

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 13, 2019



Town Administrator: This past week's activities included: Prepared for and facilitated the monthly Department Head meeting, continued working with the HR Manager and Finance Director on revisions to the personnel policy manual, prepared for and attended the second hazardous mitigation plan update, continued review and preparation of performance evaluations, met with the code/compliance/health officer on several matters and staffing, met with the Recreation Director regarding CIP requests and began review of all CIP requests. This coming week's activities include: Meeting with Chief Bengtson to review CIP requests, continue review of CIP information, attend the Milfoil Committee meeting, meet with Tom Sawyer from Lakes Region Computer regarding systems and security status of all IT systems, review CIP requests with DPW Director, attend the annual Primex conference Wednesday and Thursday morning, prepare for and attend the Select Board meeting, prepare for and attend the first CIPC meeting, meet with representative from Municipal Technology Systems on financial software matters. 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 began ditching, installing culverts, grading and rolling Davis Lane. The week continued with the team removing pavement, repairing, rebuilding, and paving the catch basins at Town Hall and the Central School, along with solving a few paving issues on Highway Garage and Ferry Roads. The week ended doing test pits on Ossipee Mountain Road and ditching on Bodge Hill Road. C. Theriault attended a class on drainage and obtained the level of Road Scholar II in the UNH T2 Road Scholar program.

Facilities & Grounds: Last week the F&G crew continued with spring maintenance at all the facilities and cemeteries.

Fleet: 2019 Terex coach bus - installed town seals; Wacker BPU1045A compactor - set up for use. TRK10 2007 Peterbilt - replaced lower tarp arm assembly and adjust; CAR132 2013 Ford Police Interceptor SUV- installed Town seals and performed PM-B service; EQ16 2015 Cat skid steer - freed up quick connect mechanism; EQ35 Power angle broom - repaired broken wiring to angle control; CAR151 2015 Ford Police Interceptor SUV - perform PM-B service, mount summer tires, checked for parasitic battery drain; EQ28 Doolittle trailer - repaired trailer jack base repaired lights, work on break away system; TRK4 2012 Ford F350 - perform PM-B service, replaced all 4 shock absorbers, repaired radio display, check over D.E.F. system; TRK24 2009 Freightliner - dump checked out wiper issue.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 5 containers of construction and demolition and 2 containers of single stream recycling. Staff have been burning brush as needed. Residents are making large regular deposits of leaf and yard waste.

Moultonborough Police Department: The Police Department recorded 219 log entries, which included the following calls for service, 28 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 8 complaints, 1 MV Accident, 2 MV Complaints, 2 residential alarms, 1 commercial alarm, and 1 K-9 complaint.

Training: 5/6/19-5/8/19 MPO O'Brien attended RAD training.

Moultonborough Fire Rescue: For the period of 5/03/19 to 05/09/19, there were 16 calls for service: 6 – EMS incident; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Watercraft rescue; 1 – Assist other government agency; 1 – Assist the physically disabled; 1 – Unauthorized burning; 1 – No incident found upon arrival at dispatched location; 1 – Authorized controlled burning; 1 – Smoke detector activation due to malfunction; 1 – Carbon monoxide detector activation due to malfunction. Incidents Year to date: 231. Automatic Aid: Received 3 times from Center Harbor and once from Tuftonboro. Mutual Aid: none. Overlapping Incidents: One.

Staffing:	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	3 firefighters
	Average Night & Weekend Staffing	3 firefighters
Response Times:	Overall average response time of first arriving unit	08:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:23 mins/sec.
	Average Night & Weekend response time	12:03 min/sec.

Operations: 5/7 - The Fire Chief attended the monthly Department Head staff meeting at Town Hall. 5/8 - The Fire Chief attended the Lakes Region Mutual Fire Aid Executive Committee meeting and also attended the Lakes Region Mutual Fire Aid Annual Board of Directors meeting at the Communications Center in Laconia at the Communications Center in Laconia. 5/9 - A place of assembly inspection was conducted at a Lee Road restaurant.

Land Use Office: Attended Department Heads meeting; Conference call with Scott Bartlett to Town Attorney Matt Serge re Toy Box application; Prepared for and attended meeting with Kevin Kelley re Toy Box application and water quality impact on Lake Kanasatka; Attended Planning Board meeting with Town Attorney Matt Serge re Toy Box application. Major items considered were continued public meeting re Toy Box application and Bob House Cottages Ice Cream Stand Site Plan; Meeting with Conservation Commission member Marie Samaha re public parking lot serving Moultonborough Falls Conservation Area; Attended Hazard Mitigation Plan update meeting; Meeting with applicants Richard and Sheena Abbott re site plan for storage of events furnishings and other business-related property; Prepared monthly progress report concerning Annual Work Plan.

Recreation Department: On Saturday, May 11, MRD and Castle in the Clouds hosted a Sunset Hike. The hike was originally scheduled on Friday night, and was moved due to inclement weather. Approximately 75 people enjoyed the mile trek through the woods and then watched the sunset set over the hills. Patrons enjoyed roasting marshmallows over the fire pit and other refreshments. The High Five T-Ball program for five year-olds kicked off this past Saturday, as

well. The program is structured with fun activities that introduce skills to the participants. Granite State Track registrations are on-going at this time. Practices start on May 21, after school for participants aged 9-14. There are seats available for the Mystery Trip, scheduled for June 6. MRD will be traveling north in our new bus for this adult trip. The trip will appeal to all of our senses in different ways, as we visit several venues in the North Country. The deadline for registrations is Monday, June 3. Donna Kuethe will be joining a summer hiring webinar, tomorrow, May 14.

Important Dates to Remember

Board of Selectmen's Meeting, May 16, 2019, 7 PM

Selectmen's/School Board/ABC/Library Trustees Meeting, May 16, 2019, 7 PM

Board of Selectmen's Work Session, May 23, 2019, 4 PM

Memorial Day, All Non-Emergency Departments Closed, May 27, 2019

Department Head Meeting, June 4, 2019, 9 AM