

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 7, 2018



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**Town Administrator:** This past week's activities included: Continued review of personnel performance reviews with several being forwarded to the Select Board's office for review, attended a reception for departing Dispatcher Linda Eldridge, attended a hearing at the PELRB in Concord, attended a TRC meeting for a site improvement project at Bald Peak, met with the Land Use office staff to prepare for Don Cahoon's departure, prepared for and coordinated the monthly Department Head meeting, attended the annual NH Government Finance Officers Association conference. This coming weeks activities: Attend a FEMA scoping meeting for the October storm event, attend a meeting with the village Charette team in preparation for the Plan NH interview on Friday, attend the 2<sup>nd</sup> CIPC meeting, attend the Plan NH Village Charette interview, attend a financing software review session, review new CIP projects with Department Heads, continue review of personnel performance evaluations. On Wednesday and Thursday, I will be out of the office attending the annual Primex Risk Management Conference. I can be contacted by text, e-mail or phone if needed. 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:** The month of April 2018 the Town Clerk's office processed 753 - Motor Vehicle Registrations, 164 - Boat Registrations, 160 - Titles, 13 - Vital Records (Birth, Death, Marriage, Divorce), 5 - Marriage licenses, 406 - Dog Licenses and various miscellaneous services. On Wednesday, Office Assistant Julia Marchand attended an election training for the statewide voter system in Concord.

**Public Works & Facilities:** Highway crew member C. Dunn started the week grading Bodge, Ben Berry, Bartlett and Winaukee Roads. R. DeDucca, S. Sorrell, and C. Theriault attended Public Relations for Public Works training. J. Latulippe worked with Ruel Sweeping on removing the sand and other debris on all paved roads throughout Town. R. DeDucca, J. Nave and T. Colby worked on drainage and shoulder issues on Marvin Road. The entire crew worked on a drainage project on Kona Farm Road. C. Theriault and S. Sorell repaired the damaged shoulder on High Haith from E-1. R. DeDucca and B. Gray assisted NHEC with the trees that came down on Winaukee and Geneva Point Roads Saturday morning due to the wind storm.

**Facilities & Grounds:** Erosion at the boat ramp at Long Island was addressed with Rip-Rap and the beach was raked along with the beach at States Landing. We continue to replace the flags in the cemeteries. The hot water tank at the Highway garage was replaced due to a leak. The dump trailer, tools, and supplies were dropped off at States Landing for the Green-Up Clean-Up weekend.

**Fleet Maintenance:** TRK18 2010 Dodge Caravan: Performed general look over, replaced tires and balanced, replaced wiper blades; TRK15 2009 Ford F550 - swapped out summer tires and repaired

coolant leak; CAR152 Police SUV - performed PM-B service, mount and balanced summer tires, replaced wiper blades; Flagged traffic at Kona Road project.

**Transfer Station:** Last week we shipped 3 construction and demolition, 2 single stream recycle, 2 municipal solid waste and 1 container of mixed scrap metal. Yard waste and brush is coming at a very steady pace.

**Moultonborough Police Department:** The Police Department recorded 351 log entries, which included the following calls for service, 28 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 5 complaints, 1 MV Accident, 3 MV Complaints, 7 residential alarms, 2 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/27/18 to 05/03/18, there were 13 calls for service: 7 – Emergency medical incidents; 1 – Assist the police/other government agency; 1 – Tree on wires, no fire; 1 – Assist the physically disabled; 1 – Unauthorized burning; 1 – Smoke detector activation due to malfunction; 1 – Carbon monoxide detector activation due to malfunction. Automatic Aid: Once each from Center Harbor, Sandwich and Stewart’s Ambulance during this period. Mutual Aid: None. Overlapping Incidents: One.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:16 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:13 mins/sec.
	Average Night/Weekend response time	10:57 mins/sec.

**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:** Attended Department Head Meeting on 05/02/18. Prepared for and attended Technical Review Committee meeting re proposed parking lot at Bald Peak Club. Reviewed and emailed advertisement for CEO/BI position to Center Harbor Code Officer for distribution to BI network in Lakes Region. Attended HR Training for Assessing and Land Use staff. Had lengthy phone discussion with the Town Attorney re project compliance as per approved plans and terms of approval motion. Prepared for and attended ZBA meeting. Items for Public Hearing were Cup & Crumb sign ordinance variance and Corner Concessions special exception/temporary use permit for food vendor cart use. Both were approved by the ZBA. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** Last Saturday, May 5 was opening day for Youth T-Ball and Softball. Participants at all levels enjoyed the beautiful weather and had a great day on the field. May 16<sup>th</sup> MRD will host the local Pitch, Hit, and Run Competition at the MCS field. It is open to athletes ages 9-14, and winners of the local competition will qualify to go on to the state competition later in the month. Also, on Saturday was our State’s Landing Beach Clean Up Green Up day. With over 25 volunteers, the beach was raked and cleared of winter debris, and the horseshoe pits and grills were set up for the season. Four of our Town’s Selectmen joined us and helped cook up a wonderful BBQ lunch for everyone. During lunch, the group was updated on the progress of the State’s Landing Beach project. MRD staff would like to thank all of those who took time out of their busy weekend to help us prepare the area for the summer season. MRD, in collaboration with Meredith Parks and Recreation and the Lakes Region Visiting Nurse Association will host the “Wise and Wonderful Women’s Wellness Fair”

on Saturday, May 12, from 9 a.m. to 1 p.m. Over 30 vendors are scheduled to be in attendance to share their services with guests. There will be several demonstrations on topics like “What is Soul Healing”, “Stress Management”, “Mindful Eating”, and “Energy Awareness”. Women are encouraged to bring their daughters and friends, as the fair is appropriate for all ages. Light refreshments will be available, as well as door prizes donated by the vendors. Best of all, the event is free to all participants. Coming up on May 18 & 19, MRD and DPW will be working with Ulti-Play Company to install our new Playworld Systems equipment at Kraine Meadow Park. We are looking for volunteers on both days to help us with the project. Thank you to Subway of Moultonborough and CG Roxane for their generous donations, so we can provide lunch and water to our volunteers and workers.

**Important Dates to Remember**

**Cancelled, 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**

**\*Department Head Meeting, June 5, 2018, 9 AM\***