

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 5, 2017



**Town Administrator:** This past week's activities included: Attended the Milfoil Committee meeting, met with a potential new hire for the Assessing Department, prepared for and attended the CIPC meeting #3, prepared for and attended the Select Board meeting, reviewed annual staff evaluations, continued work on the PD new hire process, reviewed the FD hiring process, reviewed new sign proposals, attended the TRC review of a proposed subdivision on Route 25 near Redding Lane, attended a "kickoff meeting" on the Road Surface Management Study with LRPC and DPW Director, attended the quarterly meeting of the Wolfeboro Chamber of Commerce in Moultonborough, attended the Lakes Region Managers' monthly meeting and training. This coming week's activities include: Prepare for and lead the monthly Department Head meeting, finalize the conditional offer of employment for the Assessing Department, prepare for and attend the regional meeting of neighboring Select Boards, prepare for and attend the regular Select Board meeting, prepare for assuming the management of the former Lions Club property, review and process the RFP's for Town wide tree removal and a replacement generator for the PSB. I will be out of the office attending the NH Emergency Preparedness Conference on Thursday. Have a great week!

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

**Assessor:** Last week I met with Mike Tarello, Vision Project Manager. We worked on the 2017 statistical update changes. Letters with the proposed 2017 values should be sent to taxpayers in early to mid-July. Although Moultonborough was not a part of the lawsuit that included more than 60 NH municipalities, a very important decision was made by the NH Supreme Court regarding valuation of utility properties. The court agreed with the valuation process used by the municipalities and did not agree with the utilities' argument that municipalities local assessments were unreasonable or unconstitutional. Although Moultonborough was not one of the towns named in the lawsuit, the utilities have appealed their assessments by the Town for the last two years.

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

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

**Public Works & Facilities:** The week began with ditching and grading on Old Severance Farm Road. The crew continued grading and rolling on Glidden, Avon Shores, and Vonhurst Roads. There were multiple burials at Holland Hill Cemetery and a cremation at Mason Cemetery, which required renting a tracked excavator and many sheets of plywood due to the large amounts of rain at the end of the week.

**Facilities & Grounds:** Despite the wet weather the Grounds crew continued to mow cemeteries, Lions Club property and Town properties. The Town beach was raked on Friday and will be raked weekly on Fridays throughout the summer.

**Transfer Station:** The Town of Meredith came in last week to pick up 2 of the 4 balers they purchased and will return this week for the other 2. The screener was delivered from E.W. Sleeper to the Transfer

Station for screening compost, which will start this week. We shipped out 3 msw, 2 demo and 2 single stream recycle. The brush is being burned on a regular basis as the weather allows.

**Moultonborough Police Department:** The Police Department recorded 545 log entries, which included the following calls for service: 117 motor vehicle stops, 14 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 7 complaints, 4 MV Accidents, 7 MV Complaints, 3 residential alarms, 0 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 325 calls for emergency service. For the period of 05/26/17 to 06/01/17, there were 15 calls for service: 10-Emergency medical incidents; 1-Motor vehicle accident with injuries; 1-Motor vehicle accident with no injuries; 1-Police matter; 2-Alarm system activations due to malfunction. Automatic Aid: Received on three incidents from Center Harbor. Overlapping Incidents: There were three instances occurred during this period where two incidents were in progress simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend staffing	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	11:36 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:10 mins/sec.
	Average Night/Weekend response time	13:13 mins/sec.

**Operations:** 5/31- The Fire Chief met with the CIPC to review and discuss the Department's plan for fiscal years 2018- 2023. 5/31- The Chief participated with other Department Heads in a technical review of a proposed five-lot subdivision sponsored by ODS. 6/1- The Chief conducted a foster care home inspection. 6/1- The Chief investigated the report of an explosion on Moultonboro Neck. The sound was caused by a controlled blast at a construction site off Hanson Mill Road. The blasting company neglected to alert the Fire and Police Departments as required prior to the blast.

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

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

**Recreation Department:** T-Ball ended on Saturday and the softball teams will wrap up this week. Summer counselors participated in the annual Wink Tapply Playground Leaders Workshop on June 3 and training resumes on June 21. Camps begin on June 26. Moultonborough will host the next Granite State Track meet on June 6. The Academy coach and several track team members as volunteers will be on hand to help the meet run smoothly. Summer Camp registrations are coming in at a steady pace. The Early Bird discount is in effect until June 7 and the deadline for registrations is June 21. On June 5, Donna K. and Donna T. will visit the Indian Head Resort as a potential venue for adult and teen trips. The resort offers adult programs and events throughout the year as well as overnight teen trips. On June 20 Fitness with a Difference (adult fitness) begins and will be instructed by Rebecca Curvey, ACE Certified Trainer, and will meet on Tuesday and Thursday mornings at 9 a.m. through August 31st.

#### **Important Dates to Remember**

**Neighboring Selectmen's Work Session, June 6, 2017, 6:30 PM**

**Board of Selectmen's Meeting, June 8, 2017, 7 PM**

**Board of Selectmen's Meeting, June 15, 2017, 7 PM**

**Board of Selectmen's Work Session, June 22, 2017, 4 PM**

**\*Department Head Meeting, Tuesday – June 6, 2017, 9 AM\***