

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 9, 2017



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**Town Administrator:** This past week's activities included continuing the final preparation for the yearend 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, conducting the closing for the sale of Town property on Tanglewood Shores Road, assisting with completing the move of the Administration offices to the offices in the front of Town Hall, conducting several interviews with candidates for the open Highway positions and Town Planner, and preparing and presenting my final proposed FY17 operating and capital budget to the Select Board. This coming week's activities include preparing for the Select Board's regular meeting on Thursday evening, participating in additional interviews for Highway Department openings, coordinating the January Department Head meeting on Monday, January 9<sup>th</sup> at 9 a.m., attending the Milfoil Committee meeting on Tuesday, meeting with Town Counsel on the pedestrian crossing at Dollar General, and attending the Select Board's regular meeting on Thursday evening. Have a great week!

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

**Assessor:** Vision Government Solutions continues the cyclical measure and list for 2017. They will be continuing inspections 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. As of January 1, 2017, we have received eight abatement requests. I will be attending the NH Association of Assessing Officials monthly meeting in Concord on 1/10/2017.

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

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

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

**Facilities & Grounds:** Staff continues to clear snow, sand all Town facilities, and plow Town and private roads due to being shorthanded. The garage doors were installed at Highway Garage and the counter was installed in the Assessing and Development Services office.

**Waste Management Facility:** This past week we shipped 1 msw, 1 single stream, and 1 demo. Staff cleaned up the facility from the last snow fall.

**Moultonborough Police Department:** The Police Department recorded 316 log entries, which included the following calls for service, 11 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 3 complaints, 3 MV Accidents, 1 MV Complaint, 8 residential alarms, 4 commercial alarms and 0 K-9 complaints.

**Moultonborough Fire Department:** 2016 ended with 835 calls for emergency service. For the period of 12/30/16 to 01/05/17 there were 18 calls for service: (13) EMS incidents; (1) Motor

vehicle/pedestrian accident; (1) Dispatched & cancelled en route; (1) Fire alarm system activation with no fire; (2) Service call-assist the physically disabled.

**Office of Development Services Planning:**

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

**Recreation Department:** Opening day for Youth Basketball was this past Saturday, January 7 for all levels. Our first games with Meredith and Sandwich went well and the grades k-2 levels had a blast! Grades 3-6 teams will be practicing throughout the week to prepare for their second round of games on Saturday. The Youth Skating Programs begin this week. MRD will offer 3 classes again this year: Learn to Skate, Beginner/Intermediate Figure Skating, and Instructional Hockey. Registrations are now being taken. Save the dates: Family Skating Party: January 29, from 2-4 p.m. at the ice rink. A Full Moon Hike & Snowshoe Event will take place on February 10, and is a joint effort between MRD and the Castle in the Clouds, at the Meadows Field near Shannon Pond on the Castle grounds. Also at the Meadows Field will be our Cardboard Box Sled Derby on February 25. We are hoping for a big turnout this year! More details on these events will be coming in the near future. Donna Kuethe and Dan Sturgeon will be attending the Northern New England Recreation and Parks Conference from Tuesday, January 10 – Thursday, January 12 up in Bartlett, NH.

**Important Dates to Remember**

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

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

**Board of Selectmen's Meeting & Public Hearing Re Policy #2, January 19, 2017, 7 PM**

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