

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 26, 2018



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**Town Administrator:** This past week's activities included: Attended the States Landing dredging bid opening and the 2019 crack sealing bid opening, reviewed several FY19 RFP's, finalized department FY19 proposed budgets (budget books are ready to be picked up by the Select Board and ABC at the Administration office), met with Norm O'Neil on personnel matters, met with Architect Peter Stewart on the proposed community center sketches. This coming week's activities include: Prepare for and attend the Select Board's monthly work session, prepare for and attend the first Select Board and Advisory Budget Committee (ABC) budget session on Friday morning, meet with the MPD CBA negotiations team, coordinate and attend the sale of Town tax deeded property bid opening, continue work on personnel matters and 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:** Throughout the week, the team worked on multiple storm events, salting, sanding, plowing and performing maintenance on trucks and equipment during the entire week.

**Facilities:** The F&G crew did winter cleanup and maintenance on Town facilities and properties.

**Fleet Maintenance:** TRK3 2017 Dodge 3500: Resealed driver side box, installed D-rings, repaired light wires; TRK2 2011 F550 - replaced wiper blades, plow headlight assemblies, and the wing mirror; TRK7 2011 International - replaced left rear tail light assembly and connector, due to the check engine light on, scanned system and checked for codes; TRK11 2016 F350 - Replaced left rear sander light. Performed administrative duties; plowed during Tuesday's snow storm and cleaned the shop.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 3 containers of construction and demolition, and 2 containers of single stream recycle. The front end loader was serviced at the Public Works garage. Thanks to Bob White from Facilities and Grounds for providing coverage for an ill Transfer Station attendant.

**Moultonborough Police Department:** The Police Department recorded 184 log entries, which included the following calls for service, 12 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 5 complaints, 2 MV Accidents, 1 MV Complaint, 12 residential alarms, 0 commercial alarms and 1 K-9 complaint.

**Moultonborough Fire Rescue:** For the period of 11/16/18 to 11/22/18, there were 17 calls for service: 1 – Building Fire-Mutual aid to Belmont; 1 – Furnace malfunction; 10 – Emergency medical incidents;

1 – Powerline & trees down; 1 – Assist Public Works; 1 – Authorized burning; 1 – Fire Alarm activation; 1 – Carbon monoxide detector activation. Incidents Year to date: 702. Automatic Aid: received once from Center Harbor. Mutual Aid: Given to Belmont for 5<sup>th</sup> Alarm building fire 722 Province Road. Overlapping Incidents: none.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	23:08 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:46 mins/sec.
	Average Night/Weekend response time	24:37 mins/sec.

Operations: 11/20 - Firefighters conducted a Senior Safety check at an Avon Shores Road residence. Batteries were changed, and the function of detectors were checked. 11/22 - At 2:01 AM, the Fire Department was requested to respond mutual aid to the town of Belmont for a 5<sup>th</sup> Alarm building fire at 722 Province Road. Due to the extreme cold temperatures, more manpower was required. Personnel operated master stream devices until release.

Land Use Office: Prepared application to LRPC concerning the NHDOT 10-Year Plan's funding of engineering and re-construction of the Redding Lane/NH Route 25 intersection for safety upgrade to the intersection.

Recreation Department: Youth Basketball registrations for grades 3-6 have closed. Teams will be chosen, and practices will start next week. November 28th, there will be a coaches meeting at 5 p.m. and a parent/player meeting at 6 p.m., both take place at MCS. Pre-season in-house games will start on Saturday, December 8. Regular season games will begin on January 5. Grades K-2 have until December 11 to register for Youth Basketball and will begin their instructional practices on January 5. The Toddler Music & Movement program resumes this Thursday, at 10 a.m. at the Recreation Department. MRD is preparing for several holiday events coming up in December. The first, on December 5 is our Greetings from the North Pole event. Santa will be calling Moultonborough children to be sure they are on the "nice" list. Parents must sign their child up at the Rec. office or stop by our table at the PTA Holiday Fair on Saturday, Dec 1. MRD will host a Holiday Open House Friday, December 7, from 5-6:15 p.m. Families of all ages will enjoy playing a number of "Holi-Games" including *Candy Cane Catch*, *Christmas Tree Stack*, *Human Bowling*, and *Blast the Coal*, to name a few. We're excited to see who can win it in a minute! An Ugly Sweater Contest will also be held! There will be several donated crock pot dinner dishes to enjoy before the Library's tree lighting and sing a long event! MRD and Castle in the Clouds are hosting a Winter Solstice Hike on December 21st, in the Meadows by Shannon Pond. The trail is a family friendly walk around the pond, under the light of a nearly full moon and stars. Participants can warm up by the fire pits and enjoy light refreshments, roast marshmallows, and enjoy the company of others in a holiday setting. Santa will be taking time out of his busy schedule to make an appearance! The trail will be open from 5-7 p.m. Please dress for the weather and uneven terrain. This event is free, and guests of all ages are welcome.

### **Important Dates to Remember**

**Board of Selectmen's Work Session, November 29, 2018, 4 PM**  
**Board of Selectmen's Budget Work Session, November 30, 2018, 8:30 AM**  
**Board of Selectmen's Meeting & Public Hearing, December 6, 2018, 7 PM**  
**Board of Selectmen's Meeting, December 20, 2018, 7 PM**  
**Board of Selectmen's Work Session, December 27, 2018, 4 PM**  
**\*Department Head Meeting, December 4, 2018, 9 AM\***