



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 10, 2017



---

**Town Administrator:** This past week's activities included: Completed the performance evaluation training presentation with the HR Manager, prepared for and coordinated the monthly Department Head meeting, attended the Performance Evaluation training presentation for supervisors conducted by HR Manager Norm O'Neil, prepared for and attended the Select Board's meeting, reviewed the private contractor's agreement for 2018 with insurance Counsel, participated in an interview with a Town Assessor candidate, attended two TRC (Technical Review Committee) reviews, met with the Town Planner on preparing the 2018 Land Use Department budget, toured Town road projects with the DPW Director. This coming week's activities include: An interview with a Town Assessor candidate, meet with the Library Trustees' Chair regarding the 2018 budget preparation, meet with Chief Wetherbee, Officer John and Norm O'Neil on salary and benefit survey, a meeting with Bob Ward on the Community Development Advisory Committee mission draft, attend a Primex training on municipal immunities, begin reviews of Police Chief applications, conduct the pre-bid meeting for the Taylor house roof project, prepare for and attend the Select Board's regular meeting. 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:** Several Highway staff spent most of the week continuing to spread loam along the sides of Paradise Drive backing up the curb. The Kenworth dump truck (#9) was delivered for auto body repair. A couple of the guys spent a day preparing truck #3 for trade in towards the purchase of the new truck that is to be delivered by the middle of October. We finished the week with both Facilities & Grounds and Highway crews working together at the Public Safety Building to prepare for a new generator to be delivered and to resolve the well issues.

**Facilities & Grounds:** This past week we continued to clean up leaves and mow in the cemeteries for the last time. The new generator was delivered to the Public Safety Building and will be installed this week. The HVAC contractor started maintenance on the heating system for the upcoming season.

**Fleet Maintenance:** TRK7 (International) - Replaced #2 injector and exhaust sensor and got running, repaired charge pipe; TRK2 (F550) - Prepared for state inspection, replaced all 6 tires, front brakes and rotors, repaired lights; EQ14 (Cat Loader) - Swapped out right front tire for repair; TRK5 (F550) - Replaced batteries that wouldn't hold a charge; Trk3 (03 GMC 8500) - Installed plow frame for trade in.

**Transfer Station:** Last week we shipped 2 msw, 3 demo and 2 single steam recycle. Governor Chris Sununu asked all N.H. residents for relief help for Puerto Rico. The employees of the Town on short notice raised 820 lbs. of supplies that were brought to the state capitol.

**Moultonborough Police Department:** Nothing to report this week.

**Moultonborough Fire Rescue:** Year to date there were 700 calls for emergency service. For the period of 09/29/17 to 10/05/17, there were 16 calls for service: 12 – Emergency medical incidents; 1 – Motor vehicle accident with no injuries; 2 – Dispatched & cancelled en route; 1 – Smoke detector activation due to malfunction. During this period, one automatic aid response received from Center Harbor. No mutual aid was given or received. No overlapping incidents occurred during this period. Overlapping incidents are where two or more incidents were being mitigated simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	2 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend staffing	2 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	11:13 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:45mins/sec.
	Average Night/Weekend response time	13:42 mins/sec.

**Operations:** 10/2 - Monthly Officer's meeting; 10/3 - Monthly Town Department Head Staff meeting with Town Administrator; 10/3 - Town training with Human Resources on how to conduct performance evaluations; 10/3 - Lakes Region Mutual Fire Aid Executive Committee meeting; 10/3 - Firefighter Searles and Chief Bengtson sat for certification testing for Pump Operator; 10/4 - Chief Bengtson participated in an Office of Development Services technical review of two plans; 10/5 - Chief Bengtson conducted a follow up inspection at Moultonborough Central School.

**Office of Development Services - Planning:** Meetings attended this week are: Department Head meeting; the Employee Evaluation Training Session; the LRPC's Transportation Advisory Committee (TAC); met with TA Johnson re preparation of Planning Department FY 2018 budget; public hearing of NH DOT re the proposed 10-Year Plan for improvements to State Highway system, as the Town's representative to the LRPC/TAC. I scheduled, prepared for and chaired the Technical Review Committee (TRC) concerning two proposed projects: Blackadar/Aubuchon Site Plan and DaSilva Site Plan. Prepared for and attended the Zoning Board of Adjustment meeting, with two variance hearings. First was a variance hearing for Steven Surdam to allow demolition and new construction of an existing boathouse on Lake Winnepesaukee, tabled to 10/18/17. The second variance was for Anni and Eric Jacobsen to allow demolition and new construction of a single-family dwelling with an expanded footprint, plus to allow the construction closer to property lines and shorefront than allowed by Zoning Ordinance. All requested variances were approved by the ZBA. I held a staff meeting of Land Use staff. I continue reading and familiarization with the Town's Master Plan and land use regulations.

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

**Recreation Department:** This weekend our 5<sup>th</sup> & 6<sup>th</sup> grade soccer team will compete in the Mount Washington Valley Soccer Tournament in Conway. All other levels of youth soccer will continue with practices and games. The Carroll County Youth Soccer Tournament is scheduled for October 28<sup>th</sup>, to be held in Moultonborough, and Dan Sturgeon will serve as Tournament Director. Our tourney team will compete in that tournament also. We are advertising for consistent help for our Beyond the Bell (After School) Program and currently are limiting the number of participants to ensure staff/child ratios. As such we have a "wait list" that is growing. Plans for our Halloween Party on October 27<sup>th</sup> are coming together nicely, and now includes the Haunted Hallway. MRD is working on facilitating a meeting with organizations and businesses in the village area to coordinate the promotion of Christmas holiday events and is scheduled for Thursday October 19<sup>th</sup> at 3 p.m. at the Recreation Department. Donna Tatro and

Stephanie Poole from the Castle in the Clouds, will be talking about their collaborative efforts in providing programming such as the Snowshoe Hike, Family Fun Day, etc. at the NH Children in Nature Event on Thursday October 26<sup>th</sup> at the Squam Lakes Science Center. The organizers wanted to highlight 3 or 4 events that are collaborative that encourage children and families to enjoy the outdoors and requested that our partnership be one that is presented.

**Important Dates to Remember**

**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 – November 7, 2017, 9 AM\***