

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 25, 2019



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**Town Administrator:** This past week's activities included: A meeting with Superintendent Andrews regarding common topics, submitted warrant and budget to DRA for review with Finance Director, prepared for and attended: Select Board's meeting, public hearings on poles and conduit for property taxes, and on Keno, submitted final documents to Primex for Prime program, and continued review of staff performance evaluation. This coming week's activities include: Post Town Warrant and Budget forms, prepare for and meet with Town's auditors during the week as needed, prepare Town Meeting Newsletter, continue work on personnel performance evaluations, meet with Town Moderator, Town Clerk and Town Counsel to review Town Warrant, prepare for and attend the Select Board's work session, prepare for and attend a mediation session with NH Electric Co-op regarding 2015-2017 property tax appeals. 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 started plowing, salting, and sanding the snow, sleet/freezing rain event. We continued pushing back snow banks and preventative maintenance on trucks and equipment. The week ended plowing, salting, sanding another snow, sleet/freezing rain event.

**Facilities & Grounds:** Last week the F&G crew continued winter maintenance plowing and treating parking lots and sidewalks, maintaining the ice rink. Monitoring Lee's Mills aqua therms continues.

**Fleet:** TRK8 2003 F350 – drained/refilled plow pump due to water intrusion; TRK24 2009 Freightliner dump - replaced sander spinner motor assembly and other leaks, replaced broken trip block spring and adjust plow; EQ12 2009 John Deere backhoe - performed a B-PM service; EQ12 mounted up front spare tire for emergencies; TRK11 2016 F350 Dually - replaced both truck side and plow side power harnesses, repin plow; 15-T-1 2017 International tanker - perform A-PM service. Administrative duties, cleaned shop, plowed yard, attended starting-charging training at Sanel's in Concord on Wednesday.

**Transfer Station:** Last week we shipped out 1 container of municipal solid waste, 1 container of single stream recycle and 2 containers of construction/demolition. The brush pile was burned. After each snow event the Transfer Station was cleaned up with the help of Bob White from Facilities & Grounds.

**Moultonborough Police Department:** The Police Department recorded 233 log entries, which included the following calls for service, 25 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 6 complaints, 3 MV Accidents, 3 MV Complaints, 9 residential alarms, 1 commercial alarm and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 02/15/19 to 02/21/19, there were 16 calls for service: 10 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Lockout; 1 – Ring removal; 1 – Assist the physically disabled; 1 – Good intent; 1 – Detector activation, no fire, unintentional. Incidents Year to date: 101. Automatic Aid: Stewart's Ambulance once. Mutual Aid: None. Overlapping Incidents: One instance occurred where two incidents transpired at the same time.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	06:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	04:52 mins/sec.
	Average Night & Weekend	09:37 mins/sec.

Operations: 2/15 - Chief Bengtson and Code Enforcement Officer Zalewski conducted an inspection at a Bean Road Assembly occupancy. 2/17 - Firefighters Gravelle, Luff and Chief Bengtson brought the hovercraft to Skate Fest in Center Harbor to promote safety on the Lake and to raise awareness of the rescue resources available in the Lakes Region. Many attendees came out to see the hovercraft and ask questions about its capabilities. 2/20 - Chief Bengtson conducted an inspection of oil burning equipment at a Bean Road Assembly occupancy. 2/21 - Monthly EMS continuing education was conducted. EMTs reviewed pediatric cardiac arrest and the causes that can lead into a child going into cardiac arrest. Paramedic John Burdette instructed the training session.

**Land Use Office:** Prepared annual staff evaluation for LUD staff person; Prepared for and attended meeting of Community Development Advisory Committee (CDAC); Met with staff of Bank of New Hampshire to check on community meeting facilities at bank.

**Recreation Department:** On Wednesday, the Recreation Department is hosting a Sledding Party under the lights at Kraine Meadow Park and will begin at 6:30 p.m., with hot cocoa and snacks provided. The event is free and open to everyone and we have a small supply of sleds to share, or patrons may bring their own. Music & Movement begins next week, on March 7 for toddlers. The program is hosted in conjunction with the Library and meets on Thursdays in March, at 10 a.m., at the Rec. Dept. Session 4 of Beyond the Bell begins next week, on March 4, Monday - Thursdays at MCS, until the April school vacation week. The leased 24 passenger bus has arrived at the Recreation Department. Dan is in the process of getting his CDL-C license and will be the primary driver of the vehicle and will be used for various trips throughout the year, as well as summer Teen Adventure trips. The Carroll County Basketball Teams will participate in the Carroll County tournament with opening games on February 25. The double elimination tournament features several games throughout the week with teams from 8 towns. Returning summer staff have been contacted and the interview process will begin this week for some. Applications for new summer employees are also being accepted at this time.

#### Important Dates to Remember

**Board of Selectmen's Work Session, February 28, 2019, 4 PM**

**Board of Selectmen's Meeting, March 7, 2019, 7 PM**

**Election Day, Tuesday, Public Safety Building, March 12, 2019, 7 AM - 7PM**

**Annual Town & School Meeting, Saturday, Academy Auditorium, March 16, 2019, 9 AM**

**Board of Selectmen's Meeting, March 21, 2019, 7 PM**

**Board of Selectmen's Work Session, March 28, 2019, 4 PM**

**\*Department Head Meeting, March 5, 2019, 9 AM\***