



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 20, 2017



Town Administrator: This past week's activities included: Final review of department budgets and the capital budget, confirmed the 2017 property tax rate with DRA, met with a Conservation Commission representative and DPW Director on highway runoff into area lakes, attended the quarterly JLMC meeting, prepared for additional police chief candidate interviews, attended the NH Municipal Assoc. Annual Conference on Wednesday-Thursday, met with Chief Wetherbee on personnel matters, met with IT consultant on FY18 budget items. This coming week's activities include: Final review of the DPW budgets, prepare for and attend additional interviews with police chief candidates, prepare materials for the budget books, meet with Board member Jean Beadle on interview questions, meetings with Department Heads from Recreation, Assessing and Fire Resuce on their final budget, meet with NE Document Scanning to evaluate records scanning project. Have a Happy Thanksgiving!

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 started the week cutting trees, and salting and sanding for the first winter storm of the year. Icy roads continued in the morning requiring an early start early until mid-week. The team moved onto shoulder work and paving necessary on Marvin and Red Hill Roads. The week ended by continuing to prepare trucks and equipment for the winter.

Facilities & Grounds: Parking lots were sanded on Monday and were also marked with snow stakes. Installation of the Town Hall heating system continued. Maintenance began at the rink.

Fleet Maintenance: Set up trucks for plowing. TRK 7 - wired up rear lights and replaced tarp; TRK10 - set up rear lights, repaired other lights, checked washer motor; EQ25 Case skid steer - finished up unit, replaced wheel studs, radiator and fan, the serpentine belt, and waiting for the door gasket; TRK 3 2018 Dodge 3500 pick-up - installed plates and sticker; Utility 1 2015 Ford F350 - performed service and evaluated body issue; Met with Donna from the Recreation Dept. about 24 passenger coach specs; TRK6 2000 c8500 dump truck - set up for a C.D.L. test.

Transfer Station: Last week we shipped 1 municipal solid waste, 2 construction/demo and 1 single stream recycle. Attendant Smith attended a Primex training on transfer station safety. We're burning brush as weather permits. DPW serviced the skid steer and it is running great, thanks Scott!

Moultonborough Police Department: The Police Department recorded 615 log entries, which included the following calls for service, 40 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed

Patrols, 1 arrest, 3 complaints, 4 MV Accidents, 4 MV Complaints, 26 residential alarms, 3 commercial alarms and 2 K-9 complaints.

Training: Nov. 13th, Sgt. Beede and Com. Spec. Linda Eldridge attended TAC Training.

Moultonborough Fire Rescue: Year to date 821 calls for emergency service. For the period of 11/10/17 to 11/16/17, there were 12 calls for service: 3-EMS incidents; 1-Motor vehicle accident with no injuries; 1-Gasoline spill; 1-Overheated motor; 1-Assist another Town agency; 1-Public service; 1-Cover assignment, Tamworth; 1-No incident found upon arrival at dispatch address; 2-Detector activation, unintentional/malfunction. During this period, two automatic aid responses received from Center Harbor. Mutual aid was given to Tamworth for a third alarm structure fire. 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	10:24 mins/sec. *
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:22 mins/sec.
	Average Night/Weekend response time	16:41 mins/sec.*

*Increased travel time due to mutual aid response to Tamworth

Operations: 11/14 - Chief Bengtson attend the Joint Loss Management Committee meeting. 11/14- The Truck Committee met with a vendor to discuss apparatus options. 11/15 - Supra box installed at an Evans Road residence. 11/16 - Chief Bengtson conducted a Place of Assembly inspection at a Whittier Highway restaurant. 11/16 - Monthly EMS continuing education.

Office of Development Services - Planning: I attended the annual meeting of NH Municipal Association, Planning & Community Development workshops. I continue reading and familiarization with Master Plan and Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: The deadline for registrations for Youth Basketball grades 3-6 is November 22nd, grades K-2 is December 12th. Last week, Donna T. attended a Performance Showcase in Vermont with Librarian, Sharon Gulla. They viewed sample performances by over 20 performers, acts included musical bands, magicians, escape artists, storytelling, basketball skills, comedians, and jugglers and is a great way to preview artists for programming. MRD's has several holiday events coming up in the next few weeks. On December 2, we'll have a table at the PTA Holiday Fair, signing families up for our *Greetings from the North Pole* event, to occur on Wednesday, December 6. On Friday, December 8, MRD hosts our Holiday Open House, with family fun holiday Minute to Win It games, and crock pot dishes for dinner, before participants head over to the Library for their annual Tree Lighting & Sing A Long and visit from Santa. The Holiday Trip to the Manchester Palace Theater for *A Christmas Carol*, is on December 9 and seats are still available. MRD will be offering the *REC the Halls* vacation camp again on December 21 and 22, with a half day and full day program offered for grades K-6. Information on the vacation camp will be distributed through MCS next week.

Important Dates to Remember

Board of Selectmen's Work Session, November 21, 2017, 4 PM

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

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

Department Head Meeting, Tuesday, December 5, 2017, 9 AM