



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 11, 2017



Town Administrator: This past week's activities included: Meeting with the Con Com Chair and Town Planner regarding the Moultonborough Falls property purchase, met with the HR manager on performance evaluation training, personnel file management plan and the hiring plan for the new Police Chief search, prepared for and attended the regular Select Board meeting, continued work on several employee performance evaluations, met with school officials, Recreation Department and EMD to discuss the emergency shelter plan, met with Town Planner and Planning Board Chair regarding economic development efforts. This coming week's activities include: Prepare for and coordinate the monthly Department Head meeting, implement the new Police Chief and the new Town Assessor search plans, meet with Superintendent Noyes regarding ongoing cooperative issues, prepare for and attend the Select Board's regular meeting, and continue work on a number of personnel matters and evaluations. On Friday, I will be in Concord for a MMANH meeting and training. 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: The Town Clerk, Barbara Wakefield, Deputy Town Clerk, Kathy Remson and Office Assistant, Julia Marchand attended the NH City and Town Clerk's Conference last week. There were speakers and trainings from state departments including Department of Motor Vehicles on registrations and titles, Secretary of State's Office on Elections, HAVA and Vital records. There was much discussion on new legislation. We met with many vendors and got to observe the Poll Book operation used for elections.

Public Works & Facilities: Highway started the week with cutting some trees and branches on Shaker Jerry Road in preparation for the upcoming roadwork. The crew continued by taking care of multiple drainage issues on Jacobs, Randall and Bodge Hill Roads. R. DeDucca and C. Theriault attended the Household Hazardous Waste review meeting on Wednesday night at LRPC. The balance of the week was spent hauling pavement from Highway Garage to Robinson's sandpit in Tamworth and returning with 3 to 6 inch gravel to prepare for the road work on Shaker Jerry Road.

Facilities & Grounds: This past week the F&G crew enjoyed some time off as the mowing season is slowing down. We finished building the rest of the shelving at the Town Hall. M. Kepple raked and cleaned the beaches, and met with HVAC and electrical contractors for pricing on new equipment at the Town Hall. The milfoil trailer was emptied and we trimmed at Lees Mills to get it ready for the Steamboat Rally.

Fleet Maintenance: Trk7 (2011 International 7400 dump): Replaced air dryer assembly, lube dumpcart; TRK11 (2016 F350) - Perform state inspection; CAR161 - Reinspect for new ghost plates; EQ13

(Komatsu loader) - Rebuild hook points for wrecking ball for dump, repair side fender assembly and steps; TRK8 (F350) - Replaced parking brakes assemblies, get ready for inspection.

Transfer Station: Last week we shipped out 4 msw, 5 demos, 4 recycle, 1-50 yd. container of scrap metal.

Moultonborough Police Department: The Police Department recorded 346 log entries, which included the following calls for service, 18 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 10 complaints, 3 MV Accidents, 4 MV Complaints, 10 residential alarms, 0 commercial alarms and 4 K-9 complaints.

Moultonborough Fire Rescue: Year to date 634 calls for emergency service. For the period of 09/01/17 to 09/07/17, there were 24 calls for service: 9 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident with no injuries; 1 – Watercraft rescue; 1 – Carbon monoxide incident; 1 – Arcing, shorted electrical equipment; 1 – Cover assignment – Wolfeboro; 1 – Cancelled en-route; 2 – No incident found upon arrival at dispatched address; 1 – Hazardous materials investigation with no materials found; 4 – Detector activations ; 1 – Lightning strike (no fire). Automatic Aid: Seven automatic aid responses were received during this period. Three were from Center Harbor, two from Sandwich and one each from Holderness and Tuftonboro. Mutual Aid: Mutual aid was given to Ossipee Valley Mutual Aid Association during a multiple alarm outside fire, with Moultonborough covering Wolfeboro, Wakefield and Brookfield from the Wolfeboro fire headquarters. Overlapping Incidents: During this period, there were six instances of overlapping calls. Overlapping incidents are where two or more incidents are 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	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	14:12 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:57 mins/sec.
	Average Night/Weekend response time	16:43 mins/sec.

Operations: 9/1 - The fireboat responded to the north side of Gansy Island for a boat on the rocks. Upon arrival found Marine Patrol on scene. No injuries and no fluids leaking. 9/2 - Engine 4 provided coverage for Ossipee Valley Mutual Aid Association for the communities of Wolfeboro, Wakefield and Brookfield out of the Wolfeboro fire headquarters. During the five hours of coverage, the truck responded to one EMS incident. 9/3 - Chief Bengtson investigated a carbon monoxide incident involving a propane cooking stove. The oven was found to be producing carbon monoxide and caused the activation of the CO detectors. 9/5 - Moultonborough and Center Harbor companies responded to Bean Road for a tree blocking the travel lanes. Companies found a tree that had been struck by lightning down in the roadway, crews used chain saws to remove the obstruction and reopened the road after 20 minutes.

Office of Development Services - Planning: I Attended the regular meeting of the Zoning Board of Adjustment; ZBA granted Variance to Edward and Jane Smits for enlargement of their existing residence at 77 Richardson Shores Road. Conducted the final inspection of the Dollar General project with Town Engineer Ray Korber. In consultation with Ray Korber, we reviewed the final site plan for the Stephens Landscaping project on Moultonboro Neck Road at the former Avery site. In consultation with Assessing Department and Land Use Department staff, reviewed request for un-merger of involuntarily merged property of Chocorua Forestlands property as per provisions of RSA 674:39-aa. I met with Conservation Commission Chair Samaha and Town Administrator Johnson re LCHIP Grant

for funding components of the proposed Moultonborough Falls Conservation Project. I also met with Planning Board Chairman Scott Bartlett and Town Administrator Johnson re proposed development advisory group. Continued familiarization with Town's land use regulation.

Human Services: Nothing to report this week.

Recreation Department: The parent meeting was held on September 8th. Team practices began last week and games started on Saturday September 9th. Kindergarten and grades 1-2 soccer will also get underway on Saturday the 9th. The 3-4 grade level games start against Sandwich Recreation this week. Youth volleyball practices start on Tuesday, September 12th from 6-7:30 p.m. in MCS Gym. The Recreation Advisory Board will meet on Monday, September 11th at 7:00 p.m. The RAB has been on hiatus for the summer months. The raft has been removed from Long Island beach for the year. A big thanks to the Moultonborough Fire Department for helping us tow the raft over to Trexler's Marina where we store it for the winter. Thank you to Trexler's Marina for letting us store it there until next year. The swim lines at States Landing as well as Long Island will be taken out this week. Dan attended an emergency shelter meeting with members of the school, Town Administrator, as well as the Fire Chief last Thursday. Discussion occurred about future emergencies and where shelter would be needed and how to improve upon our procedures. We are working with several playground equipment companies to replace the old equipment at the park. Dan and Donna K. will be attending the NHRPA state conference and awards banquet on Wednesday September 13th in Concord.

Important Dates to Remember

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 12, 2017, 9 AM