

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carol Granfield, Interim Town Administrator
RE: Weekly Report
DATE: July 13, 2015
CC: All Departments



Interim Town Administrator: I prepared the weekly report and some staff reports. I conducted a variety of responses and provided information via email to Town staff, officials and residents. I evaluated all essays submitted by the initial group of semi-finalists, conducted some research on the semi-finalists, and started conducting some phone interviews. Information was coordinated with the Finance Director pertaining to an upcoming NHRS audit. I am in the process of scheduling the performance appraisal training with Primex, waiting on confirmation of a specific date in September. I requested confirmation of the citizen panelists that will participate in interviews on July 21st and will soon be forwarding them information of six candidates to be interviewed. The week of July 13th I will be in Town Hall all day Monday and Thursday.

Administrative Liaison: I worked with the staff to finalize the weekly Board of Selectmen's meeting agenda. I met with a resident who was not pleased about the rule changes to the easterly side of the Long Island beach facility. I worked with Town Assessor Karp regarding the assessed value of the Moultonboro Neck properties (Approximately \$1.2B) for discussions with NHDOT regarding the condition of Moultonboro Neck Road. I met with Recreation Director Kuethe to discuss Pickleball issues, needs, and options. I also attended the Pathway Foot Race committee meeting (scheduled for 8/8/15). I attended the weekly Board of Selectmen's Meeting and held the monthly staff meeting. During the meeting the staff was reminded of the 7/31 due date for interim performance discussions and save the dates of 9/3 and 9/10 for possible dates for performance appraisal training sessions for supervisors who conduct the appraisals.

Agenda Items:

- V.1 Duly noticed Public Hearing (1 of 2) per NH RSA 41:14-a, sale of Tax Deeded Properties.
- V.3 Acknowledgement and acceptance of MPO LeBlanc's resignation from the Police Department, as he has accepted a position with the Belknap County Sheriff's Department. MPO Leblanc is a 9 year veteran of MPD.
- V.4 Sandwich Fair Association Request for temporary directional signage.
- V.5 Memo from ITA Granfield, with recommendation for website upgrade to a browser based site, with fees to be paid in 2016 and 2017, and redesign work to begin in 2015.
- V.6 & 7 Conservation Commission members submission of Disclosure of Appearance of Conflict under Town Ordinance #21, regarding the Commission's work on Lee's Pond and possible land acquisition.
- V.8 Appointment of Fire Chief Bengtson as the Town's Deputy Health Officer (held previously by former TA)
- VI.1 ITA Granfield to provide an update on the Town Administrator Search/process.
- VI-2 ITA Granfield to provide further information and answer questions on the Primex Workers Compensation Holiday Premium Distribution.

Finance: I received notice that the Town was due to be reviewed for accuracy and compliance with the NHRS Statute and Administrative Rules. I received the questionnaires and provided the requested information. I estimated the year on year comparison of Total vs Tax Levy (illustration only) for the Capital Improvement Program Committee. Using estimated expenditures from the Trust Funds, the taxes would remain within the 5% rule per year. This is just an estimate, and it is the Board of Selectmen's final decision on how the Trust Funds should be used. A folder has been created for the Milfoil Committee on the server. I met with Ginny Gassman and showed her how to access the file, and they will inform me when they plan to put the files on the computer. I assisted Gary Karp in updating all the computers that have Vision on them. These are new values to be used for the hearings that should be occurring within the next month. There were 25 participants that completed the 4 week Hydration Challenge. I have submitted the final numbers to Interlocal Trust, and now it is up to the employees to complete the second quarter reimbursement. We will now start planning for the third quarter incentive program. Administrative Liaison Kinmond and I have signed up for a Health Summit being put on by HealthTrust. This program is called "Future of Healthcare Coverage in New Hampshire". It will go over the impact of the Cadillac Tax and strategies to contain costs.

Assessor: Vision Government Solutions Project Supervisor will be here Tuesday to go over the preliminary values for 2015. The initial indication is that the overall valuation is up roughly 1% over 2014. Initial indication is that about 25% of property values went up, 45% stayed the same and 30% went down. However, this is a preliminary indication only and subject to change based on my review of the values, continuing analysis and the results of informal hearings. The hearings are scheduled for August 4-10. After the Tuesday review, any further changes will be made and then letters listing preliminary values will be mailed to taxpayers. Property owners will be able to schedule an informal hearing either by calling Vision or scheduling an appointment on-line through Vision. Vision will hold the hearings at Town Hall along with holding phone hearings for those who cannot attend in person, and also review of correspondence sent to me with pertinent information before the hearing dates.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew checked and cleaned beaver screens at several culverts in Town. Ditching was done on a portion of gravel road on Red Hill and Old Red Hill Roads. The stone check dams were cleaned on the paved portion of Red Hill Road. Traffic control was provided for the tree crane contractor removing trees on Glidden Road. The crew repaired rear fenders on truck #5, picked up the chipper from Nortrax, seeded the side slope on Ames Road, dumped the milfoil trailer and raked LI and States Landing Beaches, as well as the infield at Playground Drive. Agent Kinmond and HEO Mechanic Nave picked up the 2009 Freightliner 6x6 10 wheel tractor (with 3,375 miles) from the Federal Surplus. The department will build it into a 10 wheel 6x6 dump truck with plow, wing and sander. Agent Kinmond met with the Hemlock Point Road Association, a Bryant Point Road resident (Marker 52 Assoc.) and Deerhaven Road Association regarding the "Red List" letters, and necessary improvements. Agent Kinmond met with the General Manager of Windward Harbor regarding the entrance and landscaping design and questions regarding the Town's right of way. Agent Kinmond sent letters to abutters at intersection projects for easements, and land acquisitions. Agent Kinmond attended the Moultonborough Bay Inlet Watershed training class on gravel road maintenance for private roads at the Balmoral clubhouse.

Facility & Grounds: The grounds crew was busy mowing and trimming all the Town cemeteries, facilities' common areas, Playground, Town launches and beaches. The grounds crew assisted by trimming guardrail sections on Evans Road. The drywall crew was in at the Highway Garage to drywall walls in the new lunch-training room. Facility worker Daigneau worked with a LED lighting vendor to install a series of LED lights for comparison testing at the Town Hall parking lot, PSB lobby lights, and exterior wall lights.

Waste Management Facility: The co-managers reported that the facility received a special 30 yard container for collection of non-ferrous metals from the scrap steel vendor. The staff shipped a MSW container and a DEMO container. HEO/Mechanic Nave assisted facility staff by bringing the grapple for the skid steer to WMF and testing it on the skid steer for use with moving brush and scrap metal. He repaired the hydraulic hose on compactor #2. The compactor vendor was called in for delivery of bio-fluid (vegetable oil) for fluid lost in a hose break. Agent Kinmond researched single stream recycling via PWNET and met with retired Goffstown DPW Director to discuss the single stream recycling process.

Moultonborough Police Department: The Moultonborough Police Department recorded 652 log entries, which included the following calls for service, 50 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 18 arrests, 2 complaints, 2 MV Accidents, 5 MV Complaints, 4 residential alarms, 2 commercial alarms and 4 K-9 complaints

Training: July 8th, Det. Peter John attended Identity Theft Training. July 9th, MPO Colin LeBlanc attended BSOG Training.

Moultonborough Fire Department: Nothing to report this week.

Office of Development Services Planning:

Planning: The week was very busy given staff vacation scheduling and continuing work on the draft Capital Improvement Program report, draft Master Plan chapter, reviews of a special exception request to the ZBA and a site plan amendment review application to the Planning Board, E911 address correction work, working with CAI on the Fire Chief's mapping of fire protection water resources for his report (and the master plan), and meeting with surveyors on future land use applications. As GIS Coordinator, I reviewed and discussed CAI's proposed justification for a fee increase and also prepared a memo to the Assessor regarding their proposed ways to mitigate cost increases in future. This should be a topic for discussion at budget preparation time. The appeal period window has closed on the prospective buyer of the Berry Pond Motel/Country Faire properties zoning determination that their proposed use was not allowed by our Zoning Ordinance with no appeal. I consider this matter closed, however, issues such as this one warrants discussion by the Planning Board. Finally, I met with the Senior Planner from LRPC to discuss their efforts on writing the scenic byway corridor management plan. Specifically, he wanted to learn whether the scenic views were accounted for in their inventory correctly, whether the Town had concerns (threats) about its scenic views and how we could both strengthen and preserve our several scenic vistas.

Code & Health: This week I issued 3 building permits and 5 subcontractor permits. I approved 3 septic designs to be forwarded to the state. I received 3 code complaints and have all but 1 in process. The 1 not in process may not be within the Town's authority, so I am checking with other inspectors for other

ways to possibly address the issue. Water testing on the Playground will be taken next week for the monthly submission.

Human Services: Nothing to report this week.

Recreation Department: The Recreation Department is in full swing with summer programs. Last week's summer concert was enjoyed by many at the Lion's Club and will continue through July. This Saturday, July 18, the Recreation Department will host the annual Water Carnival at Long Island Beach from 2-4 p.m. and all ages are welcome. Registrations for tennis and swim lessons for session 2 are due this Wednesday, July 15. The annual trip to Cabbage Island for a New England Clambake is also this Wednesday, July 15th. Friday, July 17th, is the state meet for Granite State Track, which will take place in Pelham, NH.

Important Dates to Remember

Board of Selectmen's Meeting & Public Hearing, July 16, 2015, 7 PM

Board of Selectmen's Work Session, Moultonborough Academy, July 23, 2015, 8:30 AM

Board of Selectmen's Meeting & Public Hearing, July 30, 2015, 7 PM

Staff Meeting, August 7, 2015, 9 AM