



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 3, 2017



**Town Administrator:** This past week's activities included final preparation for the year end closing of the Town's finances with the Finance Director, continued preparation of documents for transfer of Town property sold in the Town property sale, conducted the closing for the sale of Town property (Rose Lane), assisted moving the Administration offices to the offices in the front of Town Hall. This week's activities include completing preparations of the final operating and capital budget for the Select Board's meeting on January 5<sup>th</sup>, completing the move for Administration and Office of Development Services, attending the Conservation Commission's meeting regarding the wetlands application for improvements to the softball field at Playground Drive, preparing for the Select Board's meeting on Thursday, participating in 3 interviews for the Highway Department openings, and meeting with the former owners of property located on Tanglewood Shores Lane regarding their repurchase of the property. January's Dept. Head meeting is rescheduled to Monday, Jan. 9<sup>th</sup> at 9 a.m. Have a great week!

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

**Assessor:** Vision continues the cyclical measure and list for 2017, and will be in Suissevale for the next couple of weeks. All Vision personnel drive a marked vehicle, carry an introductory letter from the Town and always have a photo ID.

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

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

**Public Works & Facilities:** More winter storm maintenance!

**Facilities & Grounds:** Staff continues to clear snow and sand all Town facilities, plowing Town and private roads due to being shorthanded. We are near completion of moving the departments/offices at Town Hall. The skating rink is open and maintained with the Zamboni.

**Waste Management Facility:** This week we shipped out 1 msw, 1 single stream recycle and 1 demo. We plowed and sanded the facility from the storm and assisted facilities and grounds with plowing the PSB parking lot. The loader was used to push back the snow banks at the facility to make room for more snow. The car count is still around 275 cars per day. Prior to having single stream, the car count was around 125 in the winter months.

**Moultonborough Police Department:** The Department recorded 284 log entries, which included the following calls for service, 18 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 4 MV Accidents, 1 MV Complaint, 7 residential alarms, 1 commercial alarm and 3 K-9 complaints.

**Moultonborough Fire Department:** Year to date there has been 830 calls for emergency service. For the period of 12/23/16 to 12/29/16 there were 11 calls for service: (6) EMS incidents; (1) Motor

vehicle/pedestrian accident; (1) Animal rescue; (1) Dispatched & cancelled en route; (1) Extinguishing system activation with no fire; (1) Smoke detector activation, no fire, unintentional. There was one instance of Moultonborough receiving or giving mutual aid: (1) Center Harbor Fire Department – Mutual Aid Received. There was 1 instance of overlapping incidents (two incidents ongoing simultaneously).

**Operations:** 12/27 - Training session on motor vehicle accident response protocols and procedures. Guest speaker was Sgt. Beede for the Police Department and he reviewed the investigative needs of the Police and the need to maintain aspects of the accident scene. We reviewed Department policies, equipment and apparatus, personnel protective equipment and scene safety. 12/28 – Call personnel staffed the Public Safety Building during the storm, maintaining access to both Fire Stations. 12/29 & 12/30 Full time & Call personnel plowed and shoveled dry hydrants and cisterns. Two new Call Personnel were added, Kim Browher and Matt Fullerton.

**Office of Development Services Planning:** I conducted a TRC meeting for the proposed Stevens Nursery on the Avery site, Moultonboro Neck Road; reviewed the TRC meeting notes of December 21, 2016; reviewed the proposed application for a travel trailer at the former Tedeschi convenience store. If approved, it will be temporary for 60 days with adequate septic capacity being demonstrated. I am reviewing reports from the Town Engineer, Ray Korber regarding the site work for the Dollar General store; and coordinating with the NH DOT regarding the beacon for the crosswalk.

**Planning & Zoning** – Met with the Code Enforcement Officer to review the Town's procedures for zoning and code violations, receiving a briefing on violations of note. I prepared a letter to 117 property owners in the proposed VCOD area explaining the purpose and intent of the VCOD, notifying them of the scheduled public hearing on January 11, 2017, which is a state requirement. I continue to review the Town's Zoning Ordinances as needed. The Master Plan update is basically complete, awaiting a final review and adoption by the Planning Board. I continue to keep the Town Administrator informed on current work activities. A copy of the NRI 2016 update was requested for placement on the Town's website for the Conservation Commission.

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

**Recreation Department:** The Teen Night Laser Tag event was postponed to Friday, due to the weather, but eventually was cancelled due to a low number of participants. Youth Basketball resumes this week, opening day is this Saturday, January 7 for all levels with games at MCS, MA, and also at Interlakes Elementary School. Grades 3-6 teams practice during the week to prepare for their games on Saturday. Youth Skating Programs begin next week, with 3 classes being offered: Learn to Skate, Beginner/Intermediate Figure Skating, and Instructional Hockey. Registrations are now being taken. Save the dates: Family Skating Party, January 29, 2-4 p.m. at the Ice Rink; A Full Moon Hike & Snowshoe Event, February 10, joint effort between MRD and the Castle in the Clouds, at Meadows Field near Shannon Pond on the Castle grounds. Also at Meadows Field will be our Cardboard Box Sled Derby, February 25, and we hope for a big turnout, with more details in the near future.

#### Important Dates to Remember

**Board of Selectmen's Meeting, January 5, 2017, 7 PM**

**\*Department Head Meeting, Monday – January 9, 2017, 9 AM\***

**Board of Selectmen's Meeting, January 12, 2017, 7 PM**

**Board of Selectmen's Meeting, January 19, 2017, 7 PM**

**Board of Selectmen's Work Session, January 26, 2017, 4 PM**