



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 4, 2019

Town Administrator: This past week's activities included: Continued contract negotiations with States Land Contractor, met with DPW Director on pending projects, attended the closing of Town owned lot in Suissevale, attended the preconstruction meeting for States Landing project, met with Conservation Committee Chair on Moultonborough Falls conservation property, met with all Department Heads to review their proposed FY20 budgets, attended the First Impressions presentation, met with the HR manager on personnel matters. This coming week's activities include: Prepare for and direct the monthly Department Head meeting, meet with Lakes Region Computer on the FY20 budget and 5 year hardware replacement plan, meet with representatives of Meredith Village Savings Bank regarding business matters, prepare for and attend the regular Select Board meeting, continue work on the FY20 budget preparation and continue work on several performance evaluations. 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: During October we processed 1053 - Motor Vehicle Registrations, 11 - Boat Registrations, 142 - Titles, 23 - Vital Records (Birth, Death, Marriage, Divorce), 1 - Marriage license, 16 - Dog Licenses, 5 - Aqua Therm Permits, Wetlands applications and various miscellaneous services. Deputy Town Clerk Julia Marchand attended an election computer training in Concord on Tuesday. We've received many requests for absentee ballots for the February Presidential Primary and the Town March election. Friday October 25th was the last day to change party affiliation before the primary.

Department of Public Works: Highway teamed up continuing doing maintenance on trucks, equipment, sanders and plows for the upcoming winter season. C. Dunn and B. Gray graded and rolled Blake, Evans, and Kent Roads. R. DeDucca, J. Nave, J. Latulippe, and J. Stendor worked on paving multiple locations on the east side and at the Highway Garage. The week ended cutting trees and removing debris from the roads caused by the windstorm. The States Landing Beach Project is underway, with clearing trees in preparation for dredging which is expected to start next week.

Facilities & Grounds: The F&G crew finished up preparing for and removing trees for the new ice rink dasher board installation. We framed the pump house and the water company ran the water and power from the wells to the pump house. We also installed new manifolds for the radiant heat at the PSB.

Fleet: TRK9 2014 Kenworth - finished up setting up new air cans. Performed state inspection. TRK7 2011 International dump - prepared for trade in for the new TRK7. TRK8 2003 F350 - repair body. CAR182 2018 Ford Police Interceptor - performed PM-B service. TRK10 2008 Peterbilt dump - replaced onspot wheels and chains, adjusted onspots, weld trip block bolt and adjust spring tension.

Prepared sanders for operations. Performed administrative duties. Repaired oil pump for waste oil recovery.

Transfer Station: Last week we shipped 2 household waste containers, 1 single stream and 6 demolition containers. We burned brush, had the Freon removed from the appliances and loaded the appliances in the container for shipment. We also had a Doosan front end loader on demonstration.

Moultonborough Fire Rescue: For the period of 10/24/19 to 10/31/19, there were 10 calls for service: 7 - Emergency medical incidents; 1 – Motor vehicle accident with no injuries; 1 – Assist the physically disabled; 1 – Smoke detector activation, no fire, unintentional. Incidents Year to date: 762; Automatic Aid: Center Harbor provided automatic aid 3 times. Mutual Aid: None; Overlapping Incidents: there was 1 instance 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 & Weekend Staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:32 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:31 mins/sec.
	Average Night & Weekend response time	10:33 mins/sec.

Operations: 10/25 - Chief Bengtson conducted a wood stove inspection at a Lee Road residence. 10/30 - Chief Bengtson attended the LR Mutual Fire Aid Assoc. Board of Directors meeting. 10/31 - The Chief met with Dep. State Fire Marshal Sean Toomey in response to a code compliance issue involving venting of the diesel fuel tank for the emergency generator at the Academy. While at the school, the fire marshal and chief consulted with the facilities manager on replacement of the gym doors. 10/31 - The Chief conducted 2 place of assembly inspections for businesses on Whittier Highway.

Moultonborough Police Department: The Police Department recorded 235 log entries, which included the following calls for service, 20 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 2 complaints, 2 MV Accidents, 1 MV Complaint, 13 residential alarms, 0 commercial alarms and 1 K-9 complaint.

Training: Oct 31 – Nov 1 Officer Welch attended FTO training in Portland, ME.

Land Use Department: Nothing to report this week.

Recreation Department: Friday night MRD hosted the annual Basketball Hoopla at the Academy. There were over 100 people in attendance, including 25+ athletes from PSU and over 50 kids participating in the skill stations run by the PSU teams. After practicing skills and playing a few games, the event wrapped up with several PSU “swag” items being raffled off. MRD is hosting an adult trip to the Yankee Candle Village and Magic Wings Butterfly Conservatory in So. Deerfield, MA on December 4 (details available at the Recreation Dept.), taking the Town bus and space is limited. MRD is also offering holiday shopping trips, November 15th traveling to No. Conway making several stops, and December 20th, to the Tanger Outlets in Tilton. Leave the driving to us, for your holiday shopping needs. Pre-registration is required for each trip. Contact the Recreation Department for more details.

Important Dates to Remember

Board of Selectmen’s Meeting, November 7, 2019, 7 PM
Veteran’s Day, All Non-Emergency Depts. Closed, November 11, 2019
Board of Selectmen’s Meeting, November 21, 2019, 7 PM

Thanksgiving Holiday, All Non-Emergency Depts. Closed, November 28 & 29, 2019
Department Head Meeting, November 5, 2019, 9 AM