

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 8, 2019



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**Town Administrator:** This past week's activities included: Met with some Department Heads regarding department matters, prepared for and facilitated the monthly Department Head meeting, conferred with Town Counsel on personnel and land use matters, prepared minutes of the Select Board's work session, followed up with the HR Manager on proposed hiring policy and amendments to the personnel handbook. This coming week's activities include: Review year to date expenditures and revenue figures, address personnel matters and performance evaluations, attend Health Trust meeting with Board of Trustees, review Tax Collector's suggested deed waivers and pending property list, and review DPW projects with the Director. 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 with the team working on the pavilion to finalize the floor preparation, perimeter drainage, and backfilling the foundation halfway up the wall to clean up the site for the holiday week. The week continued cutting trees, limbs, and removing debris from Castle Shores and Ossipee Mountain Roads. The week ended with multiple burials and grading and rolling roads.

**Facilities & Grounds:** This past week the F&G crew continued to mow and trim Town properties, rake and clean beaches. We repaired the damaged dock at Lees Mill. The heating system installation at the PSB is in the final stages of completion.

**Fleet:** EQ12 2009 John Deere back hoe - replaced both high side lines from condenser to evaporator, replaced the receiver dryer and recharged the system, cleaned out the radiator; Checked out coach bus for test; TRK3 2018 Dodge 3500 - filled d.e.f. fluid, mounted flashlight charger, checked water leak; TRK1 2006 GMC 2500 - set up to replace brake line; 15-R-3 2015 F550 - filled d.e.f. fluid; Cleaned shop, emptied trash and performed administrative duties.

**Transfer Station:** Last week we shipped out 6 containers of municipal solid waste, 6 containers of construction and demolition, and 6 containers of single stream recycle. Thanks to Jim, Trevor and Matt for their assistance at the Facility on Friday. The weekly car counts Monday 448, Tuesday 493, Friday 557, Saturday 428 and Sunday 324, a total of 2250 residents serviced at the facility.

**Moultonborough Police Department:** The Police Department recorded 318 log entries, which included the following calls for service, 34 motor vehicle stops, 13 assists to Fire/EMS, 2 Directed

Patrols, 2 arrests, 15 complaints, 3 MV Accidents, 3 MV Complaints, 4 residential alarms, 1 commercial alarm and 6 K-9 complaints.

Training: 7/1-7/3, 7/5 Officers Cortese and Singletary attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 06/28/19 to 07/04/19, there were 28 calls for service: 12 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicles accident without injuries; 1 – Mountain rescue, injured hiker, Waterville Valley; 1 – LP Gas leak; 1 – Carbon monoxide incident; 1 – Assist the physically disabled ; 1 – Dispatched & cancelled en route; 4 – Alarm system sounded due to malfunction; 1 – Carbon monoxide detector activation due to malfunction; 3 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Incidents Year to date: 389. Automatic Aid: Received once from Center Harbor, 3 times from Tuftonboro and 4 times from Stewart’s Ambulance; Mutual Aid: Once given to Sandwich. Overlapping Incidents: There were 6 instances where 2 incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	3 firefighters
	Average Holiday, Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:09 mins/sec.
	Average Holiday, Night & Weekend response time	13:20 min/sec.

Operations: 7/1 - Firefighters Andrew Brown and Richard Brown responded on a mutual aid request from Sandwich for a carry out of an injured hiker off the Rollins Trail on Mount Whiteface in Waterville Valley. Waterville Valley has no access to this location; therefore, Sandwich provides mutual aid response to this area via the Ferncroft Trailhead. The carry out took 14 hours and involved crews from multiple fire departments, NH Fish & Game and Lakes Region Search & Rescue. 7/2 - Chief Bengtson attended the monthly staff meeting with the Town Administrator. 7/4 - The Fire Department participated in the Independence Day parade with four apparatus.

**Land Use Department:** Attended CIPC Meeting; Had meeting with agent for property owner seeking un-merger of his property, property located at 64 Glen Forest Drive; Prepared for and attended meeting for conference call with Town Attorney concerning high impact recreation Outdoor Use of property. Also participating were the Town Administrator and Code Enforcement Officer. Decision was that the property use is High Impact Recreation Outdoor Use as defined by the Zoning Ordinance; Prepared for meeting with Planning Board Chair Scott Bartlett and Vice Chair Al Hoch concerning proposed amendments to Town Subdivision Regulations and subdivision regulation forms. This matter was discussed at the June 26<sup>th</sup> Planning Board meeting; Prepared for and attended Planning Board meeting. Major business item was consideration and approval of Site Plan for Richard and Sheena Abbott (DBA Show Case Events) for property located at 252 Gov. Wentworth Highway; Attended CIPC meetings on June 25 and June 27; Held weekly Land Use Department Staff Meeting; Responded to email from Mark Stephens concerning compliance with previously conditionally approved Site Plan for Stephens Landscaping use at Avery property on Moultonboro Neck Road; Contacted LRPC and Cartographic Associates concerning preparation of new GIS layers for Village Center Overlay District and West Village Overlay District. CAI preparing memo re availability of services under existing services GIS contract.

**Recreation Department:** We are entering our 3rd session of Happy Campers and RECKing Crew with our largest session of the summer so far. Teen Adventure is entering its 2nd week with trips planned on Tuesday and Thursday of this week. Congratulations to Dan Sturgeon for obtaining his CDL with

passenger endorsement. He hit the ground running driving the teens on their first trip of the summer the day after he got his license. This Friday, July 12<sup>th</sup> will be our annual adult/senior trip to the Cabbage Island Clambake in Boothbay Harbor, ME. We have almost sold out of the trip (1 seat remaining). Dan will be driving that trip as well. The concert at the gazebo this week is Mark Bartram who plays a mixture of Rock and Roll and original songs. This Thursday, July 11<sup>th</sup>, Donna Tatro will be teaching the “Safe at Home” safety class for children entering grades 4, 5, and 6. Donna is certified by the Safe Sitter organization to teach both this class and Safe Sitter. Dan is certified as well. A safe sitter class will be offered later in the summer. Session one of swimming lessons concludes this Friday July 12<sup>th</sup>. The 2nd session will get underway the following Monday, July 15<sup>th</sup>. Session one of our Youth Tennis Camps begins today, July 8<sup>th</sup>. The 1st session of the Tennis Tune Up Camp for youth concluded on June 27<sup>th</sup>. There is an adult tennis clinic scheduled for tonight July 8<sup>th</sup> from 6-7:30 p.m. We offer private and semi-private lessons as well.

**Important Dates to Remember**

**\*Department Head Meeting, August 6, 2019, 9 AM\***

**Board of Selectmen’s Meeting, July 18, 2019, 7 PM**

**Board of Selectmen’s Work Session, July 25, 2019, 4 PM**