



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 18, 2017



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**Town Administrator:** This past week's activities included: Prepared for and coordinated the monthly Department Head meeting, implemented the new Police Chief search and the new Town Assessor plans, met with Superintendent Noyes regarding ongoing cooperative issues, prepared for and attended the Select Board's regular meeting, continued work on a number of personnel matters and evaluations, and attended the MMANH meeting and training on the status of the NH Retirement System. This coming week's activities include: Attending the Joint Loss Management Committee meeting, attending two development projects technical reviews, finalizing and distributing FY18 budget preparation materials to Department Heads, continuing work on personnel matters and evaluations, preparing and issuing a RFP for roof repairs to the Taylor house, prepare for and attend the weekly Select Board meeting, and coordinate the surplus property sale bid opening. 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 crew worked on the 2017 Road Program. Part of the crew hauled aggregate material to Shaker Jerry Road between #191 and #208. The rest of the team helped prepare driveways and catch basins on Paradise Drive. The end of the week was spent organizing Highway Garage and cleaning the heavy equipment.

**Facilities & Grounds:** The grounds crew continued the weekly maintenance of the Town properties and cemeteries. M. Kepple had Friday off to co-host a golf tournament to benefit Child Advocacy of Carroll County, which was a great success.

**Fleet Maintenance:** TRK8 (2003 ford f350), rebuilt rear parking brake assemblies with new backing plates, shoes & hardware, repair body rust & lights for inspection. State inspections were performed on: TRK20 (2007 F550 bucket truck), TRK 6 (GMC 8500), 15R1 (2012 HME 1871-W rescue truck), 159E-4 (2001 HME firetruck), 15R3 (2015 Ford F550 HME mini EVO) inspected and checked brakes, TRK18 (2010 Dodge Grand Caravan) inspected, replaced rear rotors and pads, perform l.o.f. service; TRK7 (International), repair driver's side rear fender, work on dump body.

**Transfer Station:** This week we shipped out 2 msw, 4 demo, 3 recycle and 1 scrap metal.

**Moultonborough Police Department:** The Police Department recorded 337 log entries, which included the following calls for service, 11 motor vehicle stops, 19 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 6 complaints, 6 MV Accidents, 4 MV Complaints, 7 residential alarms, 5 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 653 calls for emergency service. For the period of 09/08/17 to 09/14/17, there were 19 calls for service: 13 – EMS calls; 1 – Motor vehicle accident with no injuries; 1 – Assist the Police; 1 – Assist the physically disabled; 1 – Unauthorized burning 1 – Fire alarm activation, (no fire); 3 automatic aid responses were received during this period, 2 from Center Harbor, 1 from Tuftonboro; Mutual Aid: None given or received. During this period, there were 9 instances of overlapping calls (where two or more incidents were being mitigated simultaneously).

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend staffing	4 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	07:57 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:47 mins/sec.
	Average Night/Weekend response time	08:07 mins/sec.

**Operations:** 9/8 - Personnel back flushed dry hydrant in the Winaukee and Long Island zones. 9/12 - Deputy Buckler and Administrative Assistant Marsh attended an Assistance to Firefighters Grant writing program in Meredith. 9/12 and 9/14 - Firefighter Searles, Wakefield and Chief Bengtson attended a NH Fire Academy pump operators class at the Public Safety Building. Firefighter's Frangelli and Wakefield attended EMT and AEMT classes on Monday and Wednesday.

**Office of Development Services - Planning:** I attended the Department Head meeting and the regular meeting of the Planning Board, granting approval of the proposed 5-lot "Tamarack" subdivision with an extensive list of conditions. A staff meeting was held for the Land Use Department staff. I met with property owner, Jeff Frahm concerning proposed site plan amendments for expanded boat repair business. I contacted possible members for the Development Advisory Group and confirmed several candidates. I continue with familiarization with the Master Plan and Town Land Use regulations.

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

**Recreation Department:** Grade 5/6 youth soccer will start playing against surrounding communities next week. The Carroll County Travel Team will start practices next week. Youth volleyball practice started last week and runs through October 17<sup>th</sup>. We're working with playground equipment companies to replace the old equipment at the park. Dan and Donna K. attended the NHRPA state conference last Wednesday in Concord. Dan received the Don Heyliger Young Professionals Award. Our after-school program "Beyond the Bell" has been revamped for grades k-6. A variety of activities will be offered in the gym, in a classroom, and the outside space at MCS, Monday-Thursday, grades K-6, from 2:50 to 4:30 p.m. Program goals are to promote physical activity, indoor and outdoor play, socialization, time for kids to do some quieter activities, and homework time. Groups will rotate through stations, each with planned activities. Two sessions are offered, 10/2 - 11/10, and 11/13 - 12/20, \$60 per session. Additional sessions will be scheduled after the holidays. Donna K. will be attending the National Recreation and Park Association Conference in Louisiana next week.

### **Important Dates to Remember**

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

**Board of Selectmen's Work Session, September 28, 2017, 4 PM**

**\*Department Head Meeting, Tuesday – October 3, 2017, 9 AM\***