

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 25, 2017



**Town Administrator:** Last week I attended the Joint Loss Management Committee meeting and two development project technical reviews. I finalized and distributed the FY18 budget preparation materials to Department Heads, continued work on personnel matters and evaluations, worked on a Taylor House Roof Repair RFP, prepared for and attended the Select Board meeting, and coordinated the surplus property sale bid opening. This coming week's activities include: Finalizing details for the staff safety and wellness day, meeting with a representative from Primex to coordinate interview day and evaluation of Police Chief candidates, finalize performance evaluation training with the HR Manager, prepare for and attend the Select Board's work session, attend the Lakes Region Managers' group meeting, work with the Finance Director on the new budget chart of accounts. 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 began by continuing to haul the final material needed on Shaker Jerry between #191 - #207 for the 2017 Road Program. We moved to Old Redding Lane to cut and trim the remainder to begin the 2017 Road Work on this road. On Lee Road, we completed ditching on the Route 109 end. The week ended with backing up the curbing with loam on Paradise Drive as part of the 2017 Road Program.

**Facilities & Grounds:** The F&G crew finished trimming the cemeteries for the season and began to blow leaves. The Pathway continues to be maintained at the lower end of the Neck Road. Beaches were raked for the last time this season.

**Fleet Maintenance:** TRK4 (2012 Ford F350) - Replaced D.E.F. tank heater assembly and passenger side tie rod end, and state inspection; TRK7 (International) - Repair driver side rear fender, straightened out scuttle door, adjusted gate, swapped out tire, state inspection; 15-Rescue3 (2015 F550 firetruck) - Retorque front wheels, check for noise; EQ14 (CAT926M loader) - Set up spare tire, swapped out tire for repair; CAR101 (2010 Crown Vic police cruiser) – Removed letters for sale; TRK24 (Freightliner) - Performed 5,000 mile PM, state inspection; CAR 1 (2004 Chevy Suburban- Fire Dept.) - Removed letters for sale; TRK1 (2006 GMC 2500HD) - Performed PM service, start repairs for state inspection.

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

**Moultonborough Police Department:** The Police Department recorded 362 log entries, and includes the following calls for service, 38 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 2 MV Accidents, 1 MV Complaint, 1 residential alarm, 3 commercial alarms, and 1 K-9 complaint.

**Moultonborough Fire Rescue:** Year to date 675 calls for emergency service. For the period of 09/15/17 to 09/21/17, there were 18 calls for service: 1 – Oil burner malfunction; 11 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Arcing, shorted electrical equipment; 1 – Assist the physically disabled; 3 – Fire alarm activations (no fire). One automatic aid response received from Center Harbor, one given to Tuftonboro. Mutual Aid: None given or received. During this period, there were five 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	3 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	09:28 mins/sec.
	Average Night/Weekend response time	10:30 mins/sec.

Operations: 9/15 - Annual school inspection at the Academy. 9/16 - NH Fire Academy Pump Operations practical evolutions class, session #1, and on 9/17 session #2. 9/19 - Joint Loss Management Committee meeting. 9/19 - Technical Review Committee meeting with Land Use Department. 9/19 - NH Fire Academy Pump Operations class. 9/20 - Chief Bengtson attended a "Town Hall Meeting" sponsored by the NH Fire Standards & Training and Emergency Medical Services at the Abenaki Ski area in Wolfeboro, focusing on how the Fire Academy can serve the departments of the State.

**Office of Development Services - Planning:** I conducted the Technical Review Committee meeting concerning the site plan review for Staff Housing at Bald Peak, and the site plan review for proposed development at Clark's Landing Cottages (Vercauteren). I prepared minutes for Master Plan Steering Committee and attended the MPSC meeting. At the meeting, we reviewed the draft of the proposed Economic Development Chapter of Master Plan in detail and approved the draft for consideration by the Planning Board. I contacted possible members for the Economic Development Advisory Group and confirmed several candidates. I reviewed matters concerning the Economic Development Advisory Group with the Planning Board Chairman and Town Administrator. I continued reading and familiarization with Town's Master Plan and land use regulations.

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

**Recreation Department:** The Carroll County Soccer Travel Team practices begin this week. Youth volleyball practices started last week and runs through October 17<sup>th</sup>. Work continues with several playground equipment companies to replace old equipment at the park. Outdoor Pickleball ends this Friday the 29th. Indoor Pickleball will start October 3 at the Meredith Community Center, Tuesdays and Fridays 9-11 a.m., as partnership with Meredith Parks & Rec. to provide Pickleball during the winter. We're currently taking registrations for the Beyond the Bell after school program. Donna K. is attending the National Recreation and Park Association Conference in Louisiana this week.

### Important Dates to Remember

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

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

**Columbus Day, All Non-Essential 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\***