

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 10, 2019



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**Town Administrator:** This past week's activities included: Continued review of personnel performance evaluations, attended the NH Emergency Preparedness Conference, met with the Planning Board chair on task groups, prepared for and attended the Select Board meeting, prepared for and attended the 4<sup>th</sup> CIPC meeting, met with Department Heads on department matters, finalized the new former Taylor house reuse RFP and attended the annual States Landing Cleanup day. This coming week's activities include: A meeting with the Heritage Committee Chair and Facility Team Leader on preservation repairs and cleaning to the Taylor house, preparing for and facilitating the monthly Department Head meeting, meeting with department heads on numerous topics, meeting with Select Board members and Tom Sawyer on Town IT systems, meeting with the HR Manager on personnel matters, continued review of personnel performance evaluations, preparing for and attending the Hazard Mitigation Plan update committee meeting. 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:** The Highway team worked on ditching Geneva Point and Winaukee Roads. The crew continued working on the excavation to prepare for the concrete work on the Pavilion, at Kraine Meadow Park. The week ended grading and rolling Abbott and Kent Roads. Director Theriault attended the dedication ceremony for the NH Public Works Employee Memorial located at 7 Hazen Drive in Concord, NH. Also, last week, the NHDOT painted the fog lines on Moultonboro Neck Rd from Rte. 25 to Harilla Landing.

**Facilities & Grounds:** Last week F&G crew continued mowing Town properties and cemeteries, cleaned and rake the beaches and boat ramps. Monday LDG, the heating contractor, started the demo and cleanup of the old boilers at the Public Safety Building and began the installation of the new equipment. F&G crew painted the bike and pedestrian logos on the Moultonboro Neck Road's bike and walking path.

**Fleet:** Car132 2013 Police Interceptor utility - state inspection and swap plates for the Code Enforcement officer. TRK2 2011 F550 - repaired 2 way radio, repaired ground wires to the pto system, replaced b/u alarm and reattached the license plate, lubed the body. Also installed tailgate and replaced latch rods and adjusted. TRK10 2008 Peterbilt dump - replaced drivers front slack adjuster and air can assembly. EQ32 Eager Beaver 20 ton trailer - repaired jack and jack mounts. Replaced ramp decking boards. EQ13 2000 Komatsu WA180 loader - recharge a/c system and test, replaced cutting edge and bolts and dimmer switch assembly. EQ12 2009 John Deere backhoe - recharged a/c system. TRK15 2009 F550 - start replacing the track bar. Performed administrative duties. Load trucks.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle, 7 containers of construction and demolition, and 1 container of mixed scrap metal. The massive brush pile was burned and the grass on the reclaimed landfill was cut by Transfer Station staff. Monday car count 286, Tuesday 338, Friday 376, Saturday 383 and Sunday 189.

**Moultonborough Police Department:** The Police Department recorded 298 log entries, which included the following calls for service, 40 motor vehicle stops, 7 assists to Fire/EMS, 3 Directed Patrols, 5 arrests, 6 complaints, 3 MV Accidents, 2 MV Complaints, 8 residential alarms, 1 commercial alarm and 2 K-9 complaints.

**Training:** 6/3 Sgt Boucher attended PSTC for Firearms training; 6/3-6/7 MPO O'Brien attended Women's Leadership Training at Hyannis, MA; 6/3-6/7 Officers Cortese and Singletary attended the Police Academy; 6/4-6/7 Officer Balser attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 5/31/19 to 06/06/19, there were 11 calls for service: 1 – Wildland fire; 6 – EMS incidents; 1 – Motor vehicle accident with no injuries; 1 – Water evacuation from dwelling; 1 – Carbon monoxide alarm system sounded due to malfunction; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 299. Automatic Aid: Received once from Center Harbor. Mutual Aid: None. Overlapping Incidents: There were 2 instances where 2 incidents were occurring concurrently.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:19 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:54 mins/sec.
	Average Night & Weekend response time	11:20 min/sec.

**Operations:** 5/31 - Chief Bengtson participated in the Hazard Mitigation Plan update meeting at Town Hall. 6/3 - The Fire Department responded to a motor vehicle accident on Redding Lane involving a single vehicle and a utility pole. Power was briefly interrupted, and minor fluid leak was mitigated. Traffic was impeded during the repair. 6/3 - A foster care inspection was performed at a Rose Lane occupancy by Chief Bengtson. 6/3 - Monthly Staff meeting with Call fire officers. 6/4 - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid Executive Committee. 6/5 - A place of assembly inspection was conducted at a Whittier Highway restaurant. 6/6 - Chief Bengtson and the Day Shift staff toured Camp Tecumseh and inspected the buildings of the campus. 6/6 - The Fire Department responded to a wildland fire on Red Hill Road as seen from a boat on Lake Kanasatka. Upon arrival they found a small fire near the shoreline that was quickly extinguished.

**E-9-1-1 Street Numbering:** Residents are reminded that by Town Ordinance #20 that all residential and commercial building are required to display their assigned 9-1-1 street number.

- Numbers should be a minimum of 4-inches high;
- Should be mounted 3-1/2 feet to 6 feet above the ground;
- Easily visible from the road from both directions;
- Numbers shall be reflective, Black on a White background or White on a Black background;
- Island buildings shall always display their assigned numbers as described above so they are conspicuously visible and legible from the water.

The complete ordinance can be found on the Town's website under Ordinances & Policies. Emergency services personnel need to quickly locate, and easily read, the address to provide emergency and other

services to residents. Help us protect you, your family, and your property by making sure your address is correctly displayed and easily readable.

**Land Use Department:** 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; Prepared for and attended Planning Board meeting. 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:** Last Saturday was a busy day for MRD. The T-ball program wrapped up with the last practices and games of the season. The softball teams also had their last games of the season. The majors team played in the Carroll County Softball Tournament in Tamworth. After winning only one game throughout the season, the team came out with fire and won their first two tournament games against strong teams. The team ended the day in third place. A great way to end to the season. Last Saturday was also the State's Landing Clean up, Green up day. Over 25 volunteers came to help remove debris from the winter, rake the beach, and paint the picnic tables. While enjoying burgers and dogs, Town Administrator Walter Johnson updated the volunteers on the status of the State's Landing Project. Tuesday, June 11th is the last scheduled local meet for the Granite State Track team and will take place at the Interlakes High School track. Moultonborough hosted last week's local meet and teams from 5 towns participated. On Saturday, June 15, the district meet will take place in Rochester. Qualifiers will move on to the state meet at Winnisquam High School on June 28. The registration deadline for summer day camp is this Wednesday, June 12. The Recreation Advisory Board will meet, Monday, June 10, 2019 at 7 p.m.

**Important Dates to Remember**

**Moultonborough & Center Harbor Selectboard Meeting, C. H. Town Hall, 6/12/19, 7 PM**

**Regional Selectboard Meeting, June 18, 2019, June 18, 2019, 6:30 PM**

**Board of Selectmen's Meeting, June 20, 2019, 7 PM**

**Board of Selectmen's Work Session, June 27, 2019, 4 PM**

**\*Department Head Meeting, June 11, 2019, 9 AM\***