

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 18, 2019



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**Town Administrator:** This past week's activities included: Assisted with coordinating Town election day preparations, assisted with election day activities as needed, attended the bid opening for a portion of the 2019 Road Program, continued review of several personnel performance evaluations, coordinated and attended a pre-plan meeting for Town Meeting day facility logistics, finalized Town Meeting visual presentation and attended Town Meeting. This coming week's activities include: A meeting with Mark and Sarah Cotrupi regarding the Taylor property purchase, an orientation meeting with new Select Board member Chuck McGee, meeting with HR manager on the 2019 wage and merit scale recommendation, two meetings with Department Heads on personnel matters, a meeting with Inception Technologies representative on document management program, a meeting with the Town Planner and DPW Director on the pavilion/bathroom project at Kraine Meadow Park site plan application, prepare for and attend the Select Board's regular meeting. I will be out of the office 3/22 – 4/2 for vacation. Have a great week!

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

**Assessor:** The contract assessor, Whitney Consulting Group (WCG) continues to work in the field, measuring and listing properties. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. The Assessing office hours are Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347. WCG will begin reviewing building permits and picking up any new construction for 2019. The State of NH DRA will be monitoring the contractors work and will be in the field. The State will notify property owners by mail before a visit occurs. The office continues to review all Veteran's Credit and Elderly exemption applications to ensure documentation complies with state laws and rules. Alison Rush is the Assessing Technician and new to our office. The Avitar Assessing CAMA system has been installed, we are entering and verifying data, and entering sketches.

**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 a snow, sleet, freezing rain storm event. The entire team continued the week washing, cleaning and doing preventative maintenance on trucks and equipment. B. Gray and J. Latulippe posted all the Town roads with 6 ton weight limit signs. The week ended with part of the crew preparing additional parking lots for Town meeting and the rest of the crew filling potholes on gravel roads.

**Facilities & Grounds:** The F&G crew continues to provide winter maintenance. The ice rink was closed for the season due to warming temperatures. The crew setup and attended Town Meeting.

**Fleet:** TRK15 09 F550 replaced ruptured hydraulic hose for plow angle piston; TRK10 08 Peterbilt - tightened up on spot chamber, repaired left rear strobe light wiring in dump body; TRK43 2019 F450

coach bus - performed state inspection and set up safety equipment; EQ23 2009 John Deere grader - rebuilt plow mounts on the plow, replaced mounting arms and straightened out equalizer bar, welded cracks and patched barrel; TRK15 09 F550 - replaced wing piston hose, found ruptured; TRK24 09 Freightliner - performed PM-B service. EQ14 2015 Cat 926M loader - Milton Cat checked noise concern after axle repair. Repaired pressure washer. Start on follow-ups. Performed administrative duties.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 containers of construction and demolition and 1 container of single stream recycle. 18 pallets of mixed electronics were shipped, and the waste oil furnace was serviced.

**Moultonborough Police Department:** The Police Department recorded 253 log entries, which included the following calls for service, 45 motor vehicle stops, 4 assists to Fire/EMS, 2 arrests, 6 complaints, 7 MV Accidents, 2 MV Complaints, 5 residential alarms, 2 commercial alarms and 1 K-9 complaint.

**Training:** March 14<sup>th</sup> Officer Gillis completed firearms training.

**Moultonborough Fire Rescue:** For the period of 03/08/19 to 03/14/19, there were 9 calls for service: 6 – EMS Calls; 1 – Motor vehicle accident with no injuries; 2 – Assist the physically disabled.

Incidents Year to date: 139. Automatic Aid: 1 – Stewart’s Ambulance. Mutual Aid: None.

Overlapping Incidents: 1 - Instance occurred where 2 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	4 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	15:04 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:12 mins/sec.
	Average Night & Weekend response time	19:28 min/sec.

**Operations:** 3/8 - Chief Bengtson and CCO Zalewski met with a representative of a Bean Road occupancy to discuss code compliance issues. 3/10 - Glenn Davis of Lakes Region Fire Apparatus provided factory training on the new Engine 3. Personnel were provided instruction on the operating controls and feature of the new apparatus. 3/12 - Deputy Chief Beede, Lt. Beede, Firefighter Frangelli and Chief Bengtson attended a seminar at the Tilton School, put on by the Tilton-Northfield Professional Firefighters Association which covered firefighting operation in buildings in which hoarding conditions are present. Hoarding or heavy content conditions can present special hazards for both the occupants and firefighters. Moultonborough personnel learned how to identify the hazards and what resources are required to mitigate the incidents safely. 3/13 - Chief Bengtson and Firefighter Frangelli attended the Lifting & Jacking modules of the Intro to Rescue Skills course. Proper techniques for lifting and moving objects weighing over a ton in a rescue situation were practiced at the training grounds of the NH Fire Academy. 3/14 - Glenn Davis of Lakes Region Fire Apparatus returned to complete the practical skills portion of the factory training on the new Engine 3. Department personnel practiced drafting, pumping and hose line operations of the compressed air foam system (CAFS).

**Land Use Office:** Prepared for and attended Planning Board meeting. Main business item was continuation of Public Hearing re Toy Box self-storage; attended Planning workshop concerning economic development connection to natural resource attributes; held meeting with Richard and Sheena Abbott, property owners of Event Planning company, concerning proposed storage of event materials and furnishings at owners’ residence. Owners were provided assistance with their application;

Coordinated details of 3<sup>rd</sup> party engineering review with Town Engineer concerning the proposed site plan for the Toy Box Self-Storage facility on corner of NH 25 and Redding Lane.

**Recreation Department:** This Saturday, March 23, MRD is offering a Safe@Home class for children in grades 4, 5, and 6. The class will inform the kids about several different things that can happen while they are home alone, and how to handle these situations. Some of the topics included are stranger danger, indoor and outdoor safety, online safety, preventative techniques, severe weather occurrences, and first aid basics. The curriculum was created by SafeSitter® and is a great pre-cursor to their Safe Sitter Essentials training class, which MRD offers in the summer. MRD is currently accepting applications for summer staff. Interviews have begun for returning staff and will continue over the next few weeks. New hire interviews will be starting soon, as well. Staff has begun planning for the day camps this coming season. Summer Camp registration will open on April 15. The registration deadline is June 12, 2019. Information on the day camps was distributed to students at MCS last week.

**Important Dates to Remember**

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

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

**Board of Selectmen's Meeting, April 4, 2019, 7 PM**

**Board of Selectmen's Meeting, April 18, 2019, 7 PM**

**Board of Selectmen's Work Session, April 25, 2019, 4 PM**

**\*Department Head Meeting, April 9, 2019, 9 AM\***