



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 2, 2018



Town Administrator: This past week's activities included: Finalized encumbrances for FY17, coordinated final background activities for the new Police Chief, prepared for and attended the Select Board's work session, reviewed new personnel evaluation process with HR Manager. This coming week's activities include: Prepare for and facilitate the monthly Department Head meeting, update proposed FY18 operating and capital budgets, meet with Chief Wetherbee on the transition plan for the new chief, prepare draft warrant for 2018 Town Meeting, review current employee performance evaluation(s), prepare for and attend the Select Board's regular meeting. Happy New Year and have a great week!

Human Resources: Nothing to report this 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 week began with a large snow storm on Christmas day. The entire Highway crew worked many hours to ensure that this storm was handled in the correct manner. The week continued by teaming up with Fairpoint to remove a pole from Ossipee Mountain Road. The crew then had to cut, chip and remove the trees that were damaged during the same incident. The week ended with part of the team working on heavy equipment and trucks, while the rest of the crew sanded the roads to be prepared for the New Year's holiday weekend.

Facilities & Grounds: This past week we did a lot of ice rink maintenance and winter cleanup. Staff moved the offices around in the Land Use Department at Town Hall.

Fleet: TRK2 2011 F550 - repaired wing arm assemblies; TRK 24 09 Freightliner 10 wheeler - repaired step driver's side; TRK15 09 F550 - replaced passenger rear wheel studs and repaired hydraulic leaks; TRK7 2011 Navistar Workstar - stripped truck to work on it; TRK2 2011 F550 - work on sander chain; CAR151 2015 Police Interceptor - L.O.F. service and mounted snow tires; CAR 162 2016 Ford Interceptor sedan - performed L.O.F. service; plowed roads on Monday (Christmas day) and treated roads; performed administrative duties.

Transfer Station: Last week we shipped out 2 municipal solid waste, 2 single stream recycle and 1 construction and demolition. The document shredding from Town Hall, Recreation, and the Police Department was completed this week.

Moultonborough Police Department: The Police Department recorded 234 log entries, which included the following calls for service, 8 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 6 complaints, 2 MV Accidents, 1 MV Complaint, 11 residential alarms, 9 commercial alarms and 3 K-9 complaints.

Moultonborough Fire Rescue: Year to date 905 calls for emergency service. For the period of 12/22/17 to 12/28/17, there were 23 calls for service: 1 – Cooking fire confined to the container; 1 – Fuel burner fire, contained; 11 – EMS call; 1 – Power line down; 2 – Arcing, shorted electrical equipment; 2 – Public Service; 1 – Tree on the wires, no fire; 1 – Assist the physically disabled; 2 – Dispatched & cancelled en route; 1 – No incident found at dispatched address. During this period, one automatic aid response was received from Center Harbor. One mutual aid response was received from Center Harbor. Nine overlapping incidents occurred during this period. Twice, there were three incidents were being mitigated simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:15 mins/sec. *
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:55 mins/sec. *
	Average Night/Weekend response time	14:17 mins/sec. *

*Winter Storm, reduced speeds and increase response times

Operations: 12/22 - Chief Bengtson participated in a conference call sponsored by NH Homeland Security & Emergency Management for the impending snow/ice storm. Weather information was disseminated to the Town's Public Safety and DPW personnel. 12/22 - Department was dispatched for a reported structure fire on Hermit Cove Road, upon arrival of MPD Sgt. Beede, the fire was reported to be extinguished by the property owner. Chief Bengtson investigated and determined the fire was caused by a malfunctioning heating system and combustible materials being stored too close to the heating system. 12/23 - Chief Bengtson participated in a conference call sponsored by NH Homeland Security & Emergency Management for the snow/ice storm. The updated information was disseminated to the Town's public safety and DPW personnel. 12/24 - Department meeting with Call personnel.

Office of Development Services - Planning: Nothing to report this week.

Recreation Department: Due to the cold, our numbers were low for the Twilight Skating Party, held December 27. Registrations for the Youth Skating Program are being accepted at the Recreation Department, beginning January 9, Tuesday and Thursday afternoon for three weeks. A Learn to Skate class is offered for figure and hockey skaters. Beginner/Intermediate Figure Skating is also offered. Saturday is opening day for all levels of Youth Basketball. Grades 3-6 begin their games vs. the Meredith and Wolfeboro teams. Teams K-2 will meet at MCS for the Instructional Program. Next week, Donna K., Dan, and Donna T. will attend the Northern New England Recreation & Parks Conference in Bartlett, NH. Office hours will be limited on January 9th and 10th.

Important Dates to Remember

Board of Selectmen's Meeting, January 4, 2018, 7 PM

Board of Selectmen's Meeting, January 11, 2018, 7 PM

Board of Selectmen's Meeting, January 18, 2018, 7 PM

Board of Selectmen's Work Session, January 25, 2018, 4 PM

Department Head Meeting, Tuesday, February 6, 2018, 9 AM