

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 16, 2017



Town Administrator: This past week's activities included: Interviewed a second Town Assessor candidate, met with the Library Trustees' Chair regarding the 2018 budget preparation, met with Chief Wetherbee, Officer John, Norm O'Neil on salary and benefit survey presentation, met with Bob Ward on the Community Development Advisory Committee mission draft, attended a Primex training on municipal immunities, began review and rating of new Police Chief Applications, conducted the pre-bid meeting for the Taylor House Roof Replacement project, prepared for and attended the Select Board's regular meeting. This coming week's activities include: Meet with all Department Heads for the first review of proposed FY18 budgets, prepare an addendum for the Taylor roof bid, prepare for and attend the Regional Select Board's group meeting, attend a meeting with the Recreation Director and the SAU Building and Grounds Committee, send interview invitations to six Police Chief candidates, prepare for and attend the weekly Select Board meeting, conduct the Taylor house roof replacement bid opening, attend the staff safety and wellness fair. 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: Much of the week the Highway crew cut and trimmed trees throughout the Town in preparation for the winter season. R. DeDucca went to class for certification on culvert maintenance. The week ended with hauling pavement from Highway Garage to Tamworth for disposal. Ron reviewed the 2018 budget needs with C. Theriault.

Facilities & Grounds: This past week the F&G crew continued to clean up the cemeteries and Town properties. M. Kepple attended meetings regarding the new generator at PSB and the Taylor Property roofing project, as well as helping at the Transfer Station due to short-handed staffing.

Fleet Maintenance: EQ 12 (John Deere Backhoe) - Joystick would not work, after testing ordered a new controller; TRK5 (F550) - Check engine light on, diagnosed code and sent to Irwin Motors for warranty work and front end alignment; EQ23 (John Deere Grader) - Set up for service. The shop bays were cleaned and set time frame for winter hardware set-up, along with pre-season maintenance (starting on 10/18/17). Scott reviewed the 2018 budget needs with C. Theriault.

Transfer Station: Last week we shipped out a 50-yd. container of scrap metal, 30 yd. clean wood, 30 yd. shingles, 2 msw, 4 demo, and 2 single stream recycle. We had 809 propane cylinders of various sizes shipped out. We are burning brush, weather permitting.

Moultonborough Police Department: The Police Department recorded 722 log entries, which included the following calls for service, 34 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 8 complaints, 10 MV Accidents, 13 MV Complaints, 8 residential alarms, 5 commercial alarms and 7 K-9 complaints.

Training: Oct. 2 - 6th, Sgt. Fulton attended FBI LEEDA training, and Supervisor Evaluation Training on Oct. 3rd.

Moultonborough Fire Rescue: Year to date 712 calls for emergency service. For the period of 10/06/17 to 10/12/17, there were 16 calls for service: 1-Water vehicle fire; 7-Emergency medical incidents; 1-Motor vehicle accident with injuries; 2-Assist the physically disabled; 1-Dispatched & cancelled en route. During this period, there was one automatic aid response received from Center Harbor and one from Stewart's Ambulance. 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.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:37 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:31 mins/sec.
	Average Night/Weekend response time	11:41 mins/sec.

Operations: 10/10 - Life Safety/Fire Code consultation for a rental property on Paradise Drive. 10/12- Responded to a request for information of environmental hazards for a Blacks Landing property.

Office of Development Services - Planning: Prepared draft FY 2018 budget for Land Use Department. Met with Kevin Kelly, President of Lake Kanasatka Watershed Association and TA Johnson concerning Tamarack subdivision. Had interview with Moultonborough Academy student re Berry Pond Center project. Prepared for and attended Planning Board meeting, reviewed draft of Economic Development Chapter of Master Plan. Met with SAU Superintendent Susan Noyes and School Board Chair Kathy Garry re possible municipal street through SAU property. Attended meeting with TA Johnson re preparation of Planning Department FY 2018 budget. Attended NH Municipal Association "Municipal Law Lecture Series" workshop in Concord concerning Planning and Zoning laws. Continued reading and familiarization with Master Plan and Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: On Saturday, October 16, the Carroll County Soccer team competed in the Mt. Washington Valley Cup in Conway, winning their first three games, with no goals scored against them. They were seeded first going into the championship game against a skilled team from Jackson. The game went into overtime, and was still tied 2-2 when the clock ticked down to zero. Ultimately, Jackson was able to pull out the win in the shoot out. A great effort by all players, made this an exciting day, indeed. The team will participate in the Carroll County Tournament on October 28, hosted by Moultonborough Recreation. The annual MRD Halloween Party will take place on Friday, October 27, at MCS. Back by popular demand will be the Haunted Hallway, as well as games, prizes, food, and fun. The party is geared to grades 4 and under, including preschool aged children. Older siblings and adults are needed as volunteers to help run games. Youth Basketball registrations will be distributed through MCS this week and registration is now open. The season will begin the first week of November with clinics for grades 3-6. Grades K-2 will begin their season after the holidays. At this time, we are

waiting to hear back from the PSU Basketball teams to finalize the date of our annual Basketball Hoopla: Always a fun time for the kids! Coming up on November 4, MRD is once again teaming up with Castle in the Clouds for a Full Moon Hike. The event is for all ages to come out and enjoy the moon light, fire pit, and refreshments. The event will take place from 6:30-8 p.m. at the Meadows by Shannon Pond on the Castle grounds. MRD is now accepting registrations for our Holiday Trip. We will be enjoying a matinee performance of *A Christmas Carol* at the Palace Theater in Manchester, dinner at Olive Garden, and on the way home we will ride through the *Gift of Lights* display in Loudon.

Important Dates to Remember

Regional Select Board Meeting, October 17, 2017, 6:30 PM

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

JLMC's Employee Safety & Wellness Fair, Ernest Davis Mtg. Rm., October 20, 2017, 9 AM-Noon

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

Department Head Meeting, Tuesday – November 7, 2017, 9 AM