



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 30, 2017



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**Town Administrator:** This past week's activities included: Attended the ICMA annual conference Monday through Thursday, met with Norm O'Neil to finalize details for the new Police Chief candidate interviews on November 1<sup>st</sup>, met with the Highway Foreman to discuss some issues on Paradise Drive, and worked on performance evaluations. This coming week's activities include: Complete final preparations for the new Police Chief candidate interviews, prepare for and attend the weekly Select Board meeting, continue work on personnel evaluations, meet with Town Counsel on pending legal matters, continue to work on the FY18 budget. 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 rented a roller to help with the last gravel road grading of the year. Part of the team graded Bodge Hill, Randall, Ben Berry, Lees Mills, Sibley, Wakondah, Greens Basin and Red Hill Roads. The crew worked on drainage issues on Red Hill and Marvin Roads.

**Facilities & Grounds:** Last week the crew continued to remove leaves from the Town cemeteries and mow the soccer field and playground. The new generator was installed at the Public Safety Building and put through a good test on Monday. I did a walk through with the HVAC contractor for the installation of the new equipment at Town Hall.

**Fleet Maintenance:** TRK 24 Freightliner 10-wheeler dump - Repaired bent rear chute assembly, lubed auger chain. EQ23 John Deere grader - Set up software upgrade and sensor replacement for 6wd system. TRK 10 08 Peterbilt dump truck - Set up plow frame, spinner and new fittings, install on spots, replace chute door jack assembly and repair track. EQ25 case 60xt skidsteer loader - Perform 500 hr service, work on follow ups, sent radiator out to be repaired. TRK 7 International workstar dump truck - Set up plow frame, start rebuilding spinner assembly. Attended class at Laconia Community College Wednesday night. Performed administrative duties. Picked up TRK4 at Cantin Collision center.

**Moultonborough Police Department:** The Police Department recorded 371 log entries, which included the following calls for service, 19 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 5 complaints, 2 MV Accidents, 1 MV Complaints, 10 residential alarms, 0 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 736 calls for emergency service. For the period of 10/20/17 to 10/26/17, there were 12 calls for service: 8-Emergency medical incidents; 1-Motor vehicle accident with injuries; 1-Aircraft/Medical helicopter standby; 1-Alarm system malfunction; 1-Smoke

detector activation, unintentional, no fire. During this period, 3 automatic aid responses received from Center Harbor, 2 automatic aid responses received from Stewart's Ambulance, and 1 automatic aid response from Tuftonboro. There was one Mutual Aid given to Sandwich. Two overlapping incidents occurred during this period. Overlapping incidents are where 2 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	3 firefighters
	Average Night/Weekend	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	07:39 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	04:21 mins/sec.
	Average Night/Weekend response time	09:19 mins/sec.

Operations: 10/23 - Supra box installation on Avon Shores Road. 10/23 - A three-hour training session on fire ground water supply operations was conducted at Lee's Mills. 10/24 - Fire insurance information provided for a Dow Island property.

**Office of Development Services - Planning:** Reviewed draft FY 2018 budget for Land Use Department with TA Johnson. Prepared for and attended meeting with Master Plan Steering Committee, reviewed the Housing Chapter draft of the Master Plan. Met with Con. Com. Chair Samaha, reviewed draft of Economic Development Chapter of Master Plan. Met with Planning Board Chair Bartlett re memo from Attorney Serge. Attended meeting/Public Hearing of ZBA, two Public Hearings (Lambert and Surdam). Drafted and mailed response letter to President of Lake Kanasatka Watershed Assoc. re Tamarack subdivision. Attended 2-day PLAN NH Conference re Economic Development & Community design. Continued reading and familiarization with Master Plan and Town land use regulations.

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

**Recreation Department:** Over 200 people attended Friday's Halloween Party, with 113 children in the costume judging. Many youth and adult volunteers helped to make it a howling success. Monsters, princesses and characters walked away with ribbons. The "Best in Show" was Charlie Brown, Linus and Snoopy. The Haunted Hallway was a great addition again this year. On Saturday Moultonborough hosted and served as Tournament Directors for the Carroll County Youth Soccer Tournament, with 10 teams, competing from Carroll County and Maine. The Town's Tourney Team made a strong showing before bowing out on their 2nd loss in 4 games. The winner of the tourney was the Wolfeboro team. This Friday night is our annual Basketball Hoop-la event with the PSU Men's and Women's Basketball Teams running fun activities for our kids! Youth basketball clinics start on November 1<sup>st</sup> and we are taking youth basketball registrations. Donna T. and Stephanie Poole from the Castle in the Clouds made a presentation about the collaborative efforts between the two entities at the NH Children in Nature Coalition Workshop on October 26<sup>th</sup>. Donna K. serves on the Leadership team of the Coalition and presented at the workshop. She will be attending a training on labor laws on November 3<sup>rd</sup>, presented by the NH Recreation and Park Association and NHMA.

### **Important Dates to Remember**

**Board of Selectmen's Meeting, November 2, 2017**

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

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

**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\***