

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 19, 2015
CC: All Departments



Deadline to Submit Articles for the 2015 Fall Newsletter to Alison, Monday October 19th!

Town Administrator: This week's activities included a meeting with InterLocal Trust to discuss options for employee health insurance coverage including some changes that would benefit both the employees in the program and taxpayers. Final preparations for the Convention of Committees scheduled for October 22nd were worked on. Much time was spent reviewing the status of some draft policies including the Travel and Hiring policies and revisions are being worked on for presentation to the Board at an upcoming work session. A good deal of time was spent reviewing department head budgets that were submitted on or before October 9th. I met with Susette to review and discuss some issues with the billing and lien process relative to the Bay Sewer District. On Friday I toured several DPW road projects with Scott K.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: On October 7th I prepared, executed and mailed for recording a Tax Collector's Deed for one parcel of land for unpaid 2012 real estate taxes. Several of the liens were redeemed during this process and the Report of Redemptions was forwarded to the registry for recording. We received the 2015 Bay Sewer Warrant and list. I began training Deputy Ashley Pouliot to update the Sewer District database, print the bills from that database, and update the amounts taxed in the excel spreadsheet. The bills will be mailed October 21st and will be due December 1st. I, along with Deputy Pouliot, attended a meeting with the Town Administrator regarding a proposed change in how the Sewer District's accounting is handled. I'm now working on a Staff Report for the Board's approval in the near future. Office Clerk, Jennifer Martel, has been working on the paperless billing accounts and also "freshening up" the information on the Town's Website regarding the tax kiosk, paperless billing and online payments. I will be meeting with TA Johnson on Tuesday, October 20th for the budget review. I will be attending the NH Tax Collector's Association Fall Convention from October 21st - 23rd.

Town Clerk: On Thursday the Town Clerk and Deputy Town Clerk attended a state election training. There are many changes in the laws and procedures to update in preparation for the upcoming four elections in 2016. The Town Clerk brought back the new equipment to use starting with the Presidential primary. The state issued a copier, headset, keyboard and computer tablet to use in place of the fax machine and phone we used previously. This is set up in the accessible voting booth only. Along with this equipment we will now be using a camera for voter registration if a person does not have the proper identification when they come to the polls to vote. There are new laws covering absentee ballots and how and who can deliver them back to the clerk if not by USPS or courier service.

Public Works & Facilities: Foreman Wakefield and EO Wolanek went to UNH T2 leadership training and EO Martel attended Flagger Certification. The crew prepared for this week's paving of Myers, Ames, and Fox Hollow Roads, and Playground Drive. Also delivered was 120+/- tons of sand from the state vendor. Painting continues on plows, along with the fabrication of a new wrecking ball for WMF. Trucks received oil changes, and hydraulic hoses have been changed on the WMF's compactor #1. Ames Road mailboxes were relocated, using a rail system, due to multiple posts being too close to the road and in the way for the paving project. The catch basin repair on Lake Shore Drive and Sleepy Hollow was paved, as was a repair on States Landing. Leaves were blown from several gravel roads prior to grading in preparation for winter. The corner of Redding Lane and Eagle Shore was swept of loose sand. States Landing's picnic tables were picked up and placed at Highway for winter storage. A cremation burial was prepared for Saturday at Holland Hill. Agent Kinmond attended TRC for a commercial property in the Village. He also instructed a training class in Plymouth for UNH T2-Planning on Predicting for Winter Maintenance. Agent Kinmond gave TA Johnson a tour of ongoing road projects. Next week the paving contractor will wrap up projects, finish a paving course on Lee Road, and finalize drives on Lee, Ossipee Mountain and Randall Roads. Preparations are being made for paving the Pathway repair section as well. Tree work will occur on Ferry Road. The Shaker Jerry Road culvert replacement was postponed to Saturday 10/24 and Sunday 10/25, which will close Shaker Jerry Road for both days at the intersection of Bullrush Path. The alternate/detour route is via Ferry Road. Signage will be provided by the contractor and notices have been resent to the print media and a CodeRed message and website notice sent.

Facility & Grounds Division: With the heat now on in Town buildings, there are several differences between the computerized system and the room/outside temperatures. A company was contacted to assist with the systems' programming to correct the problem. More work continues on the upstairs of the Highway Garage and office relocation. Highway handled a Saturday cremation burial at Holland Hill Cemetery. The weekly building checks with trash and recyclables collected, along with replacement of soap dispenser. Playground Drive's grass was cut, trimmed, leaf collection done, and the soccer field lines repainted. Facilities Leader Kepple worked on repainting the wall patch and replacing windows at Recreation, along with replacing garage doors at Highway, and coordinating the electrical project LED retrofits. Agent Kinmond and FL Kepple worked on coordinating the Neck FD roofing project.

WMF Division: They shipped 53 bales of aluminum, 1-30 yard container of paper, and 2-30 yard containers of clean wood. They hope to ship 2 containers of scrap steel and have electronics picked up. Co-Manager Filpula confirmed with DES and the MSW vendor that sharps in the proper container can be disposed of in MSW, allowing for cancellation of our very expensive sharps contract. Two hydraulic lines were replaced on MSW compactor #1. The newly fabricated wrecking ball should be in service this week after adjustments are made to the loader bucket. Costs were finalized for the additional compactors for the single stream system and the Town Engineer will review the site plan filed with DES. TA Johnson is evaluating the disposal contract options and consulting with NRRRA and will also be handling the newsletter article regarding the facility change over to single stream recycling.

Moultonborough Police Department: The Moultonborough Police Department recorded 385 log entries, which included the following calls for service, 8 motor vehicle stops, 3 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 6 complaints, 2 MV Accidents, 5 MV Complaints, 13 residential alarms, 4 commercial alarms and 2 K-9 complaints.

Training: Oct. 12-14th, Sgt. Boucher attended Active Shooter Response Instructor training. Oct. 13-16th. Off. Melanson attended The Reid Technique of Interviewing and Interrogation.

Moultonborough Fire Department: Year to date there has been 713 calls for emergency service. For the period of 10/09/15 to 10/15/15 there were 9 calls for service: (4) Medical Emergencies, (2) Motor Vehicle Accidents, (1) Unauthorized Burning Call, (1) Good Intent Call, and (1) False Fire Alarm.

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): 7:00 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:40 minutes

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

Operations: 10/11-Engine 4 driven by firefighter Jeff Shannon participated in the Sandwich Fair parade. 10/13-Firefighter/EMT-I Searles and Chief Bengtson visited the Moultonborough Learning Center at Crucon for fire prevention and touch-a-truck activities. 10/13-Chief Bengtson participated in a technical review of the Dollar General site plans at the Development Services office. 10/15-Chief Bengtson and firefighters Gravelle and Searles conducted an inspection of Moultonborough Academy with the assistance of Dick Carrier. 10/15-Department EMT's attended monthly continuing education training with instructor John Burdette. Training focused on eye injuries and how to treat and protect the affected area. The Department also provided 1 fire permit and responded to 2 requests for information from the public.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health Office: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: The Volleyball Youth Sport Night was well attended. Recreation's players were welcomed by Matt Swedberg before the game and were able to participate in a serving game between games 2 and 3. The girls cheered on the MA varsity team to a 3-2 victory. October 17th at Kennett Middle School, the Carroll County Soccer Team was the runner up at the MWV Cup Tournament with 16 teams participating. This week, soccer ends for all levels with games and the Carroll County Tournament, hosted by Moultonborough at the Academy, on October 24. Next week, MRD will host their Halloween Party, Friday, October 30, from 5-7 p.m. at MCS.

Important Dates to Remember

Cancelled Board of Selectmen's Meeting, October 22, 2015, 7 PM

Convention of Committees, October 22, 2015, Moultonborough Academy, 5:30 PM

Board of Selectmen's Work Session, October 29, 2015 4 PM

JLMC Training, Public Safety Building, November 10, 2015, 8 AM to Noon

All Non-Essential Departments Closed for Training, November 10, 2015 8 AM to Noon

Staff Meeting, Tuesday – November 3, 2015, 9 AM