



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 6, 2017



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**Town Administrator:** This past week's activities included: Completing final preparations for the new Police Chief candidates interviews and coordinating and facilitating the interviews of four candidates, continuing work on and review of personnel evaluations, meeting with Town Counsel on pending legal matters, continuing work on the FY18 budget, a meeting with Gary Karp in preparation for our new Assessor beginning on November 6, meeting with the DPW Director on personnel matters and road projects, attending retirement lunches for Pete Beede, Sr. and Richard L'Etoile, preparing for and attending the Select Board's regular meeting, and participating in a presentation on new financial software with administration staff. This coming week's activities include: Welcoming the new Town Assessor, continuing work on the FY18 Budget, preparing a summary report on the interview panel comments from the Police Chief candidate interviews, preparing for and facilitating November's Department Head meeting, attending the SAU 45 Superintendent's meet and greet, preparing for and attending the weekly Select Board 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:** The entire Highway team spent the week working throughout the Town solving issues caused from the major rain and wind storm event that was at the beginning of the week. This included cutting trees and branches, chipping, removing large amounts of debris, along with working on multiple drainage issues.

**Facilities:** This past week the F&G crew continued cleaning up cemeteries and Town properties. I helped the Highway crew with some storm clean up. The picnic tables were removed from the beaches and the docks from the long island boat ramp were also removed.

**Fleet Maintenance:** TRK20 (F550 bucket truck) - Truck quit in front of shop, diagnosed problem, replaced icp sensor and sensor pigtail; TRK7 (International) - Set up for winter, rebuilt spinner assembly; TRK 6 (GMC 8500) - perform 500 hr service and set up for winter. I helped with storm damage on Monday as there wasn't any power in the shop.

**Transfer Station:** This week we shipped out 2 msw, 3 demos and 2 recycle containers. We have been burning brush as weather permits. Attendant Richard L'Etoile has retired from the Town and will be starting a new chapter with his wife. We wish him the best.

**Moultonborough Police Department:** The Police Department recorded 393 log entries, which included the following calls for service, 10 motor vehicle stops, 21 assists to Fire/EMS, 1 Directed

Patrol, 0 arrests, 6 complaints, 3 MV Accidents, 3 MV Complaints, 18 residential alarms, 10 commercial alarms and 3 K-9 complaints.

Training: Nov. 2<sup>nd</sup>, Civil Liability Training for the Department. Nov. 3<sup>rd</sup>, Sgt. J. Boucher attended Taser Training.

**Moultonborough Fire Rescue:** Year to date, 797 calls for emergency service. For the period of 10/27/17 to 11/02/17, there were 59 calls for service: 1 – Fires in structures other than in a building; 3 – Forest, woods fires; 1 – Excessive heat, scorch burns with no ignition; 8 – EMS incidents; 1 – Gas leak; 1 – Chemical spill or leak; 5 – Power line down; 1 – Arcing, shorted electrical equipment; 4 – Water evacuations; 1 – Assist police; 5 – Tree on wires, no fire; 3 – Tree down, blocking roadway; 2 – Assist the physically disabled; 1 – Unauthorized burning; 5 – Dispatched & cancelled en route; 1 – Wrong location; 3 – No incident found at dispatched location; 5 – Alarm system malfunction; 8 – Alarm system activation, no fire, unintentional. During this period, there were three automatic aid responses received from Center Harbor and one automatic aid response from Sandwich. Mutual Aid: None during this period. Two 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	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:25 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:10 mins/sec.
	Average Night/Weekend response time	11:13 mins/sec.

Operations: 10/27 - Inspection of oil burning equipment at a Pleasure Lane residence; 10/30 - Beginning at 1:12 am, Moultonborough began to experience the effects of the storm. For the next 20 hours the Fire Department responded to 39 incidents. For a 3-hour period, the Town was divided into East and West Divisions due to a large tree with wires involved being downed in the area of the Village Kitchen. During this period crews were assisted by Center Harbor and Sandwich Fire Department crews. Crews responded to multiple trees and wires down incident, as well as fire alarms associated with power outages.

Emergency Management: The Town's emergency operation center was opened at 2:00 am by Chief Bengtson due to increasing winds and the anticipated call volume that would accompany the wind. Working with a Town-wide command system, incidents were received from units in the field and from Lakes Region Mutual Fire Aid communication center. Incidents were then prioritized and mitigated according to the hazard level. The Public Safety Building lost power during this period and ran on back-up generator power for 9.5 hours.

Approximately 75% percentage of NH Electric Coop customers in Moultonborough were without power at the height of the outage through the next six days. The Town opened warming/cellphone charging centers at the Public Safety Building on Tuesday evening from 6 p.m. to 10 p.m. and the Recreation Department on Wednesday from 8 a.m. to 4 p.m. Schools were closed on Monday due to numerous trees and wires being down, but thanks to the DPW/Highway Department's efforts in removing debris, they were able to be reopened on Tuesday. No damage was reported for any Town or School buildings from the storm.

**Office of Development Services - Planning:** Prepared for and met with Town Attorney Matt Serge re various land use and zoning matters. Met with Tim Fountain of Cartographic Associates re GIS

mapping services to Planning Board. Reviewed the draft Housing Chapter of the Master Plan. Met with Planning Board Chairman Bartlett re meeting with Attorney Serge. Continued reading and familiarization with Master Plan and Town land use regulations.

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

**Recreation Department:** Saturday's cloudy skies did not deter people from coming to the Full Moon Hike, hosted in collaboration with Castle in the Clouds, with nearly 500 people at the event! Participants as young as 2 years old, as well as grandparents, young families, girl scouts, high school groups, and young adults came to enjoy an evening out in nature. Refreshments around the fire pit were enjoyed by all as they returned from the trail. Our night hikes at Castle in the Clouds continue to be very popular among all age groups. We are planning a winter hike/snowshoe on February 2, 2018 and more details will be available after the holidays. Last Friday, MRD welcomed over 30 members and coaches of the Plymouth State University Men's and Women's basketball teams to the Academy gym for the annual Basketball Hoopla. The PSU teams ran skill stations for 54 Moultonborough youth, while their parents and families watched from the bleachers. After the stations were complete, the kids showed what they learned in various skill games. The PSU teams donated several items for the free raffle, and the night ended with an autograph session, where kids got to mingle throughout the gym with the PSU team players. The "Hoopla" continues to grow every year and has become an event that kids, and their families look forward to every year. Youth basketball clinics will continue this week for grades 3-6. Registrations for basketball are now being accepted at the Recreation Office and team practices will begin in December, with in-house games on December 9 and 16. The instructional league for grades K-2 will begin after the holidays. As the holiday season approaches, MRD has several events planned. December 6, our "Greetings from the North Pole" will take place with Santa calling several local children to be sure they are on the "good list". To sign up, contact the Recreation Department, or visit our table at the PTA Holiday Fair on December 2, at MCS from 9 a.m. to 2 p.m. Seats are still available on our Holiday Trip, December 9, departing at Noon. Our first stop will be the performance of *A Christmas Carol*, at the Manchester Palace Theater. Dinner at Olive Garden will follow, and a drive through *The Gift of lights* in Loudon on the way home to wrap up the trip. Registration deadline for the trip is November 27. MRD will host our holiday Open House on Friday, December 8. Participants will enjoy some family time with our holiday Minute to Win It games. Before patrons head over to the Library for their Jingle Bell Sing-A-Long event, they will enjoy dinner and choose from several Crock Pot dishes and soups.

### **Important Dates to Remember**

**Board of Selectmen's Meeting, November 9, 2017**

**Veteran's Day, All Non-Essential Departments Closed, November 10, 2017**

**Cancelled Board of Selectmen's Meeting, November 16, 2017**

**Happy Thanksgiving, All Non-Essential Departments Closed, November 23 & 24, 2017**

**Board of Selectmen's Work Session, November 30, 2017, 4 PM**

**\*Department Head Meeting, Tuesday, November 7, 2017, 9 AM\***