

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 23, 2019



Town Administrator: This past week's activities included: A management training session with Town Counsel, met with HR Manager regarding updates to personnel policies and other personnel matters, prepared for and attended the Select Board's regular meeting, addressed inquiries regarding Town owned property, prepared notices for sale of Town owned surplus equipment, worked with the Town Engineer on States Landing project, met with the Town team chair of the First Impressions program, attended the MMANH executive board meeting and met via conference call with the Town Attorney on several legal matters. This coming week's activities include: A meeting with the Town DPW CBA negotiating team, a meeting with the DPW Director on pending projects and reports, attend the employees' health and wellness fair, attend a negotiations meeting with the DPW CBA representatives, prepare for and attend the Select Board's work session, attend the public hearing on Health Trust rate setting for 2020, continue work on the States Landing project with the Town Engineer and meet with the Town's 2020 Census representative. Have a great week.

Finance: Nothing to report this week.

Assessor: The MS-1 form was submitted to the State of NH to begin setting the 2019 tax rate. We are waiting to hear from the State for a tax rate setting date. Last week, Alison Rush attended the NH State Statutes Course Part 2. If property owners have any questions or concerns regarding assessing or the 2019 newly established values placed on their property, please do not hesitate to contact the Assessor's Office, Monday - Friday 7:30 a.m. to 4 p.m., 476-2347.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: Last week started with the crew working on driveway concerns and shouldering issues on Ossipee Mountain Road. The week continued with changing a culvert, grading, rolling and watering the Town portion of Cottage Road. At the end of the week the team worked on preparing and making adjustments to the sand storage area and ramps that are used to load trucks during the winter maintenance season, along with continuing to install the electric line for the well at the Highway Garage. The 2019 Road Program reconstruction work that remains includes installation of the gravel shoulders on Hanson Drive and final ditch line grading of Ossipee Mountain Road.

Facilities & Grounds: This past week the F&G crew attended a chainsaw Maintenance & Safety class at Tilton DPW. We continue to mow and trim Town properties. The beaches were raked and cleaned as was the bike path. The contractor continues to make progress on the pavilion.

Fleet: TRK10 2007 Peterbilt - finished installing brakes and drums. Replaced dust shields. Replaced driver side air can assembly due to a broken spring. Checked out for state inspection. TRK43 2019 Ford E450 coach bus - performed state inspection and performed PM-B service. TRK8 2003 F350 - repaired reported transmission fluid leak. Checked over for inspection. TRK18 2010 Dodge Grand Caravan -

performed state inspection. Repaired exhaust shields. Rebalanced front tires. CAR141 2014 Police Interceptor utility - performed PM-B service, replaced missing bolt in front exhaust manifold, fluid filmed undercarriage. TRK7 2011 Navistar 7400 - repaired passenger side fender t/s. TRK5 2015 F550 - replaced defective steering box. EQ39 2018 Volvo 145 excavator - replaced ruptured hydraulic hose. Performed administrative duties. Loaded trucks. Attended chainsaw safety and maintenance training in Tilton.

Transfer Station: Last week we shipped 2 containers of municipal solid waste, 2 containers of single stream recycle 6 containers of construction and demolition and 2 grapple loads of scrap. Car counts: Monday 308, Tuesday 334, Friday 377, Saturday 342, Sunday 165, a total of 1,526 served.

Moultonborough Fire Rescue: For the period of 09/13/19 to 09/19/19, there were 16 calls for service: 1 – Boiler Malfunction, 1 – Outside Fire, 10 – EMS Calls, 1 – Police Matter, 1 – Assist Invalid, 1 – Alarm system sounded due to malfunction, 1 – Smoke detector activation – no fire, unintentional. Incidents Year to date: 638. Automatic Aid: Stewart’s Ambulance -13 Aid received, Center Harbor Fire Department – 1 Aid received; Sandwich Fire Department – 1 Aid received. Mutual Aid: None. Overlapping Incidents: There were 2 instances where 2 incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night Staffing	3 firefighters
	Average Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:00 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	8:10 mins/sec.
	Average Night response time	18:59 mins/sec.
	Average Weekend response time	24:03 mins/sec.

Moultonborough Police Department: The Police Department recorded 262 log entries, which included the following calls for service, 30 motor vehicle stops, 15 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 4 complaints, 1 MV Accident, 5 MV Complaints, 4 residential alarms, 0 commercial alarms, and 5 K-9 complaints.

Training: 9/17 Off. Welch attended Intox training.

Land Use Department: Nothing to report this week.

Recreation Department: The Adult Fitness class wrapped up this past week, after a successful season. There is one more week of outdoor Pickleball, until we move into our collaborative indoor program at the Meredith Community Center. The shopping trip to the Tanger Outlets was cancelled on Friday, September 20, due to lack of interest. Next month, the Recreation Dept. is offering a shopping trip to the Burlington Coat Factory plaza in Concord, on October 18. Pre-registration is required. There are still seats available on the Fall Foliage Trip to Franconia Notch State Park, happening on Tuesday, October 8. Fall Youth Sports is well underway for the season. This year, our soccer teams are competing against Sandwich, Meredith, and Pemi-Baker Valley teams. The Carroll County team will compete in two tournaments this year; one in Conway, the other MRD will host in Moultonborough. The Volleyball team meets on Tuesdays and their first match is on Wednesday, September 25 at MCS vs. Farmington. The Totally Toddler program will begin on Tuesday, October 1. Participants meet in the Activity Room at the Recreation Department for this drop-in program on Tuesday and Thursday mornings from 9:30-11 a.m. We’ve made some changes to our Beyond the Bell after school program. Each week, Dan picks the kids up in the bus and they go to an off-site venue in Town. So far, the kids

have enjoyed playing games in the field by Shannon Pond at Castle in the Clouds. They also spent an afternoon walking the trails at the Loon Center. This week they will spend an afternoon at Kraine Meadow Park. Once a week the kids are transported from MCS to the Recreation Department for use of the Game Room and Activity Center. The use of the bus has allowed us to make these enhancements, and the children are really enjoying the different venues.

Important Dates to Remember

Board of Selectmen's Work Session, September 26, 2019, 4 PM

Board of Selectmen's Meeting, October 3, 2019, 7 PM

Board of Selectmen's Meeting, October 17, 2019, 7 PM

Board of Selectmen's Work Session, October 24, 2019, 4 PM

Department Head Meeting, October 1, 2019, 9 AM