



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



Town Administrator: This past week's activities included: Coordinated additional engineering work with the Town engineer on the States Landing project and Phase III of the Pathway project, attended the project punch list meeting at States Landing on the dredging portion, met with the Town Planner on pending items, prepared for and attended the Select Board meeting, continued work on the FY 20 budget details, reviewed and prepared staff performance evaluations, met with some Departments Heads on personnel matters and participated in a project walk through and punch list meeting on the pavilion project with the contractor, DPW Director, Facilities Supervisor, and Code and Compliance Officer. This coming week's activities include: Meetings with the HR Manager and Police Chief on personnel matters, a meeting with the Town Planner, prepare for and attend the Select Board's work session and continue work on year end closing details. Have a great week and a Safe and Happy Holiday!

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 Highway team started the week plowing, salting and sanding during a snowstorm event. The week continued working on trucks and equipment. The week ended as it began, plowing, salting, and sanding another storm event.

Facilities & Grounds: This past week the F&G crew continued winter maintenance on Town roads, facility parking lots, and schools. The crew and the Highway Department flooded the skating rink and it is now open for the season. Monitoring continues on the aqua-therms at Lees Mill docks.

Fleet: Trk15 2009 F550 - removed rusted and leaking transmission lines to radiator. Refilled system, road-tested truck and checked for leaks. TRK4 2012 F350 - repaired sander spinner motor bracket, secured spinner motor. EQ12 2009 John Deere backhoe - machine quit at sand pile. Diagnosed issue, replaced corroded ground strap to cab and replaced accessory relay. TRK9 2014 Kenworth T4 series - went into limp mode, replaced E.G.R. assembly and sensor, performed PM-B service also. TRK4 2012 F350 - unclogged sander. TRK15 2009 F550 - Performed PM-B service. Cleaned shop area and performed administrative duties.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 1 of construction and demolition, and 1 of mixed scrap metal. The brush pile was burned. The facility was cleaned after the snow event. Staff handed out flyers to residents informing them that gift wrap is not recyclable and is to be tossed into the trash. Car counts for last week: Monday 252, Tuesday 158, Friday 267, Saturday 260, Sunday 170, total of 1107 served.

Moultonborough Fire Rescue: For the period of 12/13/19 to 12/19/19, there were 26 calls for service: 1 – Building fire; 1 – Flooded oil burner/oil burner malfunction; 15 – Emergency medical incidents; 5 – Motor vehicle accidents; 1 – Assist the police; 2 – Assist the physical disabled; 1 – Dispatched & cancelled en-route. Incidents Year to date: 878. Automatic Aid: Center Harbor provided automatic aid 3 times and Stewart's Ambulance provided automatic aid twice. Mutual Aid: once, given to Tamworth for a building fire. Overlapping Incidents: 7 instances occurred where there were 2 incidents happening simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:45 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:07 mins/sec.
	Average Night & Weekend response time	09:45 mins/sec.

Operations: 12/13 - Chief Bengtson presented the 2020 proposed budget to the Selectmen and Advisory Budget Committee. 12/16 - Office Clerk Kelly Marsh met with Gilford Deputy Chief to work on ways to improve the Department's use on the Emergency Reporting software. 12/23 - Chief Bengtson will be on vacation from 12/23 to 1/6. Call Officers and personnel will be back filling for fulltime staff during this time.

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 Police Department recorded 229 log entries, which included the following calls for service, 15 motor vehicle stops, 16 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 5 complaints, 4 MV Accidents, 1 MV Complaint, 6 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Training: 12/16-12/20 MPO Baker attended FTO training in Massachusetts.

Land Use Department: Nothing to report this week.

Recreation Department: Friday, December 27, MRD is offering a Middle School Moonlight Madness event for grades 5-8. Weather permitting, the event will take place at Kraine Meadow Park under the lights from 5:30-8 pm. Ice skating, Gaga Ball, games, food, and a fire pit are on the agenda for the evening. The Academy will be our back up location if the weather does not permit for the event to be outdoors. Youth Basketball opening day for all levels is scheduled for Saturday, January 4. Once again, the older kids' teams will compete against Meredith and Sandwich teams, while our younger athletes will participate in instructional skill stations during their practices. We are looking forward to another great season. MRD has teamed up with the Lakes Region Visiting Nurse Association for an adult Strength and Balance program. The four-week introductory session will begin on January 8. The class will continue each Wednesday at 11 a.m. through the month of January and will be instructed by physical therapist, Jenn McMaugh. Participants will improve their balance, flexibility, strength, and quality of life. These improvements also will decrease the risk of falls, especially important during the icy cold months. Our goal is to continue the class after the initial session, if there is interest among the participants. Skating lessons will once again be offered by MRD. Learn to Skate and Beginner/

Intermediate Figure Skating classes will meet on Tuesday and Thursday afternoons, beginning January 7 for three weeks. Make ups are scheduled for the last week of January, if needed.

Important Dates to Remember

Christmas Eve, All Non-Emergency Depts. Closed at 1 PM, December 24, 2019

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