



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



**Town Administrator:** This past week's activities included: A meeting with the Charrette organizing team, attending the Lakes Region Planning Commission's annual meeting, preparing for and attending the CIPC meeting, continuing to review personnel performance evaluations, coordinating the 2018 road program bid opening, preparing for and attending the Select Board's work session, and attending the Upper Lakes Region Managers' meeting. This coming weeks activities: Prepare for and attend the CIPC meeting, assist with coordinating the July 4<sup>th</sup> parade, continue review of personnel evaluations, prepare minutes for the Select Board's work session public and non-public, coordinate orientation for our new Code, Compliance and Health Officer, prepare for and attend this week's Select Board meeting, coordinate the closing of the Moultonborough Falls Conservation property. Have a great week and a fun 4<sup>th</sup> of July!

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

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

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

**Town Clerk:** On June 13<sup>th</sup> the Town Clerk, Deputy Town Clerk and Office Assistant attended a day long training with all of the state offices we work with - NH Dept. of Motor Vehicle and Title, Secretary of State's Office, NH Bureau of Vital Records, and the Wetlands Bureau. Before the filing period of June 15<sup>th</sup>, the Town Clerk's office assisted 3 people for filing for State Legislature. The month of June 2018 the Town Clerk's office processed 977 - Motor Vehicle Registrations, 197 - Boat Registrations, 188 - Titles, 9 - Vital Records (Birth, Death, Marriage, Divorce), 4 - Marriage licenses, 72 - Dog Licenses, 21 - UCC filings, and various miscellaneous services. On Friday June 29, after closing, the Town Clerks Office took inventory of all plates and decals and processed and printed various reports for the states year end. The office is finishing up the report for late dog licenses to give to the Police Dept. to issue Civil Forfeitures.

**Public Works & Facilities:** The Highway team started the week doing ditching on Ossipee Mountain Road and Paradise Drive. R. DeDucca attended Conflict Resolution Through Effective Communication class. The week ended working with Adam Robinson Construction on Severance Road and grading Avon Shores, Glidden, and Vonhurst Roads.

**Facilities & Grounds:** This past week the F&G crew continued watering the baseball field and monitoring the milfoil trailer. We raked the beaches and mowed Town properties.

**Fleet Maintenance:** TRK10 2007 Peterbilt replaced rear springs and helper packs, start installing front air bag system; EQ12 2009 John Deere backhoe - replaced stabilizer street pads; EQ34 forklift - went to Transfer Station to replace operator seat assembly ; TRK24 2009 Freightliner - checked a/c system ordered compressor assembly; CAR132 - test a/c system to locate leaks and ordered parts; EQ35 - quick attach broom, quit working need to order hydraulic motor; TRK4 2012 Ford F350 - diagnose buzzing

sound from the engine; TRK19 2018 Dodge 1500 - start in service and inspection; load trucks; perform administrative duties.

**Transfer Station:** Last week we shipped out 5 municipal solid waste, 6 single stream recycle, 8 construction and demolition, and 1 container of mixed scrap metal. We are hoping to burn brush soon; the weather is not allowing it. The staff at the Transfer Station will be saying our final farewell to Kevin (Smitty) Smith. His last day will be July 8th. Stop by and wish him well on his new venture.

**Moultonborough Police Department:** The Police Department recorded 357 log entries, which included the following calls for service, 40 motor vehicle stops, 11 assists to Fire/EMS, 7 Directed Patrols, 1 arrest, 6 complaints, 3 MV Accidents, 5 MV Complaints, 6 residential alarms, 3 commercial alarms and 3 K-9 complaints.

**Training:** June 25<sup>th</sup> - June 29<sup>th</sup>, Sgt. Beede attended the NH Police Cadet Academy.

**Moultonborough Fire Rescue:** For the period of 06/22/18 to 06/28/18, there were 21 calls for service: 10 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident with no injuries; 1 – Power line down; 1 – Public service; 3 – Assist the physically disabled; 1 – Alarm sounded, due to malfunction; 1 – Carbon monoxide detector activation due to malfunction; 1 – Smoke detector activation, no fire, unintentional; 1 – Alarm system activation, no fire, unintentional.

**Automatic Aid:** Received three times from Center Harbor and once from Tuftonboro. **Mutual Aid:** none. **Overlapping Incidents:** Three.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:14 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:06 mins/sec.
	Average Night/Weekend response time	09:20 mins/sec.

**Operations:** 6/22 - Youth camp inspection on Red Hill Road conducted by Chief Bengtson. 6/25 - Chief Bengtson attended a FEMA/NH HSEM meeting regarding the reimbursement for the March 13-14, 2017 blizzard. 6/27 - Life safety code consultation at an Ossipee Park Road occupancy.

**Fire Permits:** Despite recent soaking rains, very dry conditions persist. The daily fire danger level remains at moderate. Residents should use caution when burning, making sure that all fires are extinguished when they are done burning. When extinguishing your fire, allow the wood to burn completely to ash, if possible. Pour lots of water on the fire. Drown ALL embers, not just the red ones. Pour until hissing, with your shovel, scrape any remaining sticks and logs to remove any embers. Make sure that no embers are exposed and until smoldering sound stops. If you do not have water, stir dirt or sand into the embers with a shovel to bury the fire. Continue adding water, dirt or sand and stirring with a shovel until all material is cool. Remember, if it's too hot to touch, it's too hot to leave. Residents and property owners are reminded that a fire permit shall be required for all open burning. Non-property owners must have written permission of the property owner to obtain a fire permit and kindle a fire on property other than their own. Charcoal fires in a container off the ground and gas grills do not require a fire permit. All fires must be at least 25 feet from structures. This applies to the use of portable fire pits and chiminea's, both must be at least 25 feet from the structure and should not be used on decks. Seasonal fire permits are available at the Public Safety Building, Chick-A-Dee Station or online at NHfirepermit.com

Fireworks: Moultonborough Town Ordinance #22 limits the use of “consumer fireworks” to the hours between 12 noon and 10 pm. Exceptions are two holidays, as recognized by the Town: (1) the 4<sup>th</sup> of July: limit use to 12 noon to 12 midnight; (2) New Year, limit use to 12 noon and up to 15 minutes past midnight of the holiday. RSA 160-C:11 permits the display of permissible fireworks by persons 21 years of age or older, who may display permissible fireworks on private property with the written consent of the owner, or in the owner’s presence. The display of any type of fireworks is prohibited at all Town parks and beaches.

**Land Use Office:** Nothing to report this week.

**Recreation Department:** The first week of our new camp structure is completed and was a success! Session 2 gets underway today! Swimming lessons and tennis lessons are also going well. This week the Teen Adventure program and Hot and Happy (parent – toddler) program kicks off. The Teens have a cookout and fun day at Kraine Meadow Park scheduled for their kick off today. Their first two trips are to Gunstock for their Adventure elements and Chucksters in Chichester. We have sold out on these first two trips – more youngsters signed up for the trips than we have seats in the van. Dan and Donna K. picked up the 15-passenger van for the teen program. The Cabbage Island Clambake (adults) trip is filling up as is our August trip to Isles of Shoals and Strawberry Banke. The Recreation Staff and camp kids will be marching in the July 4<sup>th</sup> Parade on Wednesday. The Recreation Department has partnered with the Castle in the Clouds and will be offering two writer’s workshops at the end of the month at the Castle. One is entitled Y.A.P – Young Authors and Poets for youth and an adult workshop, and the other workshop is called “Getting Started”.

#### **Important Dates to Remember**

**Happy July 4<sup>th</sup>! All Non-Emergency Departments Closed.**

**Board of Selectmen’s Meeting, July 5, 2018, 7 PM**

**Board of Selectmen’s Meeting, July 19, 2018, 7 PM**

**Board of Selectmen’s Work Session, July 26, 2018, 4 PM**

**\*Department Head Meeting, July 10, 2018, 9 AM\***