



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 31, 2016



Town Administrator: This past week’s activities included continued work on the proposed FY17 operating and capital budgets. On Monday I received the approved 2016 property tax rate of \$8.74 and confirmed it with the Tax Collector. I attended the monthly Milfoil Committee meeting, met with Superintendent Noyes regarding matters for discussion at the next joint meeting of the Select Board and School Board to be held on December 13th, inspected the four recently acquired tax deeded properties, met with the Town Engineer and others regarding the States Landing Beach improvement project and attended the Lakes Region Managers’ meeting in Wolfeboro. I also prepared for and attended the Select Board’s monthly work session on Thursday afternoon. A final review of all Department budgets will begin this week, the November Department Head meeting will be held on Tuesday, and I will be preparing for and attending the Select Board’s regular meeting on Thursday at 7 p.m. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: October has been a busy month. We began with the tax deeding process: On Oct. 3rd we prepared and mailed a final courtesy reminder notice to property owners who still had an outstanding balance for the tax levy of 2013. I prepared a Staff Report and it was presented by Deputy Pouliot to the Board of Selectmen at their Oct. 6th meeting. Oct. 13th, we finalized the tax deeding process by preparing and executing four Tax Collector’s Deeds, forwarding same to the Carroll County Registry of Deeds for recording, notifying the Treasurer to refund partial payments made per RSA 80:71 and notified the Town Administrator and Selectmen of the properties tax deeded to the Town. We completed payoff calculations for the four properties and emailed them to the Finance Director to complete the penalty and “other charges” portion to be forwarded to the Town Administrator. Next we began the Bay Sewer billing process as we had received the signed Warrant and list from the Bay Sewer Commissioners on Oct. 5th. The sewer taxes were entered manually into a spread sheet and once totals were confirmed, the bills were printed, copied and mailed on Oct. 21st and are due Dec. 1st. We are beginning to receive Bay Sewer payments and I have begun training Deputy Pouliot of the steps involved to process these payments as it is a very cumbersome and manual procedure. We then continued with the real estate tax billing process: The Selectmen’s Fall Newsletter was emailed to the printer and we reviewed and approved the proof of same. The tax rate was confirmed late Friday, Oct. 21st. Training of both Deputy Pouliot and Clerk Martel was continued as I went through the tax billing process with them. Once the Tax Warrant and list was prepared, printed and signed by the Selectmen, the billing file was emailed to the printer on Monday, Oct. 24th with proofs reviewed and approved late that afternoon. The tax billing information and the pdf’s of the bills were uploaded to the tax kiosk Tuesday and an email sent to all property owners who had signed up for paperless billing that the tax bills were available on the tax kiosk. We began to receive online payments within hours.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Last week roadway grading was completed on Harvard Camp, Singing Eagle, Red Hill, and Sibley Roads. Fleet service was performed to the plows and sanders in preparation for winter along with mixing of winter sand/salt.

Waste Management Facility: This week we shipped out 1 container of clean wood, 2 containers of shingles, 1 demo, 1 single stream and 1 msw. Ken Filpula attended a DES work shop on cost accounting for the facility and found it to be a very informative class. The metal roofing was installed over the single stream area and the project is coming along. Thanks to the Facilities & Grounds crew.

Facilities & Grounds: This past week the F&G crew continued to clean up the cemeteries and vacuum up leaves. We are pretty much calling it a season after this week. The seasonal staff will be done at the end of the week. The roof construction over the single stream containers is just about done. Work continues on the facilities budget and also weatherization activities.

Moultonborough Police Department: The Police Department recorded 348 log entries, which included the following calls for service, 11 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 5 complaints, 0 MV Accidents, 4 MV Complaints, 2 residential alarms, 0 commercial alarms and 6 K-9 complaints.

Training: Oct. 27th, Off. Melanson attended R.A.D. Recert training.

Moultonborough Fire Department: Year to date there has been 718 calls for emergency service. For the period of 10/21/16 to 10/27/16, there were 6 calls for service: (1) Vehicle fire; (1) Outside fire (Holderness); (1) EMS call; (1) Public Service call; (1) Alarm system activation, unintentional; (1) Carbon monoxide alarm activation. Moultonborough received automatic aid from Center Harbor for 1 incident. Moultonborough provided mutual aid to Holderness for an outside fire on Rattle Snake Mountain. There were no instances of overlapping incidents (2 incidents ongoing simultaneously).

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene) 12:06 min/sec

Overall Average Manpower per incident: 4 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene) 16:15 min/sec

Overall Average Day Time Manpower per incident: 6 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene) 09:20 min/sec

Overall Average Night/Weekend Manpower per incident: 2 Firefighters/Incident

Operations: 10/24- The Department conducted in-house training on size up and building construction of occupancies within the town. 10/25- Chief Bengtson, Deputy Chief Buckler and Firefighters Gravelle and Searles attended training sponsored by the Lakes Region Mutual Fire Aid training division at the Laconia Fire Department. Lt. William Greenwood of the Keene Fire Dept. and Fire and Emergency Training Consultation Service instructed a program on benchmarking interior structural firefighting efforts safely. 10/26- Chief Bengtson and a staff member attended a seminar in Meredith on changes to NFPA 72 the National Fire Alarm and Signaling Code, that included Mass Notification Systems and Carbon Monoxide detection. 10/26- Chief Bengtson represented Moultonborough at the 4th quarter meeting of the Board of Directors of the Lakes Region Mutual Fire Aid Communications Center.

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

Human Services: Nothing to report this week.

Recreation Department: Last Friday's annual Halloween Party was a huge success. There were close to 250 people, if not more, who attended the event. Patrons enjoyed over 15 games, photo ops, pizza and snacks, and the Haunted Hallway throughout the event. At the end, the kids paraded back into the multi-purpose room, where awards and ribbons were handed out to those who wowed the judges! This year, as every year, the costumes were fantastic! Over 30 people, students and adults, volunteered their time and were on hand to help make the party a huge success! Thank you to all those involved!! The Carroll County Soccer Tournament, scheduled for October 29, was called off due to the weather and field conditions. Dan is in the process of contacting teams from the other towns to determine if there are enough teams to make up the tournament next Saturday, November 5. Youth Basketball Clinics for with the MA Varsity teams, for grades 3-6, will begin this week. On November 1 and 3, the girls will have clinics, and on November 2 and 4, the boys' clinics will take place. All clinics will take place at MCS gym. Early bird basketball registrations for grades 3-6 are due by November 15. The deadline for registrations is November 22. The deadline for grades K-2 are in early December. The Basketball Hoopla Event with the Plymouth State University teams will take place on Friday, November 18, from 5-6:30 at the Academy. The PSU team will break up into stations, and guide the participants, through a series of basketball skills. The event will include a free raffle for door prizes, supplied by the PSU teams and the Recreation Department.

Important Dates to Remember

Board of Selectmen's Meeting, November 3, 2016, 7 PM

Election Day, Public Safety Building, November 8, 2016, 7 AM - 7PM

Board of Selectmen's Meeting & Work Session, November 9, 2016, 4 PM

Veterans Day, All Non-Essential Departments Closed, November 11, 2016

Happy Thanksgiving! All Non-Essential Departments Closed November 24th & 25th

Department Head Meeting, Tuesday – November 1, 2016, 9 AM