

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 23, 2018



**Town Administrator:** This past week's activities included: Continued review of performance evaluations, met with DPW Director and Recreation Director on pavilion and bathroom project, a met with Superintendent Noyes, attended the Milfoil Committee meeting, met with Attorney Serge on legal matters, attended the MMANH monthly meeting and training, met with Planner Bob Ward to discuss the Code and Compliance position, attended a planning meeting with the CIPC chair, Planner and Finance Director, and prepared for and attend the Select Board meeting. This coming week's activities: Reviewing personnel performance reviews, meeting with several department heads on personnel and other matters, a conference call with a Plan NH representative regarding the site visit on 5/11, attending the coach bus bid opening, preparing for and attending the staff appreciation lunch and Select Board all staff meeting and communications training, preparing for and attending the Select Board's monthly work session, issuing a RFP for the community hall roof replacement, updating the position description and issuing advertisement for the Code and Compliance and Health Officer position, and attending the Lakes Region Managers/Administrators monthly meeting, Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** Appointments will be scheduled in May with the owners receiving barn easements. A yearly visit with the Assessor and Heritage Committee is necessary to ensure they comply with preserving the historical barns. I mailed letters to the utility and pole and conduit companies to obtain an inventory for the 2018 tax year. A date will be scheduled with NH Electric Coop to walk and assess the new solar panel farm. Vision Government Solutions will begin visiting qualified sale properties to ensure the data is accurate. They will be looking at sales that occurred from April 1, 2017 to March 31, 2018 and this is the beginning of the process for the 2018 statistical update. Most of the building permits for new homes have been entered into the CAMA system, in time for the first 2018 billing cycle.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The Highway crew began the week plowing, salting, and sanding due to a snow storm event. This snow storm went directly into a wind storm causing many trees to come down throughout the Town. The crew continued the week cutting and chipping trees and brush. The rest of the week was spent working on culvert cleanup on the west side of Town.

**Facilities & Grounds:** This past week F&G crew started the week treating parking lots and roads due to the weather on Sunday and Monday. We started spring clean ups and removed the old playground equipment to get ready for the new equipment to be installed starting on May 18<sup>th</sup> at Kraine Meadow Park.

**Fleet Maintenance:** TRK24 10 wheeler: Replaced main hydraulic line to valve body; TRK15 09 F550 - set up sander, found bad auger bearing, replaced bearing assembly; EQ38 Front mounted York rake -

installed new tines, weld up new tines with added stock, adjusted unit; EQ13 Komatsu 180 loader - weld passenger side of bucket back together for wrecking ball, plate inside of bucket; TRK7 2011 International - replaced starter assembly; 15 Tanker 1 2016 International - performed PM-B service; Came in Monday morning storm to repair truck issues; Attended lab scope training seminar on Wednesday; cleaned mechanics bays.

**Transfer Station:** Last week we shipped out 2 municipal solid waste, 3 construction and demolition and 2 single stream recycle. We also burned brush and turned the leaf and yard waste piles to make compost. We had 5 Freon units recycled. Bruce attended the Northeast Resource Recycle Association's monthly meeting.

**Moultonborough Police Department:** The Police Department recorded 353 log entries, which included the following calls for service, 38 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 0 complaints, 4 MV Accidents, 3 MV Complaints, 4 residential alarms, 4 commercial alarms and 1 K-9 complaint.

**Training:** April 16 - 20<sup>th</sup>, Officer Alberico attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 04/13/18 to 04/19/18, there were 18 calls for service: 1 – Brush fire; 4 – Emergency medical incident; 1 – Ice rescue; 1 – Arcing, shorted electrical equipment; 1 – Tree on wires; 1 – Assist the physically disabled; 1 – Cover assignment-Tuftonboro; 1 – Dispatched & cancelled en-route; 2 – No incident found; 1 - Authorized controlled burning; 2 – Smoke detector activation due to malfunction; 1 – Alarm system sounded due to malfunction; 1 – alarm system activation, no fire, unintentional. Automatic Aid: Once from Center Harbor and twice from Stewart's Ambulance during this period. Mutual Aid: Station coverage provided to Tuftonboro. There were four overlapping incidents during this period. Overlapping incidents are when two or more incidents are ongoing simultaneously.

<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	5 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	13:20 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:21 mins/sec.
	Average Night/Weekend response time	14:50 mins/sec.

**Operations:** 4/18 - Chief Bengtson conducted a place of assembly inspection at a Governor Wentworth Highway business. 4/19 - Chief Bengtson, Deputy Chief Richard Buckler introduced new hire; Firefighter James Frangelli to the Select Board at their regular meeting. Firefighter Frangelli is an EMT and comes to the department with 15 years' experience as a call firefighter with Moultonborough and Meredith fire departments. James started his fire service career with Moultonborough as an Explorer and now serves as a fulltime firefighter/EMT. The fire chief also made a recommendation to the Select Board to award the bid for the Fire Apparatus-Pumper/Tanker to Lakes Region Fire Apparatus of Tamworth for \$479,804.00. The recommendation included accepting the \$8,500 trade-in for Engine 3 and the elimination of the performance bond. The Town has purchased five apparatus from Lakes Region Fire Apparatus and HME with a good history sale and service.

**Fire Permits:** Fire permits can be obtained from the Fire Warden, at Chick-A-Dee Station or online at [www.nhfirepermit.com](http://www.nhfirepermit.com).

**Land Use Office:** Prepared for and attended on-site inspection of the Stephens Landscaping/Avery Site with the owner and Town Engineer re compliance with Site Plan approval previously granted by MPB. Meeting with Chair of the CIPC and Town Administrator re organizing for the 2018 CIPC cycle. Met with a property owner concerning development of her property on Route 25. Prepared for and attended meeting of ZBA; major business item was Public Hearing for consideration of proposed variance requested for a 24'x24' garage partly within the side setback. Met with Town Administrator re various current Planning Board projects. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** Granite State Track information has been distributed through MCS, and registrations have started to come in. The track program will begin in the middle of May and run through the end of June. Session 5 of Beyond the Bell, the afterschool program, will begin next Monday, on April 30 and will run until the end of May. Donna K. and Dan have completed interviews for summer staff and are now in the decision-making stage of the process. The trip to the Boston Museum of Fine Arts and the New England Aquarium is today, April 23, 2018 and was planned in conjunction with Belmont Parks & Recreation. Between the two towns, we were able to just about fill the bus. MRD is looking forward to the opening day for T-Ball and Softball, on May 5. Also, on May 5, MRD will host the Clean Up and Green Up event at State's Landing Beach, from 10 a.m. to noon. We hope this annual event will keep the momentum going on the project. Many improvements have been made to the area over the last 5 years. Volunteers to help with the clean-up are greatly appreciated. The Indoor Adult Pickleball program is canceled for this week, due to school vacation camp taking place in the facility. Meredith Parks and Recreation will add an additional week on to the end of the session as make days.

#### Important Dates to Remember

**All Non-Emergency Depts. Will Be Closed for Staff Training, April 26, 2018 at Noon**

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

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

**Board of Selectmen's Meeting, May 3, 2018, 7 PM**

**Board of Selectmen's Meeting, May 10, 2018, 7 PM**

**Board of Selectmen's Meeting, May 17, 2018, 7 PM**

**Board of Selectmen's Work Session, May 24, 2018, 4 PM**