

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 16, 2017



Town Administrator: This past week's activities included preparing documents for transfer of town property at 4 Whittier Highway, conducting the closing for the sale of Town property on Spitzen Street, participating in additional interviews for Highway Department openings, and directed the January Department Head meeting on Monday, January 9th. I attended the Milfoil Committee meeting on Tuesday, met with Town Counsel on several matters and on the pedestrian crossing at Dollar General which included their developer, engineer and Counsel, met with representatives from NHEC regarding their solar array project, and attended the Select Board's regular meeting on Thursday. This week I will meet with the Rec. Dir. Donna Kuethe to discuss managing the former Lions Club building in June, continue work on personnel matters preparing for new hires, prepare for the Select Board's meeting and public hearing on amendments to Policy #2. Friday I will attend the Municipal Managers Association's monthly meeting and training in Concord. Have a great week!

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: We have had a very busy couple of weeks. As we must consider the postmark date as the date of payment, and need December online payments to clear, we were unable to close out 2016 until January 9, 2017. However, we did a preliminary month end MS-61 and work began with Heidi on the year-end figures. Once we closed out 2016, Avitar prepared the script to transfer payments received in 2017 to 2016. The final year-end figures were calculated, the necessary reports were prepared for DRA, Selectmen, Town Report, Auditors and uploaded the MS-61 to DRA to close out the 2016 tax program. We collected approximately 97.5% of the total real estate tax warrant, higher than last year. I feel that one of the contributing factors for the increased collections is due to the earlier due date of December 5th. Once 2016 was closed, we were able to enter January payments into the system and prepared and mailed approximately 550 Notices of Delinquency. I continued training Deputy Pouliot on the year-end documentation for Bay Sewer District which is labor intensive. We prepared and mailed 17 Bay Sewer District Notices of Delinquency. We assisted the Suissevale Treasurer in ownership and payment information for a property in the subdivision and gave her information regarding Association contacts I had compiled back in the 90's when I was a transaction coordinator for a real estate company.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Last week Highway crews did winter fleet maintenance to get caught up prior to the next storm. The freezing rain/rain event had all crews working for a few days maintaining gravel roads which quickly turned to ice, making travel difficult. Salt and sand were delivered and we made the "magic mix" and restocked the sand/salt bin.

Transfer Station: We shipped 2 containers of clean wood to be recycled at a bio mass plant, 1 container of mixed scrap metal, 1 msw, 1 single stream recycle and 1demo. DPW staff Mike Kepple, Kevin Smith

and Jim Nave attended DES' basic certification training to work at the Transfer Station when needed. Ken Filpula attended the DES' Facility Managers' workshop.

Moultonborough Police Department: We recorded 304 log entries, which included the following calls for service, 23 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 1 complaint, 2 MV Accidents, 2 MV Complaints, 8 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Moultonborough Fire Department: Year to date there have been 26 calls for emergency service. For 01/06/17 to 01/12/17, there were 13 calls for service: (2) Building fires; (1) Oil burner malfunction; (4) EMS incidents; (1) Motor vehicle accident with injuries; (1) Carbon Monoxide incident; (2) Assist the physically disabled; (1) No incident found upon arrival at dispatched address; (1) Alarm system activation, no fire-unintentional. Moultonborough received automatic mutual aid once from both Center Harbor and Tuftonboro for incidents closer to their respective stations than to a Moultonborough Fire Station and received mutual aid from 7 communities for the January 6th building fire.

Overall Average Response Time:	12:22 mins/sec.
Overall Average Staffing:	4 firefighters/incident
Daytime Average Response Time (M-F, 8 am – 5pm):	8:07 mins/sec.
Overall Average Staffing:	4 firefighters/incident
Night/Weekend Average Response Time:	15:02 mins/sec.
Overall Average Staffing:	4 firefighters/incident

January 6, 2017 at 1:58 a.m., the Fire Department was dispatched for a building fire on Ossipee Mountain Road. Upon arrival, Lt. Woods found a single-family dwelling with a garage attached by a breezeway; the fire was located in the area of the breezeway and was spreading rapidly to both the house and the garage. Lt. Woods requested a 2nd alarm mutual aid assignment. Fire Departments for Center Harbor, Meredith, Sandwich, Holderness, Tuftonboro, Ashland, Tamworth and West Ossipee responded. Water was shuttled to the scene using tanker trucks from 2 water supply sites. Firefighters were on scene for approximately 4 hours and returned later to extinguish several remaining hot spots. The cause of the fire was determined to be the result of improper disposal of ashes from a woodstove and is considered a total loss. Two adults were displaced by the fire and were assisted by the Red Cross.

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

Human Services: Nothing to report this week.

Recreation Department: Last week Donna K. and Dan attended the Northern New England Recreation & Parks Assoc. Conference, attending several informative sessions. The Winter Days Program for MCS students began last week. MRD and the school team up to run the program on Friday afternoons for 4 weeks each winter season. Youth Skating program began last week with Learn to Skate and Beginner/Intermediate Figure Skating classes. Due to low registrations, the Instructional Hockey program was cancelled and also Thursday's lessons due to the warm temperature/rain. We hope to make these lessons up at the end of the program. Winter events planned are: Family Skating Party at the ice rink, Jan. 29, 2-4 p.m.; Full Moon Snowshoe/Hike at Castle in the Clouds, Feb. 10th; and the annual Cardboard Box Sled Derby, Feb. 25th, also at the Castle in the Clouds.

Important Dates to Remember

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

Department Head Meeting, Monday – February 7, 2017, 9 AM