



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 23, 2015
CC: All Departments



Town Administrator: This week was a short office week for me along with others as several staff members attended the NH Municipal Association’s annual conference in Manchester on Thursday and Friday. Once again, this conference was an excellent learning opportunity and a chance to connect with peers and share information in between sessions. Other week’s activities included final preparation of my proposed FY16 budget to the Select Board and a productive meeting of the community center work group who will be presenting a proposed plan to the Select Board in December. This coming week will also be a short week due to the Thanksgiving holiday. Town offices will be closed both Thursday and Friday. Best wishes to all for a safe and Happy Thanksgiving!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. This week Vision personnel will be measuring the exterior of properties in the Lee Road and Old Route 109 area and finishing up the Skyline Drive/Evans Road area. 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. Last Thursday and Friday I attended the NH Municipal Association Annual Conference. I attended sessions on Timber Cuts and Gravel Excavations, as well as Utility Appraisals, court updates and the Assessing Standards Board update. I also delivered the results of the 2015 NH Association of Assessing Officials Officer Election as the Chairman of the Election Committee during the annual meeting.

Tax Collector: Late Friday, November 13, 2015 the DRA confirmed the tax rate of \$9.01. On Saturday, November 14, 2015, I processed the Warrant and list for the Selectmen’s signatures; prepared the tax bill file and exported it to the printer and several Tax Services/Banks. On Monday I uploaded the PDF of the bills to the tax kiosk. The bills were mailed Thursday, November 19, 2015 and are due Monday, December 21, 2015. We have already received approximately \$70,000 in online payments and another \$70,000 through the mail and walk-ins. Our phone is beginning to ring with questions from many taxpayers.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Preparation continues for winter weather. Truck #15’s plow was scraped, repainted, and the sander installed and tested. Truck #9’s hydraulic hose couplers were replaced and a new sander chute installed due to an accident last season. Trucks 4, 5, and 8 had their sanders installed, #7 had a plug replaced for the trailer light connection, trucks 2 and 5 were repaired and picked up from the mechanic/dealer. Trucks 6 and 7 had on-spots chains installed. Truck 2 had the spreader chain protection removed and the spinner installed. Asphalt or “cold patch” was picked up for pothole repairs. Used oil was dropped off to WMF for the used oil-

burning furnace. Signage was checked town wide, replaced where needed, including traffic turning signs at Ossipee Mountain, Harvard Camp, Lunt, Winaukee, Long Island, and Moultonboro Neck Street signs. A post was installed for Old Long Island Road after discovering its disappearance. Lee's Mill docks were pulled and stored for the winter. The pole barn behind the Highway Garage was cleaned and equipment stored for winter. A new shelter cover was installed that was destroyed by the wind. Firewood was split and stacked for the wood-burning furnace at Highway Garage. Leaves were vacuumed at the rink and the crew assisted the grounds crew with fall clean up at Town facilities. Additional loads of salt were received in preparation for winter, and trailers were put away for the season. Agent Kinmond, EO Wolanek, Town Engineer and the paving contractor did an onsite review of paving and punch list of corrections to be done. Agent Kinmond and the Town Engineer processed the Shaker Jerry culvert pay request, as it is substantially completed. We still are in hopes that the paving will be corrected this fall, but still remains on the punch list. Agent Kinmond forwarded a change order for the Chair to sign for additional slope work and erosion control at the site. The Town Engineer recommended adding guardrail to the site due to slope grades and we are working on obtaining pricing from vendors for the work. Agent Kinmond attended CPM class on Budget and Finance, attended the NHMA conference, and the NHPWA Board of Directors meeting while at the conference. The upcoming week will start with a seasonal operations department meeting to review plow routes, bus routes, staffing assignments for the season, as well as general housekeeping matters. The week will also focus on marking plow hazards, cold patching of asphalt, and facility housekeeping.

Facility & Grounds Division: Weekly buildings checks and recyclables were completed. A carbon monoxide detector was installed at the Recreation Center. The former VNA office is undergoing a facelift; painted, shelves removed, walls patched, cabinets removed to be used Highway Garage. Agent Kinmond coordinated with the flooring contractor installation of new modular carpeting in the offices. Custodial supplies were stocked at Recreation, with some extras per their request. A roller magnet was used at the Neck Fire Station to pick up stray roofing nails. The Facilities Leader has been dealing with temperature levels at Town Hall which is seemingly an ongoing issue. Two fans and a TV were installed at the PSB-PD gym per request from the department. This week Agent Kinmond and FL Kepple will register (registration with the Town Clerk per state law) and install the aqua-therms at Lee's Mill Landing, and Town docks, as the fireboat has been removed for the season.

WMF Division: Co- Manager Filpula reported they've shipped 1-MSW, 1-C&D, 1-shingles and 1-clean wood. They expect to ship scrap metal this week and glass next week. Please note that the facility will be closed on Friday for the Thanksgiving holiday.

Moultonborough Police Department: The Moultonborough Police Department recorded 361 log entries, which included the following calls for service, 9 motor vehicle stops, 7 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 5 complaints, 2 MV Accidents, 0 MV Complaints, 13 residential alarms, 0 commercial alarms and 4 K-9 complaints.

Training: Nov. 16th, Sgt. Boucher attended Civilian Response to Active Shooter Training in Hollis. Nov. 18th, Department Fall Firearms Training. Nov. 19th and 20th, Det. John attended Property Room Management at the Tilton PD. Nov. 19th and 20th, Sgt. Boucher and MPO Beaulieu attended Lock Picking and Specialized Entry Techniques at the PD.

Moultonborough Fire Department: Year to date there has been 792 calls for emergency service. For the period of 11/13/15 to 11/19/15 there were 14 calls for service: (9) Medical Emergencies, (1) Brush Fire, (2) Lift Assists, (1) Motor Vehicle Accident, (1) False CO Alarm, and (2) False Fire Alarms. MFR received automatic aid assistance on 2 calls from Center Harbor.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 10:42 minutes

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:30 min.

Overall Average Day Time Manpower per incident: 3 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 11:43 minutes

Overall Average Night/Weekend Manpower per incident: 3 Firefighters/Incident

Operations: 11/17: EMS personnel attended a continuing education training session on Pediatric Emergencies. 11/18 - Fireboat, 15-Boat-1 was placed out of service for the season and was placed in storage. 15-Boat-2 remains in service on the trailer at the Neck Fire Station. 11/19 - Fulltime staff and 4 call staff received factory training on the new initial attack truck, which included vehicle systems and maintenance, pump operations, and hands on usage of the compressed air foam system. Staff conducted 1 oil burner inspection, issued 1 fire permit, issued 1 warning for violation of the fire permit laws, and serviced 4 requests for information.

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

Human Services: Nothing to report this week.

Recreation Department: Last week, the Junior Girl Scouts came to visit and learned about the Recreation Department as part of their “Get to Know Your Community” project. Donna T. went to a Performance Showcase last Thursday, to preview possible performers for events. Basketball registrations are now closed. Dan will be meeting with the coaches this week. Team practices for grades 3-6 will begin next week. After Thanksgiving, MRD has quite a few events planned for December. On December 5, Recreation will be taking registrations for the annual Greetings from the North Pole event, which will occur the following Monday, December 7. The Recreation Department has teamed up with the Public Library for a Holiday Open House Event on December 11. There will be lots of fun activities planned throughout the evening for families to enjoy. Details for events later in December will be coming soon!

Important Dates to Remember

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

Board of Selectmen’s Meeting, December 3, 2015

Board of Selectmen’s Budget Work Session, December 4, 2015, 8:30 AM

Board of Selectmen’s Meeting, December 10, 2015, 7 PM

Cancelled Board of Selectmen’s Budget Work Session, December 11, 2015

Board of Selectmen’s Meeting, December 17, 2015, 7 PM

Board of Selectmen’s Budget Work Session, December 18, 2015, 8:30 AM

Merry Christmas, All Non-Essential Departments Closed, December 24 & 25, 2015

Staff Meeting, Tuesday – December 1, 2015, 9 AM