



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 26, 2015
CC: All Departments



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

Town Administrator: This week's activities included several meetings with Department Heads to review their proposed FY16 budgets. I met with Town Engineer Ray Korber to review and discuss several pending projects he is currently working on behalf of the Town. Tuesday evening I attended the Moultonborough School District's community forum on the student population analysis. On Thursday evening I participated in the Select Board's 2015 Convention of Committees. Approximately 26 people attended representing several of the Town's boards and committees. This coming week's activities include continued negotiations on the Police Department's new collective bargaining agreement, continued work on the FY16 budget and additional work on revisions to draft policies and administrative regulations for discussion at the Select Board's work session on Thursday.

Finance: Nothing to report this week.

Assessor: CAI Associates (our mapping company) completed the GPS update for our tax maps last week. The new buildings picked up will be included in the next update of our tax maps which will be completed as of April 1, 2016. Vision Government Solutions will begin the measure and list project for 2016 in November. We have been printing and sorting the property record cards for this project. The areas of Town scheduled for inspection this year include the Lees Pond area, Sheridan Road area, Route 25, Holland Road area, Skyline Drive area, and the areas along Route 109 (Gov. Wentworth Highway) which include Balmoral, Suissevale and possibly Bald Peak. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town. We are in the process of verifying all sales for the NH Department of Revenue's Equalization portal. Once these are completed, they will begin their analysis to determine the equalization ratios for 2015.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Paving was completed on Lee, Fox Hollow, Myers, Ames Roads, and Playground Drive along with the repair/reconstruction section of the Pathway Phase II. The paving contractor is expected back in the next week to apply shoulder gravel. Two different tree crane contractors removed trees on Ferry and Castle Shores Roads. A stump-grinding contractor removed stumps on Glidden, Alpine Park and Ferry Roads and the crew assisted by removing wood from the project sites. Plow frames were installed on a portion of the fleet, and truck #7 received new rear tires. Truck #4 went to the tire vendor for replacement of a tire sensor, and truck #5 returned to the dealer for its initial service. Fall grading started on gravel roads, which required blowing the leaves off the roads to prepare for grading. The crew picked up a discarded

metal culvert on Conservation Commission property off of Hoyt Mill Road, and worked with a contractor to place sloping materials on Wentworth Shores Road and along the Pathway. The repairs to the loader bucket were finalized for the new wrecking ball/device and the loader was also serviced. Agent Kinmond participated in a conference call with the Recreation Director, Planner, and Town Engineer regarding the States Landing project and the upcoming Planning Board Meeting. Agent Kinmond attended the NHPWA Board Meeting at NHDOT. The contractor for the Intersection Improvements Projects located buried utilities and did exploratory work at Shaker Jerry and Wentworth Shores Roads. Both buried power and telephone cables were located, which do not have adequate depths for the proposed project. The engineer is working with the utility companies to develop a cost for relocation. The Shaker Jerry Culvert replacement project took place over the weekend and went well. Agent Kinmond visited the site during the weekend, and resident engineer Bover was on site both days. The pavement cut will be paved this week after the necessary compaction tests are performed.

Facility & Grounds Division: The crew checked buildings, did trash and recyclables and continue to replace soap dispensers. The Playground grass was cut, trimmed, leaf clean up, and the soccer field lines were repainted. Facilities Leader Kepple worked on finalizing quotes for window replacements at the Recreation Center, garage doors replacements at Highway, and coordination of the electrical project LED retrofits. Agent Kinmond, TA Johnson and FL Kepple worked on coordinating the roofing project for the Neck Fire Department, with materials and staging being delivered on Friday, and work scheduled to begin on Monday. The crew also coordinated with staff and the flooring contractor who over the weekend began the warranty replacement of the Town Hall VCT flooring (lobby, clerks, hallways and restrooms). This project is expected to take multiple facility off-hours period to complete. FL Kepple also attended an energy-training seminar hosted by NHEC. The Highway crew assisted with preparing 2 cremation burials at Red Hill Cemetery.

WMF Division: Co-Manager Filpula reported that they had Freon pumped out of the appliances, and new signs installed for residents to help direct them to correct locations. The new signs are cartoon characters, which are easily identifiable to users and have been very well received and easy to understand. The new wrecking ball is in service and works great, with thanks to HEO/Mechanic Nave for building it. Filpula reported that they shipped out 1 container of shingles, 1 clean wood, 2 demo, and 1 msw, and also electronics. Filpula reported that the facility has 2 full glass bins which we will schedule for disposal.

Moultonborough Police Department: Nothing to report this week.

Moultonborough Fire Department: Year to date there has been 730 calls for emergency service. For the period of 10/16/15 to 10/22/15 there were 17 calls for service: (10) Medical Emergencies, (1) Building Fire, (1) Motor Vehicle Accident, (1) Gas Leak, (1) Lift Assist, (1) Authorized Burning Call, (1) Good Intent Call, and (1) False Fire Alarm. MFR received assistance on four calls from Center Harbor and on one call from Holderness, Meredith, Sandwich, and Tamworth.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:43 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:08 min.

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:45 minutes

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

Operations: 10/17 - Firefighter Vosgershian and Chief Bengtson participated in LRGH/FRH's Senior Safety Day program. The program provides senior citizens with assistance in checking their smoke and carbon monoxide detectors, replacing batteries and installing new battery operated detectors where needed. This is the fourth year that the Fire Department has participated. Five residences were serviced through the program. Residents needing assistance with servicing smoke detectors can contact the Fire Department anytime for help. 10/19 - Call company personnel attended a Work Detail at the Public Safety Building. The Department received 7 notifications of blasting being done at 4 Shorewood Lane; 8 requests for information, and 1 fire permit was issued.

Office of Development Services Planning:

Town Planner: I continued to work at home on several projects, including the comprehensive review and follow-up on the Dollar General site plan review application. Thanks go to the Planning Board Chair for his dedication. He has travelled to my home twice to bring full-sized plan sets and documents for my redline reviews and to coordinate on agendas and planning issues. The Technical Review Committee met and submitted TRC notes with 21 comments to the applicant. With only 11 of those addressed, the recommendation to the Board from the TRC is to not make any decision at the Planning Board meeting on 10/28, rather to hear the presentation, ask questions, open the public hearing and table the public hearing to a site walk on either 10/29 or 10/30 at 3pm. Last week, I coordinated with Department Heads and the Town Engineer on a presentation on the States Landing Project Concept to the Planning Board at their 10/28 meeting. I am also working on Code Enforcement tasks including preparing a complaint to the NH Department of Agriculture for the Conservation Commission. The long-awaited change over to a software that will allow folks with either Apple products or mobile devices to utilize our web-based GIS mapping and document system (and have improved tools!) is getting closer; I am currently testing the beta software and have transmitted a list of comments to our consultant, CAI, to make the software better and more useable.

Code Enforcement Officer: This month I have issued 25 building permits and have 9 that have been processed and are ready to issue. So far this year, I have issued 15% more permits for the same period last year. The water testing at the Playground is done for the year and has passed all testing. I have one test left at the Lions Club to do in November. The Department of Environmental Services came up and completed their 5-year review of the Lions Club well system and found nothing wrong. I have signed up for two sessions at the NHMA conference in November.

Human Services: Nothing to report this week.

Recreation Department: Youth Soccer wrapped up last week for all levels. MRD hosted the Carroll County Soccer Tournament on Saturday, October 24. The Moultonborough Team made it to the second to last round. The game went to a shoot-out, where Jackson came out on top and advanced to the championship round against Sandwich, who ultimately won the tournament. Youth Volleyball also wrapped up last Saturday. Youth Basketball registrations are now being accepted. Early Bird Registrations are being accepted through Nov 3, with a registration deadline on the following Tuesday, Nov 10. Youth Basketball Clinics begin next week at the

MCS gym for girls and boys in grades 3-6. The MA varsity teams will run clinics for the Youth league on November 9 - 10. Coming up this week, Friday, October 30th is MRD's Annual Halloween Party at MCS, from 5-7 p.m. Costumes will be judged for participants in grades 4 and under. There will be games, a costume parade, pizza and snacks. Volunteers to help run the games are still needed for this event. On November 6, MRD will host a Basketball Hoopla to kick off the season. The PSU Men's Basketball team will run skill stations for the Youth kids, with games for the kids and a raffle as well. The event will take place at MA Academy Gym at 5:15pm.

Important Dates to Remember

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

Board of Selectmen's Meeting, November 5, 2015, 7 PM

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

Veterans' Day, All Non-Essential Departments Closed, November 11, 2015

Board of Selectmen's Meeting, November 12, 2015, 7 PM

Board of Selectmen's Meeting, November 19, 2015, 7 PM

Happy Thanksgiving, All Non-Essential Departments Closed, November 26 & 27, 2015

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