

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 2, 2020



Town Administrator: This past week's activities included: Posted the official warrant and budget at numerous locations, met with the interim Town Planner and CEO regarding revisions to the building permits and application, attended the Milfoil Committee meeting, addressed outstanding personnel matters, reviewed performance evaluations, attended the 47K GVW DPW truck bid opening, prepared for and attended the Select Board work session, met with MTS representatives and Finance Director regarding software changes, attended a TRC for two proposed projects, attended the Lakes Region Managers meeting. This coming week's activities include: Participate in a conference call with Town Counsel and Moderator regarding Town Meeting and the warrant, prepare for and lead the monthly Department Head meeting, review several personnel matters with the HR Manager, attend the in-house MTS finance software training, prepare for and attend the Select Board meeting, and review performance evaluations. Have a great week. Think spring!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: The month of February 2020 was extremely busy working on the Presidential Primary. We processed 267 absentee ballots. We also received candidates' filings for the Town election in March. I compiled the ballot to send to the printers and to LHS for the computer cards that are used in the vote counting machine. We received and mailed out absentee ballots for both the Town and the school election during the last two weeks of February. The Town Clerk, Deputy, and Office Assistant completed a webinar training for the dog licensing program. Our office processed 764 - Motor Vehicle Registrations, included in those are 52 Town Government plates for all departments and the school. 24 - Boat Registrations, 85 - Titles, 20 - Vital Records (Birth, Death, Marriage, Divorce), 107 - Dog Licenses, 21- Aqua Therm Permits, 18 UCC filings, and received Wetlands Applications and various miscellaneous services. Last Wednesday the Moderator and I tested the Vote Counting machine.

Department of Public Works: Highway's week began doing preventative maintenance on trucks and equipment. The week continued with part of the team mixing sand and salt at the Highway Garage, while the rest of the crew worked on drainage concerns. The week ended working on a few pieces of equipment in preparation for the summer maintenance season.

Facilities & Grounds: This past week the F&G crew continued winter maintenance at the ice rink and town buildings. We removed snowbanks from the schools, Town Hall and the Public Safety Building parking lots. We built new shelving for the Town Hall documents.

Fleet: TRK2 2011 F550 - replaced spinner motor assembly with updated kit. TRK15 09 F550 - Repaired oil pan due to rust, replaced multi-function switch to correct turn signal issue. TRK24 09 Freightliner - Replaced passenger side plow light assembly, repaired parking light wires to plow gear.

CAR151 2015 Ford Police Interceptor - Performed PM-B service and replaced front sway bar links. TRK6 2018 Western Star - Replaced passenger fog light and repair wiring. Replaced burst hydraulic hose on #2 packer at the Transfer Station and refilled system and checked for leaks. Went to Volvo for new loader to get maintenance information.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 4 of construction and demolition, and 1 of mixed scrap metal. The waste oil furnace was serviced. Car counts for last week were Monday 231, Tuesday 241, Friday 225, Saturday 234, and Sunday 198, a total of 1129 served.

Moultonborough Fire Rescue: For the period of 02/21/2020 to 02/27/2020, there were 12 calls for service: 10 – Emergency medical incident, 1 – Gasoline spill, 1 – Police matter. Year to Date Incidents: 118. Automatic Aid: Five times from Center Harbor, twice from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: In this time period, there was one instance where two were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	06:54 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:56 mins/sec.
	Average Night/Weekend response time	06:39 mins/sec.

Operations: 2/26 - Chief Bengtson and FF. Gravelle traveled to HME in Wyoming, Michigan to the perform the final inspection on the new Rescue 2, a Ford F550 with a 1,500 gallon per minute pump with compressed air foam system (CAFS) and 400-gallon water tank. The new truck was ordered in April 2019 and replaces the 1990 vehicle which had firefighting capabilities. This vehicle is the same as Rescue 3, which provides EMS and firefighting services. The truck will go to Lakes Region Fire Apparatus for dealer supplied equipment, tool mounting, lettering and radio installation. The truck should be delivered by March 20. 2/27 - EMS personnel attended continuing education on communicable diseases with instructor John Burdette.

2020 Burning Permits are available at no cost at the Public Safety Building, Chick-A-Dee Station and on-line at www.nhfirepermit.com. There is a \$3.00 convenience fee for on-line permits.

Moultonborough Police Department: The Police Department recorded 293 log entries, which included the following calls for service, 9 Assist Citizens, 44 Motor Vehicle Stops, 9 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrests, 1 complaint, 1 MV Accident, 9 MV Complaints, 3 Residential Alarms, 2 Commercial Alarms, and 3 K-9 complaints.

Training: 2/24 - MPO Balser and Off Cortese attended Search and Seizure training.

Land Use Department: Nothing to report this week.

Recreation Department: The travel Carroll County basketball teams wrapped up their season last week. Both teams, girls and boys, went undefeated throughout the tournament and took home the first-place plaque! Congratulations to all the athletes and volunteer coaches for an exciting end to the season. The final session of Beyond the Bell after school program begins March 2 and will run through April 24. A new session of Adult Strength and Balance begins on Wednesday, March 4. The program meets every Wednesday at 11 a.m., at the Recreation Department and runs about 45 minutes and incorporates

gentle exercises that help increase strength, balance, and flexibility. MRD is offering two trips next week. The first, a family trip to see the Red Claws basketball game in Portland, March 8. On March 11, the Town bus will travel to Boston for the annual Flower Show and patrons will also spend some time in the North End. Seats are still available for both trips.

Important Dates to Remember

Board of Selectmen's Meeting, March 5, 2020, 7 PM

Election Day, Public Safety Building, Tuesday, March 10, 2020, 7 AM – 7 PM

School & Town Meeting, Moultonborough Academy, Saturday, March 14, 2020, 9 AM

Board of Selectmen's Meeting, March 19, 2020, 7 PM

Board of Selectmen's Work Session, March 26, 2020, 4 PM

Department Head Staff Meeting, March 3, 2020, 9 AM