

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 2, 2017



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**Town Administrator:** This past week's activities included: Finalized details for the staff safety and wellness day, met with Norm and Primex staff to coordinate interview day and evaluation of Police Chief candidates, continued work on the performance evaluation training with the HR Manager, prepared for and attended the Select Board's work session, attended the Lakes Region Managers' group meeting, worked with the Finance Director on the new budget chart of accounts, and issued the RFP for the Taylor house roof replacement. This week's activities include: Complete the performance evaluation training presentation with the HR Manager, prepare for and coordinate the monthly Department Head meeting, attend the performance evaluation training presentation for supervisors, meet with the Recreation Director, Superintendent, and SAU Buildings and Grounds Committee, prepare for and attend the Select Board's meeting, review the private contractor's agreement for 2018 with insurance counsel, and schedule interviews with Town Assessor candidates. 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:** Highway continued working on the 2017 Road Program, Paradise Dr. and Shaker Jerry Rd. The sides of the roads were loamed and all gravel driveways were finished after the new curbing and paving was completed. R. DeDucca and C. Theriault attended a gravel and dirt road maintenance workshop.

**Facilities & Grounds:** Fall clean-up of Town cemeteries and properties continues. M. Kepple met with the DPW Director to go over 2018 budget needs. All the generators have been serviced. Still waiting for some HVAC bids.

**Fleet Maintenance:** TRK1 (2006 GMC 2500HD): Performed state inspection, replaced parking brake cables and adjusted, L.O.F., replaced a/c belt and tensioner, repaired driver side floorboard and rocker panel, worked on evap. system; TRK5 (2015 F550) - Replaced rear brakes, rotors and wheel seals, state inspection; TRK2 (2011 F550) - Started replacing tires, replaced right rear wheel studs, state inspection. Need to do front brakes and dust shields; TRK7 (2011 International) – Began work to replace injector; TRK4 (2012 F350) - Dealt with accident on Moultonboro Neck Road (waiting on insurance adjuster).

**Transfer Station:** We shipped 2 msw, 3 demos, 2 single stream recycle, 1 container of roof shingles, and 1 container of clean wood.

**Moultonborough Police Department:** The Police Department recorded 409 log entries, which included the following calls for service, 79 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed

Patrols, 0 arrests, 7 complaints, 3 MV Accidents, 5 MV Complaints, 5 residential alarms, 1 commercial alarm and 2 K-9 complaints.

Training: 09/28/17 Sgt. Jason Boucher, Glock Armorer Recertification.

**Moultonborough Fire Rescue:** Year to date 682 calls for emergency service. For the period of 09/22/17 to 09/28/17, there were 7 calls for service: 1 – Excessive heat, scorch burns with no ignition; 3 – Emergency medical incidents; 1 – Animal rescue; 1 – Assist the physically disabled; 1 – Alarm system sounded due to malfunction. One automatic aid response received from Center Harbor, 1 given to Tuftonboro. No mutual aid was given or received. During this period, there were 5 instances of overlapping calls (where 2 or more incidents were being mitigated simultaneously).

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2 firefighters
	Average Night/Weekend staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:01 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	19:55mins/sec.
	Average Night/Weekend response time	09:32 mins/sec.

Operations: 9/25 - NFPA 37 & NFPA 54 Code compliance consultation for a Gov. Wentworth Hwy. residence. 9/26 - Chief Bengtson witnessed a NFPA 13D Residential Fire Sprinkler test for an Adam Shore residence. 9/26 - NHFA Pump Operator Class, Firefighters Searles, Wakefield and Chief Bengtson attended. 9/26 - NFPA 31 Oil burner and tank inspection for a Marvin Road residence. 9/27 - Chief Bengtson attended a demonstration in Gilford of a fire suppression product called FireIce which is a suppression gel that suffocates the fire and can be used to protect exposures from fire damage, and is environmentally friendly. 9/28 - Inspection of Moultonborough Central School for Life Safety & Fire Code compliance as required by RSA 153:14 II (b). 9/28 - NHFA Pump Operator class, Firefighters Searles, Wakefield and Chief Bengtson attended.

**Office of Development Services - Planning:** Scheduled and prepared for Technical Review Committee (TRC) concerning two proposed projects: Blackadar Site Plan and Da Silva Site Plan. No departments appeared at TRC except Land Use Department and Assessing Department, therefore the TRC for reviewing these projects was re-scheduled. Prepared for and attended Planning Board meeting. Major item was the completion of the Site Plan review process for the proposed Stephens Landscaping building and site at 62/70 Moultonboro Neck Road. The Site Plan was approved with extensive conditions. Had familiarization tour of Lake Kanasatka with President and Vice President of Lake Kanasatka Watershed Association. Reviewed matters concerning the Development Advisory Group with Planning Board Chairman. Prepared for and attended Board of Selectmen's work session concerning two community development initiatives: First matter was the proposed Development Advisory Committee (DAG). Submitted report to the Selectmen concerning the DAG, its task and organization. Also submitted a list to the Selectmen of potential candidates for appointment to the committee and both received approval. Second matter was report and discussion with the Selectmen concerning proposed construction of Town roads in Moultonborough's Village area and requested/received permission from the Board to meet with the Moultonborough SAU and the Moultonborough Methodist Church to discuss the proposal concerning the proposed location of a Town road connecting between Blake Road and Old Route 109 on school property and property of the Methodist Church. I continued reading and familiarization with Master Plan and Town land use regulations.

Human Services: Nothing to report this week.

**Recreation Department:** The After School Beyond the Bell program begins today, and currently, has a wait list. The program runs Monday - Thursdays at MCS from 2:50-4:30 p.m., grades K-6. Youth soccer began. Early practices were cancelled due to the cold rain. Games for grades 3-4 were held a little later in the day. MRD is offering the annual Halloween Party on Friday, October 27, for grades 4 and under. Volunteers are needed to help run games in the gym. Donna K. attended the NRPA Conference in New Orleans last week, and found it a very beneficial conference, bringing back a lot of information. The Summer outdoor Pickleball program ended last Friday and had a great turn out. Indoor Pickleball, in collaboration with Meredith Parks & Recreation will be on Tuesdays and Fridays, 9-11 a.m. at the Meredith Community Center, beginning October 3.

**Important Dates to Remember**

**Board of Selectmen's Meeting, October 5, 2017, 7 PM**

**Columbus Day, All Non-Emergency Departments Closed, October 9, 2017**

**Board of Selectmen's Meeting, October 12, 2017, 7 PM**

**Board of Selectmen's Meeting, October 19, 2017, 7 PM**

**Board of Selectmen's Work Session, October 26, 2017, 4 PM**

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