

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 15, 2019



Town Administrator: This past week's activities included: Reviewed year to date expenditures and revenue figures, addressed personnel matters and performance evaluations, reviewed Tax Collector's suggested deed waivers and pending property list, reviewed DPW projects with Director, met with the Fire Chief and Compliance Officer on merging some department responsibilities, met with the Town Treasurer and representatives of Bank of NH regarding Town banking, addressed a number of personnel matters and reviewed a number of employee performance evaluations. This coming week's activities include: Meet with the Chair of the CIPC regarding scoring matrix format, prepare for and attend two scheduled CIPC meetings, attend the farewell reception for Sgt. Fulton, complete the JLMC inspection of the former Lions Hall, continue review of personnel performance evaluations, and prepare for and attend the Select Board 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 crew split up the week with part of the team ditching, grading, and rolling Blake, Bodge, Kent, Lees Mills, Randall, and Severance Roads, while the balance of the crew worked on fixing potholes throughout Town and trimming on Ossipee Mountain Road. The paving portion of the 2019 Road Program kicked off last week with the reclamation and paving of Winaukee Road from Belden Drive to Bartlett Landing. This will be followed by paving overlays on Paradise Drive, Old Rte.109 and Hanson Mill Road this week. Road reconstruction on Ossipee Mountain Road will commence this week as well.

Facilities & Grounds: The past week F&G mowed and trimmed the playground/ball field/soccer field and other Town owned properties as well as the cemeteries. There was no milfoil activity. We had to repair the Long Island boat dock as well as the dock at Lees Mills. The new boilers at the Public Safety Building have been completed and fired up.

Fleet: TRK1 2006 GMC 2500 - replaced leaking brake line and bleed brakes. Replaced purge valve and reset the system. Also recharged the a/c system; TRK19 2018 Dodge 1500 - performed PM-B service and rotated the tires; EQ38 2017 Eager Beaver trailer - replaced air hose and broken glad-hands. 15-T-1 - performed annual PM-B service, changed oil and filters and lube chassis; EQ23 2009 John Deere - grader replaced hydraulic hose to scarifier; TRK20 2007 F550 - bucket truck repaired a/c system; EQ14 2014 CAT 926m loader - performed a PM-B service (500hr); TRK18 2010 Dodge Grand Caravan - replaced front brake calipers, pads and rotors; Wacker semi trash pump - replaced fuel tank; EQ13 2000 Komatsu wa180 - checked a/c system. Performed administrative duties, loaded trucks and worked on punch list for the fuel station and waste oil.

Transfer Station: Last week we shipped out 4 containers of municipal solid waste, 6 construction and demolition containers, and 3 containers of single stream recycle. The car counts for this week Monday 503, Tuesday 473, Friday 584, Saturday 557, and Sunday 263. Total of 2380 residents serviced. The brush pile was burned.

Moultonborough Police Department: The Police Department recorded 257 log entries, which included the following calls for service, 15 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 10 complaints, 2 MV Accidents, 8 MV Complaints, 5 residential alarms, 7 commercial alarms and 2 K-9 complaints.

Training: 7/8-7/12 Officers Cortese and Singletary attended the Police Academy. 7/8-7/12 Det Peter John and MPO O'Brien attended FBI LEEDA training.

Moultonborough Fire Rescue: For the period of 07/05/19 to 07/11/19, there were 34 calls for service: 1 – Passenger vehicle fire; 1 – Brush fire; 1 – Special outside fire, other; 1 – Excessive heat, scorch burns with no ignition; 15 – Emergency medical incidents; 1 – Public service; 4 – Assist the physically disabled; 1 – Authorized/controlled burning; 1 – Smoke detector activation due to malfunction; 1 – Alarm system activation due to malfunction; 4 – Smoke detector activation, no fire, unintentional; 1 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Incidents Year to date: 424. Automatic Aid: Received four times from Center Harbor, twice from Tuftonboro, once from Sandwich and 3 times from Stewart's Ambulance. Mutual Aid: none. Overlapping Incidents: There were 14 instances where 2 incidents were occurring concurrently and 1 instance of 3 incidents transpiring simultaneously.

Staffing:	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	4 firefighters
Response Times:	Overall average response time of first arriving unit	12:20 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:58 mins/sec.
	Average Holiday, Night & Weekend response time	14:31 min/sec.

Operations: 7/5 - Several pieces of fire apparatus participated in the Balmoral Improvement Association July 4th parade from the Clubhouse to the beach. Firefighters distributed plastic fire helmets, junior firefighter stickers. 7/6 - While operating at a carbon monoxide alarm on Moultonboro Neck, the Fire Department was dispatched for wires down with a brush fire on Old Route 109. Upon arrival it was determined that a tree limb had taken down the power lines causing a small brush fire and a power outage. Crews waited for NH Electric Coop to shut off the power and extinguished several small fires. 7/6 - The Fire Department was dispatched for a vehicle fire at the intersection of Blacks Landing Road and Gov. Wentworth Highway, the fire was reported to be spreading to the woods. Upon arrival crews found a 1969 Corvette convertible off the road on fire with extension to the woods. The vehicle and brush were quickly extinguished. The vehicle was a total loss. 7/9 - Chief Bengtson attended a class on Modern Ventilation at Lakes Region Community College. The class was presented by the Lakes Region Mutual Fire Aid Training Division with retired Chief Kenneth Erickson presenting. 7/11 - Chief Bengtson and CEO Steve Zalewski attended a training session on inspecting oil burners, gas lines and appliances at the Hampton Fire Station. The class was instructed by mechanical inspectors from the State Fire Marshal's Office. 7/11 - The Fire and Public Works Departments worked on the dry hydrant at Balmoral Beach. The riser was replaced. Crews will need to return to complete the job with the assistance of a diver, with work scheduled to resume on July 24th. Crews also repaired dry hydrants on

Wentworth Shores Road and in Arcadia Campground. Firefighters have also been backflushing dry hydrants on the east side of Town as they work their way west.

Land Use Department: Scheduled, prepared for and attended on-site “compliance” site inspection with property owner Mark Stephens. Also attended were the Town Engineer, Code Enforcement Officer. The property owner showed the group that there has been substantial compliance achieved through his cooperation. The inspection report from the Town Engineer is expected to be received shortly and will be provided to the Town Administrator and members of the Planning Board. The Town Planner’s inspection report has been emailed to these same recipients. Prepared for and attended meeting of the Moultonborough Bay Inlet Septic Assessment Study Committee. Major business item was consideration and discussion re permitting of septic systems by the Town. Also discussed was reporting of septic system failures of existing systems. Prepared for and attended the Planning Board meeting. Major business item was the Public Hearing re proposed amendments to the Town’s Subdivision Regulations. No members of the public attended. Proposed amendments which were considered included: Re-formatting the regulations using a numerical system and also minor wording changes to correct grammatical errors or to clarify the wording of the regulations. Following the public hearing the Planning Board approved the amendments to the Subdivision Regulations. Town Planner has filed a copy of the approved Subdivision Regulations with the Town Clerk; Prepared for Land Use Department Staff Meeting. CEO Steve Zalewski could not attend the meeting and the meeting was re-scheduled.

Recreation Department: The 4th session of Happy Campers and RECKing Crew got underway today. This is one of our most popular sessions. RECKing Crew kids will be going to see the Fisher Cats on Wednesday for their field trip. It’s camp day at the Fisher Cats which adds a layer of fun and competition to the day, as they host “Camp Wars” events. Last time Moultonborough was there for Camp Day we won the Camp Competition. Happy Campers will be going to Clark’s Trading Post on Wednesday. Teen Adventure is entering its 3rd week and in addition to a trip to Gunstock on Tuesday they’ll be doing an overnight trip to Indian Head in Lincoln Thursday into Friday. The Hot and Happy kids and parents will be playing “field games” this Tuesday and enjoying Music Day at the Park on Thursday. The 2nd session of swimming lessons starts today, Monday July 15th with 24 children enrolled. The Cabbage Island Clambake trip was held last Friday, July 12th. The inclement weather held off so that we could have a great day, as usual. The concert at the gazebo this week is Tom Bartlett who plays a mixture of “oldies” Rock & Roll and contemporary songs. The concert starts at 6:30 p.m. Next Tuesday July 23rd the Recreation Department and Library are teaming up to offer a “Sing Along” to the songs from *Frozen* and other Disney classics. Session II of Youth Tennis Camps begins next Monday July 22nd. Also, the Adult “Hone Your Tennis Skills” clinic will be held on Monday July 22nd from 6-7:30 p.m.

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