

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 27, 2017



Town Administrator: This past week's activities included: Final review of the DPW budgets, prepared for and attended additional interviews with police chief candidates, prepared budget book materials, met with Board member Jean Beadle on interview questions, met with Donna K. on final Recreation budget, Josephine on final Assessing budget, Chief Bengtson on final FD budget, and Chris T. on the final DPW budget, and met with NE Document Scanning to evaluate records scanning project. This coming week's activities include: Preparing for the first budget presentation to the Select Board and Advisory Budget Committee on Wednesday, preparing for and attending the Select Board's work session, finalizing the marketing plan RFP, meeting with NHDOT, DPW, Recreation Dept., processing personnel performance evaluations, and the Town Engineer to review Moultonboro Neck Road improvements in 2018. 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: Thanksgiving week began with a sleet/snow storm that was heaviest on the east side of town. Tuesday, M. Kepple, C. Theriault, and R. DeDucca spent most of the day in a supervisory training at the Public Safety Building. The rest of the week was spent working on finishing up items before the holiday weekend and included Harvard Camp, Red Hill Roads, and Paradise Drive.

Facilities & Grounds: The HVAC contractor continues to install the new system at Town Hall. The roofer has completed the roofs at the Taylor property and the historic buildings.

Fleet Maintenance: CAR 141 Ford s.u.v. cruiser - mount and balance 4 snow tires and service.; CAR 161 Ford s.u.v. cruiser - mount and balance 4 snow tires and service; CAR 171 Ford pick-up - performed first service; CAR 132 Ford s.u.v. cruiser - mount and balanced 4 snow tires, perform service and replaced wiper blades; Picked up parts in Concord at Nortrax and Fairfields; Performed administrative duties; TRK24 10-wheeler - repaired hydraulic leak at plow headgear.

Transfer Station: Last week we shipped 2 municipal solid waste, 2 construction & demolition and 3 single stream recycle. Leaf and yard waste is seeing a lot of usage as well as brush.

Moultonborough Police Department: The Police Department recorded 263 log entries, which included the following calls for service, 15 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 3 complaints, 1 MV Accident, 3 MV Complaints, 5 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Moultonborough Fire Rescue: Year to date 834 calls for emergency service. For the period of 11/16/17 to 11/23/17, there were 13 calls for service: 1 – Cooking fire, confined to container; 1 – Chimney fire; 5 – EMS incidents; 1 – Carbon monoxide incident; 5 – Smoke detector/Fire alarm activations, no fire. During this period, two automatic aid responses received from Center Harbor. Mutual Aid: None. One overlapping incident 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	3 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	07:26 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:08 mins/sec.
	Average Night/Weekend response time	07:38 mins/sec.

Operations: 11/17 - Supra box installation at an Evans Road residence; 11/21 - Inspection of installation of oil burning equipment, Hanson Drive; 11/21 - Deputy Beede, Lt. Beede and Chief Bengtson attended training on thermal imagers at the Laconia Fire Department. Lt. William Greenwood of the Keene Fire Department instructed. 11/22 - Inspection of installation of oil burning equipment, Sheltie Crossing; 11/24 - Supra box installation at an Cardinal Street residence.

Office of Development Services - Planning: No meetings as last week was a very short work week. Continued reading and familiarization with Master Plan and Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: Practices for Youth Basketball (grades 3-6) begin this week with in-house games on December 9 and 16th. Regular games vs Meredith teams, and our Instructional League for the younger players will begin in January. Saturday, December 2, the Recreation Department will be at the PTA Holiday Fair at MCS, promoting our upcoming holiday events: *Greetings from the North Pole*, *Holiday Open House*, *Rec the Halls*-Vacation Camp, and our *Crack the Code/Teen Night*. Registrations are now being taken for these programs. December 6th, Santa will be in the house making phone calls and checking up on Moultonborough children. Families must pre-register for their child to get a phone call and can do so at the MCS Holiday Fair on Saturday, as well as at the Recreation Office. Our annual Holiday Open House on Friday, December 8, with several Minute to Win It games for families to test their skills and challenge each other. There are always a lot of laughs, and we are looking forward to another great turn out this year. Following the games, patrons will enjoy several crock pot dishes for dinner, and then head over to the Library for their annual Sing A Long event, tree lighting, and a visit from Santa. This event is organized in collaboration with the Library, to provide an evening of activities for the whole family to enjoy and get into the spirit of the season. Please join us and all are welcome.

Important Dates to Remember

Board of Selectmen's Budget Session, November 29, December 6 & 13, 2017, 8:30 AM

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

Board of Selectmen's Meeting, December 7, 2017, 7 PM

Board of Selectmen's Meeting, December 14, 2017, 7 PM

Board of Selectmen's Meeting, December 21, 2017, 7 PM

Merry Christmas! All Non-Emergency Depts. Closed, December 25, 2017

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

Happy New Year! All Non-Emergency Depts. Closed, January 1, 2108

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