selectmen's Meeting, September 7, 2017, 7 PM

Board of Selectmen's Meeting, September 14, 2017, 7 PM

Board of Selectmen's Meeting, September 21, 2017, 7 PM

Board of Selectmen's Work Session, September 28, 2017, 7 PM

Department Head Meeting, Tuesday – September 5, 2017, 9 AM