

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 14, 2016  
**CC:** All Departments



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**Town Administrator:** This past week final preparations for Town Meeting were completed. On Monday work continued on the new website format. Alison, Hope and I met online with a Virtual Town Hall representative to determine the content that will be transferred from the old site to the new. On Tuesday I met with Superintendent Noyes to discuss the status of the marketing proposal and assisted with voting at the Public Safety Building on an as needed basis. Staff from Vachon Clukay were in house working on the FY15 audit Monday through Wednesday. Town Meeting was held on Saturday March 12<sup>th</sup> at the Moultonborough Academy immediately following the annual school meeting which began at 9 a.m. Over 500 voters participated in approving all but 3 of the 32 warrant articles. Thank you to all staff that attended. I will be in Concord this Friday for meetings and training. Finally, the Select Board will meet on Thursday starting at 6 p.m. with a non-public session and at 7 p.m. for regular business. Have a great week everyone!

**Finance:** Nothing to report this week.

**Assessor:** The time to apply for 2015 abatements has expired. I am happy to report that we only have 17 abatement applications. Vision Government Solutions should be completing the initial part of the measure and list project for 2016 this week. Vision personnel continue to verify properties throughout Town that have had building permits since April 1, 2015. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town. The Assessor is also visiting some properties that had building permits and some new construction. All properties where the interior inspection was not completed during the initial verification process will receive a letter in June requesting that they schedule an interior inspection appointment. The appointments will be scheduled around the 4th of July holiday week when more taxpayers are in Town.

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

**Town Clerk:** On Monday morning the Town Clerk worked with staff from the DPW and School Moderator setting up the polling place for Tuesday. In the afternoon the Town Clerk worked with the Town Auditor. Tuesday was a full day with the Town elections and the rest of the week entering information into the state wide voter system. During the remainder of the week we processed and printed the April motor vehicle registration renewal letters for 776 vehicles/trailers. On Saturday the Town Clerk attended the Town Meeting and worked on the minutes on Sunday.

**Public Works & Facilities:** We have received a lot of calls from contractors and residents pleading for road ban weight waivers, however we have been unable to grant any this week given the high temperatures. On Monday the crews treated paved roads with a 1.5” snow event.

The crew also repaired a washed area by pulling stone back into the ditch line at the end of Highway Garage and the Neck Road. The crew picked up a ton of cold patch and some potholes were patched Town wide. The spring thaw has caused some mud conditions, requiring gravel to be hauled to Randall and Harvard Camp Roads for use in grading. We started raking Town gravel roads this week in the area of Lee's Mill, Blake, Kent, Bodge, Evans and Ben Berry. Crews cut over hang on Academy and Paradise Drive as well as cleaned up roadside blow downs Town wide that had been reported. The chip box was removed from truck #15 and taken to HP Fairfield's for a wing part repair. The front runner rake was installed on plow #1, the bucket truck had its fuel filter replaced, and trucks #7 and #10 were cleaned up so Meredith Truck Repair could come work on them. In management of the woodchip pile MJK Trucking picked up 6 loads of chips. Two pallets of water was picked up from CG Roxane and distributed to Town buildings. During the week Agent Kinmond checked in with Foreman Wakefield on road conditions, and looked at sinkholes on Melly and Paradise Drive for repair planning. Agent Kinmond reviewed AP for submission. He communicated his dissatisfaction with the utilities' progress with the pole relocations, which is now 12 weeks behind the planned schedule, and will delay the contractor's ability to begin the work. With this delay Agent Kinmond and the Town Engineer are hopeful that if the road bans are lifted by April 1st, that work can begin at the Shaker Jerry and Wentworth Shores Road intersection, while the pole and utility work is being done on Old Route 109 & Route 25, and Far Echo & Neck Road intersections. Agent Kinmond did a download of the fuel system for a fuel report, and attended Town Meeting.

**Facility & Grounds Division:** The F&G crew set up and took down the polls at PSB. A repair was made to the election ballot box. Our aquatherms were checked at Lee's Mill for proper operation and the rink building continued the seasonal swap over of equipment and cleaning out winter clutter. Normal weekly buildings checks were done, recycling and trash removal was completed. Town Hall's back room clean-up continued. A plumbing issue at Town Hall was repaired and all janitorial supplies were restocked. Veteran markers were ordered this week as well as the small flags in preparation for our cemetery duties.

**WMF Division:** This week WMF shipped out 1 - msw, 1 - c&d and 1 container of scrap metal.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 423 log entries, which included the following calls for service, 22 motor vehicle stops, 8 assists to Fire/EMS, 1 Directed Patrol, 0 arrests, 6 complaints, 3 MV Accidents, 6 MV Complaints, 0 residential alarms, 1 commercial alarm and 4 K-9 complaints.

**Training:** Mar. 7<sup>th</sup> – Mar. 11th, Off. Pare attended Police Academy. Mar. 7<sup>th</sup>, Off. Melanson attended Intox Recert.

**Moultonborough Fire Department:** Year to date there has been 145 calls for emergency service. For the period of 3/4/16 to 3/10/16 there were 16 calls for service: (5) Medical Emergencies, (2) Assist Police Department, (1) Lift Assist, (4) False Alarms, (1) Gasoline Leak, (1) Water Leak, (1) Animal Rescue, and (1) Good Intent Call. Moultonborough Fire Rescue received assistance on two automatic aid calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:00 minutes

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:24 min.

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:40 minutes

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

Operations: 3/10 - Department meeting & Chief Bengtson attended NH Fire Chiefs Association meeting in Concord, 3/12 & 3/13 - FF Barbara Beede and Lt. Tim Woods attended EMT refresher training. 1 Insurance information request, 2 Requests for information, 1 Interaction with Police Chief, 1 Oil burner inspection, 1 Oil tank permit, 1 Suprabox installation, 1 Public assistance walk-in, 2 Burn notifications, 1 Fire permit issued .

**Office of Development Services Planning:** Nothing to report this week.

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

**Recreation Department:** On Tuesday, March 15, the Gym Days program resumes on Tuesdays and Thursdays after school. The program is open to children in grades 3-6. On March 23, our spring CATCH program begins for children in grades K-2. The program will run after school on Wednesdays through April 20. Registrations are open for spring Softball and T-Ball. The deadline is April 7. The Boston Flower Show trip is this Wednesday, on March 16, which is being run in conjunction with Belmont Parks & Recreation, all but one seat has been sold.

**Important Dates to Remember**

**Board of Selectmen's Meeting, March 17, 2016, 6 PM Non-Public & 7 PM Public**

**Board of Selectmen's Work Session, March 24, 2016, 4 PM**

**Board of Selectmen's Meeting, April 7, 2016, 7 PM**

**Board of Selectmen's Meeting, April 14, 2016, 7 PM**

**Board of Selectmen's Meeting, April 21, 2016, 7 PM**

**Board of Selectmen's Work Session, April 28, 2016, 4 PM**

**\*Staff Meeting, Tuesday – April 5, 2016, 9:00 AM\***