

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 9, 2019



**Town Administrator:** This past week's activities included: met with several department heads in preparation for budget meetings with the Board and ABC, continued review of employee performance evaluations, prepared for and directed the monthly department head meeting, prepared for and attended the employee open enrollment session, prepared for and attended the regular Board meeting, met with members of the Land Use department to review improvements to the building permit process, attended a project meeting at States Landing and prepared for and attended the first FY 20 budget review work session on Friday. This coming week's activities includes: attend the LRPC monthly meeting and legislative reception, continue to review and prepare employee performance evaluations, prepare for and attend the second FY20 budget review session with the Select Board and ABC, coordinate additional engineering work with Town engineer on States Landing project and Phase III of the Pathway project, continue work on year end preparations and attend the weekly States Landing construction project 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.

**Department of Public Works:** The team began the week plowing, salting and sanding a slow moving multi-day sleet, freezing rain and snow storm event. The week continued with part of the team working on trucks and equipment at the highway garage, while the rest of the crew worked on some drainage issues on Ossipee Mountain and Red Hill Roads. The week ended plowing, salting and sanding another snow storm event. The States Landing Beach Project dredging phase of the project has been completed and the contractor is in the process of moving the dredging equipment off-site. The boat ramp and dock structure portion of the project remains.

**Facilities & Grounds:** The past week the F&G crew treated and scraped roads and town properties. We set up the Christmas tree and decorated, we also hung the wreaths in the village along rt. 25 as well as the historical buildings.

**Fleet:** TRK10 2008 Peterbilt replaced power steering line from p/s box to pass. Side p/s piston. Refilled system. TRK2 2011 F550 replaced hydraulic line to plow lift piston refilled system. CAR132 2013 Ford Interceptor SUV replaced battery. TRK10 2008 Peterbilt had to replace missing center pin and lock bolt in front plow. TRK4 2012 F350 assess accident damage to the truck. Repaired sander chute and secure spinner motor. TRK11 2016 F350 pulled sander chute apart and replaced spinner motor assembly. 15-E-1 HME 1871 SERIES Firetruck repaired p/s leak at steering box and at the reservoir. Tightened up steering box mounting bolts. Straightened out pump shield mount under pump, replaced defective on spot master switch. TRK15 2009 F550 get running and road-test. Help set up plows and

sander. Replaced two hydraulic lines that burst during setup. And refilled system. TRK10 2008 Peterbilt replaced leaking locking differential air valve. TRK4 2012 F350 Start replacing leaking p/s lines. Push 3 loads of salt into salt shed TRK24 2009 Freightliner helped with flaps. Performed monthly facility audit.

Transfer Station: This week we shipped out 1 container of municipal solid waste, 1 container of single stream recycle and 2 containers of construction and demolition. The brush pile was burned. The car counts for this week were Monday 125, Tuesday 117, Friday 322, Saturday 244 and Sunday 192 total of 1000 residents serviced.

**Moultonborough Fire Rescue:** For the period of 11/29/2019 to 12/05/2019, there were 14 calls for service: There was: 1 – Snow mobile fire; 1 – Excessive heat, scorch burns with no ignition; 7 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Public service call; 1 -Dispatched & cancelled en-route; 1 – Carbon monoxide detector activation due to malfunction. Incidents Year to date: 838. Automatic Aid: Center Harbor provide automatic aid once and Stewart’s Ambulance provided automatic aid twice. Mutual Aid: None Overlapping Incidents: three instances occurred where there were two incidents happening simultaneously.

<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	07:27 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:25 mins/sec.
	Average Night & Weekend response time	07:31 mins/sec.

Operations: 12/2 Monthly Officer’s meeting with Call firefighting officers. 12/3 Chief Bengtson attended the monthly staff meeting with the Town Administrator. 12/4 Chief Bengtson conducted a Place of Assembly inspection at a Whittier Highway restaurant

Fire Permits: The recent snow fall has triggered some inquiries about the need for fire permits. Fire permits are not required if there is snow cover on the ground for 100 feet in every direction around the brush pile. New fire permits are being issued for 2020 at the Public Safety Building, Chick-A-Dee station and online at nhfirepermit.com

**Moultonborough Police Department:** The Moultonborough Police Department recorded 230 log entries, which included the following calls for service, 25 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 0 arrest, 5 complaints, 4 MV Accident, 3 MV Complaints, 5 residential alarms, 3 commercial alarms and 1 K-9 complaints.

Training: 12/2 MPO Baker attended PT instructor training at PSTC; 12/4 OFF Cortese attended PBT instructor training at PSTC

Land Use Department: Nothing to report this week.

**Recreation Department:** On Tuesday, December 10, the Recreation Department’s “Greetings from the North Pole” event will take place. Local children will receive a phone call from Santa so he can check up on them to be sure they are on the nice list! Over 30 families are signed up so far to receive a call. Friday, December 13, MRD and the Public Library will host our annual Open House events, that are planned in conjunction with each other. The fun begins at the Rec Dept at 5:00pm with games and

dinner. At 6:15pm, guests will gather on the library lawn for their annual tree lighting, and then enjoy sweet treats and a visit from Santa inside. The events are free and open to the public. On Saturday, December 14 and 21, youth basketball participants in grades three thru six will play in-house games at the Academy gym. Practices started last week, so the teams will have the chance to put their skills to the test, before the season with Meredith teams opens in January. MRD is offering a last-minute shopping trip to the Tanger Outlets on Friday, December 20. Pick ups will be made at the Recreation Department and Kraine Meadow Park beginning at 9:00am. MRD is also hosting a Middle School Moonlight Madness event during the vacation week on Friday, December 27. The event will take place at Kraine Meadow Park from 5:30-8:00pm, for children in grades five through eight. We are hoping the weather will allow the rink to be open, and we will also have our gaga pit on site for some great fun! The cost is \$10 per child, and a light dinner will be available. Pre-registration is required by noontime the day of the event.

**Important Dates to Remember**

**Selectmen & Advisory Budget Committee Work Session, December 13, 2019, 8:30 AM**

**Board of Selectmen's Meeting, December 19, 2019, 7 PM**

**Merry Christmas, All Non-Emergency Depts. Closed, December 25, 2019**

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

**Happy New Year, All Non-Emergency Depts. Closed, January 1, 2020**

**Department Head Meeting, January 7, 2020, 9 AM**