

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 20, 2017



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**Town Administrator:** This past week's activities included continued research and work on documents for transfer of town property at 4 Whittier Highway, prepared for and attended the Select Board's weekly meeting and the proposed FY 17 operating and capital budgets budget and Town Meeting Warrant wrap-up, attended the monthly milfoil committee meeting, developed and placed ads for vacant staff positions, submitted the budget and warrant to DRA for pre-review, met with the Town Moderator and others to discuss preparation for Town Election Day and Annual Meeting, attended the monthly MMANH meeting and training. This week I will continue work on revisions to the employee evaluation form and process, attend the Select Board's meeting with area town Select Board representatives, review several pending legal matters with Town Counsel, prepare for the FY16 financial audit and prepare for the Select Board's work session on Thursday at 4:00pm. I will be out of the office on Friday but available if needed at times throughout the day. Have a great week!

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

**Assessor:** Vision Government Solutions is starting the measure and list for all properties that sold or had a building permit since April 1, 2016. These properties are located throughout the town. 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:** Last week the highway crews continued to perform routine winter fleet maintenance both prior to and after the storm event. We also spent a couple days shelving and pushing back the snowbanks on the town roads as well as along many of the private roads throughout town. With more salt and sand deliveries, the crews continued to restock the sand/salt shed.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 362 log entries, which included the following calls for service: (22) motor vehicle stops, (12) assists to Fire/EMS, (0) Directed Patrols, (4) arrests, (8) complaints, (2) MV Accident, (0) MV Complaints, (9) residential alarms, (1) commercial alarms and (2) K-9 complaints.

**Training:** Feb 17<sup>th</sup>, Det John and Off Bagan attending Financial and Retail Crime Prevention Symposium

**Moultonborough Fire Rescue:** Year to date 86 calls for emergency service. For the period of 02/10/2017 to 02/16/2017, there were 15 calls for service: There was: (1) Building fire, (1) Off-road vehicle fire, (3) EMS call, (2) Motor vehicle accident with injuries, (1) Motor vehicle accident with no injuries, (1) Ice rescue, (1) Smoke/odor investigation, (1) Hazardous materials release investigation with

no Haz-Mat found, (1) Carbon monoxide detector activation due to malfunction, (1) Carbon monoxide detector activation, no CO found, (1) Water leak, (1) Service call

Automatic Aid: automatic aid was received from Center Harbor once and mutual aid was received from Tuftonboro twice. A first alarm mutual aid request was made for the building fire, but was cancelled while units were en route.

Overlapping Incidents: there were three occurrences where two or more incidents were being mitigated simultaneously.

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

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

**Recreation Department:** Last week, our basketball teams at the 5 /6 level played each other during the half time at both the varsity girls' and boys' games. The players had a blast, and also got to see the game played at a higher level when the varsity teams were on the court. Also, last Friday, MRD hosted our annual Father/Daughter Dance. We had 78 guests enjoy themselves at the event this year. MRD would like to thank Jordan T. & his crew of students for their assistance with the sound and lights equipment, Kellee G. for her DJ services, and Meg D. and Dee Dee H. from Café Services for the awesome meal they prepared! Weather permitting, MRD has several events planned for the school vacation week. On Saturday, February 25, we have teamed up with Castle in the Clouds for a Cardboard Box Sled Derby. We are expecting a big turnout for this event, and are hoping the weather holds for the event! Coming up next week on Tuesday, February 28, MRD will host the annual Sledding Party at Playground Dr, from 12:00-2:00pm. And on Wednesday, March 1, we have a Skating Party planned under the lights from 5:30-7:00pm. Of course, all of these events are weather dependent. Any cancelations or postponements will be posted on our website and Facebook page. Also during vacation week, our two Carroll County Basketball Teams will be traveling to North Conway and Tamworth to compete in the annual Carroll County Basketball Tournament. The teams are made up of 5<sup>th</sup> & 6<sup>th</sup> graders who played in our regular season program. Good luck to all!

**Important Dates to Remember**

**Board of Selectmen's Work Session, February 23, 2017, 4 PM**

**\*Department Head Meeting, Tuesday – March 7, 2017, 9 AM\***