

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 9, 2018



**Town Administrator:** This past week's activities included: Meeting with the following Department Heads: DPW Director on a number of matters pending with the department including road projects, contracts, permit applications, seasonal and part time staff hiring, bid awards, Highway Garage fuel depot compliance improvements, and pending RFPs; Chief Monaghan on personnel and budget matters; Chief Bengtson regarding personnel, school generator fuel tank compliance issues; HR Manager regarding upcoming employee training sessions. I prepared for and coordinated the monthly Department Head meeting, reviewed employee performance evaluations, prepared and reviewed RFPs for the coach bus and DPW generator, prepared for and attended the Select Board's meeting, met with a representative at Inception Technologies regarding our document project, conducted two bid openings from the road construction Time and Material contract work and the FD pumper/tanker truck. This coming week's activities: Meeting with the Town planner and others regarding fund raising for the Taylor property Charette, a meeting with the Con. Com. chair regarding the closing schedule on the Red Hill watershed property, review upcoming road improvement projects with the DPW Director, prepare for the regional Select Board meeting, prepare for and coordinate the employee work place harassment training sessions on Thursday, attend the CDAC meeting, prepare for and attend the Select Board's meeting, continue review of employee performance evaluations. 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's week began with multiple different projects for the team. R. DeDucca and M. Kepple installed the granite posts and Kraine Meadow Park sign at the entrance of Playground Drive. The crew continued grading Avon Shores, Far Echo, Glidden, Old Harvard, Old Red Hill, Velma, and Vonhurst Roads. Everyone worked together on culvert maintenance and sign work throughout the entire Town. The week ended with the crew plowing and salting the paved roads due to a small snow/sleet storm.

**Facilities & Grounds:** This past week the F&G crew started spring clean ups. We installed the new at Playground Drive. We helped the Highway crew fix some road signs and delineator post. Some lights at the Public Safety Building were changed and a toilet was repaired in the booking room.

**Fleet Maintenance:** Repaired shop air compressor and replaced belts; EQ38 - Front mounted York rake on spare minute mount frame; TRK7 2011 Workstar - repaired wiring to tarp solenoid, replaced leaking fitting at rear wing line. Installed new tool box and brackets; TRK3 2017 DODGE 3500 - fabricate brackets for safety cones, relocate visors; TRK20 2007 F550 Bucket truck - check for skipping issue; Cleaned up the shop.

**Waste Management Facility:** We shipped one msw container, one demolition container and one single stream container. We burned brush on Tuesday. We are starting to see considerably more brush and compost materials coming in as the weather warms up.

**Moultonborough Police Department:** The Police Department recorded 331 log entries, which included the following calls for service, 15 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 4 MV Accidents, 2 MV Complaints, 10 residential alarms, 3 commercial alarms and 5 K-9 complaints.

**Training:** 4/3/18 thru 4/6/18 Off. Pare attended Drug Investigation Training. 4/2/18 thru 4/6/18 Off. Alberico attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 03/30/18 to 04/05/18, there were eight calls for service: 1 – Emergency medical incidents; 2 – Motor vehicle accident, with no injuries; 1 – Arcing, short electric equipment; 1 – Assist the police; 1 – Tree blocking roadway, removal; 1 – Alarm system sounded due to malfunction; 1 – Carbon monoxide alarm activation due to malfunction. Automatic Aid: twice from Center Harbor and once from Sandwich during this period. Mutual Aid: none given or received during this period. Overlapping Incidents: none.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	13:03 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:37 mins/sec.
	Average Night/Weekend response time	16:19 mins/sec.

**Operations:** 3/30 - Chief Bengtson conducted a place of assembly inspection for compliance with the liquor licensing requirements for a Whittier Highway restaurant. 4/3 - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid Executive Committee at the communication center in Laconia. 4/3 - Monthly meeting of the Officers of the Department.

**Fire Permits:** April 9, 2108, fire permits will be required for all open burning in Moultonborough. Conditions in Town may vary and will be determined on a case by case basis. NH Fire permit laws require a fire permit any time there is insufficient cover to prevent the combustion or ignition of woodland fuels like grass, leaves and brush. Adequate ground cover is defined as the following, “Ground Covered with Snow” means the area within a 100’ radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished. Fire permits can be obtained from the Fire Warden or online at [www.nhfirepermit.com](http://www.nhfirepermit.com).

**Land Use Office:** Attended the Department Head meeting. Met with the following: Business person concerning potential uses for existing business property on NH Route 25; lake-front property owner and his design consultant re expansion of deck on his property within the lake front setback area; business property owners, owners of existing business property in Moultonborough Village, re previously-granted Site Plan approval and sale of their property. Attended Lakes Region Planning Commission/Transportation Advisory Committee meeting re NHDOT 10-year Plan and Electric Vehicle infrastructure projects. Prepared for and attended meeting re Septic System Assessment Study with Lakes Region Planning Commission staff. Prepared for and attended ZBA meeting. Met with Town

Administrator re various current Planning Board projects. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** Youth softball clinics for grades 2-6 began last Saturday, April 7. The clinics took place at the Moultonborough Academy gym, and were well attended. A second clinic will be offered this coming Saturday, April 14. The season will open on May 5 and registrations are open April 12. This Friday, MRD will host the Mother/Son BBQ Bash at MCS from 6-8 p.m. The event will be catered by Café Services. We have some fun activities planned for the event which includes beach ball volleyball and bowling. Summer Camp registration will open by the end of this week. With the full day options for camp, the process is slightly different from last year. MRD staff is excited to be able to offer a full day and extended day for camp this year! Interviews have begun for seasonal summer staff. This year MRD will be hiring for both counselor and life guard positions. There are still seats available for the trip to Boston on April 23. Patrons will sign up to visit either the Museum of Fine Arts or the New England Aquarium.

**Important Dates to Remember**

**Neighboring Selectmen's Meeting, April 10, 2018, 6:30 PM**

**Board of Selectmen's Meeting, April 12, 2018, 7 PM**

**Board of Selectmen's Meeting, April 19, 2018, 7 PM**

**Board of Selectmen's Public Hearing RSA 31:95-b, UnanticipatedFunds, April 19, 2018, 7:30 PM**

**Board of Selectmen's Work Session, April 26, 2018, 4 PM**

**\*Department Head Meeting, Tuesday, May 1, 2018, 9 AM\***