



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini, Town Administrator  
**RE:** Administrator's Weekly Report  
**DATE:** March 9, 2015  
**CC:** All Departments

*Carter*



### Important Notes to All:

**A final Make-Up Enrollment Session for Employees, Spouses and Dependents Aged 18+ is set for Thursday, March 12<sup>th</sup> @ 5:00 p.m.**

**The March Wellness Materials have all been posted to the web. Please tell your employees!**

**Business Session:** The following supplements or substitutes for memos in your packet: N/A

**Workshop:** N/A

**Weekly Activities:** I attended the Blue Loon Advisory Meeting. I was able to attend the County Commissioner's meeting relative to tax billing. There were three communities plus Wakefield represented. Teresa did a nice job. Tuftonboro's Board Chair and I spoke briefly in support of her presentation. Bottom line: County says this was a one-time problem (it isn't), their auditor is on board and starting shortly and they expect all accounting cleaned up by 12/01, they are looking at going to a fiscal year (though that really does not solve the problem and they do not appear to understand how to bridge the 6 month gap in the year of conversion), and that an effort to have bills due 30 days after issuance (instead of a set Dec. 17 no matter when they mail them) is something for the towns to take up with the legislature. I also came to learn they are paying (at today's interest rates) about \$100,000 a year on a line of credit to cover their cash flow needs! I attended the Moultonborough Bay Inlet Study Working Group. We had roughly 13 stakeholders in attendance. A wide variety of base data was discussed as was a "Gravel Roads" seminar to be put on sometime early summer. The DHs met (6 of 8 were available) to evolve the next generation of the Job Performance Evaluation Form. They chose the Gilford model over our initial Draft as the preferred base to work with and had a variety of suggestions to tweak that. I'll get a red-line out to them looking for comments within a week in the hopes of having it back before you on 03/23. Once you agree on a final draft we could then move on to how that tool is used in the compensation decision process. Our oil pricing came in – thank you Kay Peranelli – and we got a great rate of \$2.24 with Irving for September 1, 2015 through May 30, 2016. Scott, Donna, Ray Korber and I met to plan for the States Landing work party and the various FY 2015 neighborhood road meetings. I await a specific date to get out the notices on the latter (think mid-April).

**Finance & Personnel:** I attended the 2015 Benefit Administrator Workshop held by NH Interlocal Trust on Wednesday, March 4<sup>th</sup>. They went over Cadillac Tax Strategies and Health Care Reform Updates, of which included current issues, new exchange options, employer responsibility and avoiding tax penalties. Plus, we reviewed strategies to prepare for the Cadillac Tax and the new IRS Employer Reporting forms. There was a presentation on Forms 1094-C, Transmittal of Employer-Provided Health Insurance Offer and Coverage Information Returns, and 1095-C, Employer Provided Health Insurance Offer and Coverage. These forms must be provided to the IRS and the employee. Also included in the

training was the Employee Assistance Program. There is a dedicated website available for NHIT members, which I am going to add to my Web Page and inform the employees of the useful tools available.

**Assessor:** I am very happy to report that we have received only nine abatement requests for 2014. This compares to a total of 34 abatements in 2013 (16 requests and 18 administrative), 34 abatement requests in 2012, and 27 abatement requests in 2011. Due to the cold, snowy winter and a February illness, I have processed only one-half of these. With the snow pack receding and warmer weather coming (hopefully) I will be processing these in the near future.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** On Monday, Agent Kinmond was out at 3:30 a.m., for storm #17 (1.75" of snow), and all crews were out at 4:30 a.m. to plow and treat all Town paved/gravel roads, and bus routes. The crew also plowed all private paved roads. Truck #3 developed a blown hydraulic line and was repaired. The crew did an oil change on truck #10, and cleaned the rink and ran the Zamboni. Agent Kinmond completed the updated AST registration and worked with fuel depot options for DES compliance. Tuesday, the crew checked routes for drifts, and plowed and spot treated hills with sand. The crew pushed and winged back snow banks on roads off of Winaukee Road. Salt was mixed with liquid deicer and truck #4's sander was repaired. Agent Kinmond continued work on the punch list per the DES AST inspection. With the SPCC plan completed and updated, the SPCC plan was posted with CardMaster II fuel dispensing system user directions. Agent Kinmond attended TRC meeting at the Land Use Office. On Wednesday, Agent Kinmond was out at 3:30 a.m., for storm #18 (1.5" snow), and the crew was out at 4 a.m., to plow and treat the roads. Private contractors were called at 4 a.m., and all the private roads were plowed. The crew assisted plowing Suissevale due to contractor shortages. The rink was cleared and the Crew ran the Zamboni. Trucks #6 and 7 suffered broken or bent lower wing arms. The crew picked up wing plow parts in Concord and washed three trucks. The sander was pulled from truck 8. Agent Kinmond attended the Moultonborough Bay Inlet Watershed Advisory Committee meeting. On Thursday, the crew pushed and winged back snow banks on Curtis Lane and Singing Eagle. Drifted areas on Singing Eagle were bucketed back, four trucks were washed, and the Crew ran the Zamboni on the rink. Agent Kinmond received an offer from Ford Motor Co. towards repairing truck #15's blown engine, to repair it at a discounted price, and then another \$5,000. This will leave a balance of approximately \$8,700. Agent Kinmond sent a counter offer of \$7,000 or 50% of the repair. Agent Kinmond submitted the updated AST registration and SPCC plan to DES and also prepared the 2014 Road Projects costing for Auditors. Agent Kinmond and Office Assistant Hoyt participated in a conference call with the FacilityDude programming staff regarding consulting on program design. On Friday, the crew changed the Zamboni blade and treated the ice rink, and handled an ice flow problem on Ossipee Mountain Road. The crew also bucketed back the parking lot at PSB and Sutherland Park to provide additional parking for the election. Agent Kinmond attended a meeting with the Town Engineer to review spring projects for bidding (paving, intersections) and PSB slab investigation.

**Facility & Grounds:** The Crew spent the majority of the week cleaning snow from walkways and monitoring ice dams at PSB. Highway assisted with rink maintenance, snow blowing and Zamboni treatments. The crew also worked on the shelving project in one of the storage containers (storage for plow parts, etc.). The staff handled work orders at: Town Hall for a HVAC issue and a broken toilet; PSB - a HVAC/heat issue. Facility and equipment maintenance was done at Highway Garage.

Waste Management: Supervisor Greenwood reported a quiet week and that the repair to the skid steer plow was completed by the Highway Department.

This week: Equipment maintenance, state inspection preparation, and pothole maintenance

**Moultonborough Police Department:** The Moultonborough Police Department recorded 447 log entries, which included the following calls for service, 25 motor vehicle stops, 2 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 4 complaints, 5 MV Accidents, 4 MV Complaints, 11 residential alarms, 3 commercial alarms and 4 K-9 complaints.

Training: March 5<sup>th</sup>, MPO LeBlanc attended BSOG training.

**Moultonborough Fire Department:** Year to date there has been 125 calls for emergency service. For the period of 2/27/2015 to 03/5/2015 there were 8 calls for service: (4) Medical Emergencies, (2) Motor Vehicle Accidents, (1) Good Intent call, and (1) Lift Assist. We received automatic aid on one call from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 12:39 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:30 minutes

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 15:44 minutes

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

Operations: During the week of 2/27/15 to 3/5/15 there were three requests for information and one Suprabox was installed. An Officer's Meeting was held on 3/2/15. Chief Bengtson met with the Safe Schools Leadership Team on 3/5.

**Development Services:** Nothing to report this week.

**Town Planner:** Nothing to report this week.

**Code Enforcement:** Nothing to report this week.

**Human Services:** Nothing to report this week.

**Recreation Department:** Last week, the CATCH Kids program spring session started up again. Grades K-1 students are meeting on Wednesdays after school and grade 2 students are meeting on Fridays after school. This session of CATCH will continue until April 24. Gym Days continues to meet on Tuesday and Thursday afternoons for grades 3-6. CATCH Kids and Gym Days both meet in the MCS Gym. Last Thursday, MRD hosted an adult trip to the Portland, ME Flower Show. The displays were enjoyed by all, and were a refreshing way to think about the spring season! The next adult trip is scheduled for April 29, when we will be visiting the John F. Kennedy Library & Museum and the New England Aquarium. Tai Chi has returned to MRD. Interested citizens participated in an introductory class on March 4. A new session will begin this Wednesday, on March 11 and will meet at the Recreation Department on Wednesdays, at 2 p.m. Because this is an ongoing program, registrations can be accepted at any time. Last Friday, Dan attended an NHRPA Youth Sport Workshop. On Tuesday,

March 10, Donna T. will be attending another Primex training session on Risk Management for the Recreation Professional. Softball and T-Ball registrations are now being accepted for grades k-3. Participants in grades 1-6 all have the option to play in the Interlakes Babe Ruth league this year. MRD has scheduled to instruct a Safe Sitter class for Holderness Recreation during April vacation week. The Town of Holderness will reimburse MRD for materials and instructor costs.

**Important Dates to Remember**

**Election Day, Tuesday, March 10, 2015, Public Safety Building, 7 AM**

**Selectmen's Meeting, March 12, 2015, 7 PM**

**Town & School District Meeting, March 14, 2015, Moultonborough Academy, 9 AM**

**Selectmen's Meeting, March 19, 2015, 7 PM**

**Selectmen's Work Session, March 26, 2015, 4 PM**

**\* Staff Meeting, March 20, 2015 @ 9 AM \***