

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 12, 2016



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**Town Administrator:** This past week's activities included the September monthly Department Head meeting on Tuesday morning, a work session with Interim Town Planner Jerry Coogan to review ongoing projects and department needs, and a meeting with School Superintendent Noyes to continue the discussion on possibly sharing personnel. I also attended the pre-construction meeting for the phase I reconstruction of the PSB parking lot and attended the regular meeting of the Select Board on Thursday evening. I completed the FY17 budget packages to be distributed to all Department Heads on Monday the 12th. This coming week's activities includes attending the NESGFOA conference on Sunday and Monday, assisting as needed with the primary elections on Tuesday, continuing to work with the Finance Director to implement a new financial chart of accounts for FY17, preparing for the Select Board's regular meeting on Thursday evening, and on Friday I will attend the monthly NH Municipal Managers meeting in Concord. Have a great week everyone!

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

**Assessor:** The MS-1 report has been submitted to the NH Department of Revenue. The overall net valuation, which is used to compute the Municipal, County, and Local Education Tax rates, is \$2.843 billion (rounded). The net valuation without utilities for 2016 is \$2.812 billion (rounded). This number is used to compute the State Education Tax. These represent an increase of approximately 4% over 2015.

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

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** This past week the crews worked on Castle Shores installing and grading gravel in preparation for paving. Robinson Construction assisted the operation with their roller and water truck. Some work was completed on Ossipee Park Road, repairing a washout on the shoulder with gravel. Crews helped locate the pins in the ballfields for layout of the fields and the soccer nets were put out for the season. Culvert trench maintenance was done on High Haith along with some erosion control measures being installed. Four road signs that were recently stolen were replaced. Crews also worked on cold patching Town wide. Picnic tables were collected from the Town beaches. The crews did some tree trimming on States Landing, Severance, and Cross Roads. The Department also assisted with a burial in Holland Hill Cemetery.

**Waste Management Facility:** This week we shipped out 4 msw, 4 recycle and 2 demo. The staff from Facilities & Grounds assisted us with traffic control. We borrowed the large loader from DPW to move the 42 yd. packer boxes full of trash and recyclables. The facility serviced 1,335 residents in three days.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 410 log entries, which included the following calls for service, 37 motor vehicle stops, 10 assists to Fire/EMS, 1

Directed Patrol, 0 arrests, 5 complaints, 1 MV Accident, 5 MV Complaints, 4 residential alarms, 6 commercial alarms and 4 K-9 complaints.

**Moultonborough Fire Department:** Year to date there has been 640 calls for emergency service. For the period of 9/02/16 to 9/08/16, there were 15 calls for service: (9) EMS incidents, (1) Public service call, (1) No incident found upon arrival at dispatch address, (1) Smoke detector activation due to malfunction, (3) Alarm system activation due to malfunction. Moultonborough provided automatic mutual aid, once to Meredith during this period. There was two instances of overlapping incidents (two incidents ongoing simultaneously) and one instance of three incidents occurring simultaneously.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 10:49 min/sec

Overall Average Manpower per incident: 3 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 8:37 min/sec

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

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 13:01min/sec

Overall Average Manpower per incident: 3 Firefighters/incident

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

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

**Recreation Department:** Youth soccer and volleyball got off to a great start on opening day, September 10. MRD staff is looking forward to the fall season ahead. Friday is the deadline to sign up for the Adult Fall Foliage Trip. The trip includes a ride through Franconia Notch State Park with a stop at the Old Man of the Mountain Historic Site, lunch at Clark's Trading Post, along with the Bear Show, a train ride into Wolfman Territory, and time to explore the many museums at the Park. There are still seats available. On Tuesday, September 20, the Beyond the Bell after school program will begin. This year, MRD is offering the program on Tuesdays and Thursdays until 4:30 pm for grades 3-6. Grades K-2 will meet on Wednesdays until 4:15 pm. Activities such as board games, sports, arts & crafts, and more will be offered. Beginning in October, the Rec. Dept will become a "Spot for Tots" as we host a drop in program for parents and their younger children, aged 0-5. The large meeting room will be available for participants to drop in and play with other children from 8:30-11 a.m., Mondays and Thursdays. MRD has a variety of equipment and toys that will be available for use during the drop in times.

**Important Dates to Remember**

**State Primary Elections, Tuesday, September 13, 2016, Public Safety Building, 7 AM-7PM**

**Board of Selectmen's Meeting, September 15, 2016, 7 PM**

**Board of Selectmen's Work Session, September 22, 2016, 4 PM**

**\*Department Head Meeting, Tuesday – October 4, 2016, 9 AM\***