

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 13, 2017



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**Town Administrator:** This past week's activities included: Welcomed the new Town Assessor, continued work on the FY18 budget, prepared a summary report on the interview panel comments for the new Police Chief candidate interviews, prepared for and facilitated the November Department Head meeting, attended the SAU 45 new superintendent meet and greet for finalist candidates, prepared for and attended the weekly Select Board meeting. This coming week's activities include: Final review of Department budgets and the capital budget, confirm the 2017 property tax rate with DRA, meet with a Conservation Commission representative and DPW Director on Highway runoff in area lakes, attend the quarterly Joint Loss Management Committee meeting, prepare for additional new Police Chief candidate interviews, attend the NH Municipal Association Annual Conference on Wednesday and Thursday. Have a great week!

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

**Assessor:** I completed my first week of employment as the Town Assessor. I am scheduled to attend the 2017 NH Municipal Association Conference on Wednesday, November 15<sup>th</sup>. I am registered for several sessions related to assessing and an update on the NH utility appeals. I am entering the Sales information into the NH Department of Revenues Equalization Portal. This information is used to determine the overall ratio for the Town and to determine the accuracy of the assessments, such as the weighted mean, median ratio, Coefficient of Dispersion (COD), and Price Related Dispersion (PRD). I am hoping to meet with Mike Tarello of Vision Government Solutions to discuss our options for the 2018 tax year. DRA will be reviewing the Town's assessing practices and files in 2018 to ensure we are complying with the state laws and rules.

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

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

**Public Works & Facilities:** Highway began the week with returning the roller that was rented for use on the gravel roads. At the same time, truck #3 was picked up with the new sander installed, along with truck #9 which had body work done on the passenger door and dump body. During the middle of week, part of team continued working on setting up plows and sanders, while the rest of the crew finished grading Far Echo, Jeremiah Smith, and Wentworth Shore Roads. The week ended with 8 members of the Highway and Facilities teams going to Primex for snow plowing safety training.

**Facilities & Grounds:** Last week we started the lawn mower winter maintenance. The HVAC company started the installation of the new equipment at the Town Hall. The seasonal employees have finished their fall maintenance.

**Fleet:** Finish up TRK 6 2000 C8500 dump truck service. Set up plows on TRK 5 F550, get sander working. Work on TRK,10 wheeler and set up for snow. Work on TRK 9 Kenworth, set up for snow.

Went to D.E.F. training in Concord Monday on how to diagnose the system and applications used. Went to Primex in Concord for safety training Thursday. Helped with CDL training with the new hire.

**Transfer Station:** This week we shipped out 2 municipal solid waste 42 yd. containers, 3 construction & demolition 30 yd. containers, 2 single stream recycle 42 yd. containers, 1 clean wood 30 yd. container, and 1 shingle 30 yd. container. Attendant Kevin Smith attended a DES work shop on pollution prevention in Concord this week.

**Moultonborough Police Department:** Nothing to report this week.

**Moultonborough Fire Rescue:** Year to date there have been 809 calls for emergency service. For the period of 11/03/17 to 11/09/17, there were 12 calls for service: 5–EMS incidents; 1–Extrication of a patient from a vehicle involved in a motor vehicle accident; 1–No incident found upon arrival at dispatched address; 1–Good intent, authorized burning; 1–Alarm system activation due to malfunction; 2–Detector/alarm activation, unintentional, no fire; 1–Carbon monoxide detector activation, No CO found. During this period, four automatic aid responses were received from Center Harbor. Mutual Aid: None during this period. One overlapping incident occurred during this period. Overlapping incidents are where two or more incidents were being mitigated simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend	5 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	09:13 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:18 mins/sec.
	Average Night/Weekend response time	10:35 mins/sec.

**Operations:** 11/6-Monthly Department Officers meeting; 11/7-Chief Bengtson attended the Department Head staff meeting with the Town Administrator; 11/8-Meeting with apparatus vendor to discuss apparatus needs for 2018 budget; 11/8-Oil tank inspection on Estella Lane; 11/9-Meeting with Ranger Trask to discuss logging complaint on Moultonboro Neck; 11/9-Department meeting with Call firefighting staff.

**Office of Development Services - Planning:** Prepared for and attended the Department Head Meeting. Met with Planning Board Chairman Bartlett and Heritage Commission Ashjian concerning “destination points mapping” project being done by Lakes Region Planning Commission. Met with Master Plan Steering Committee to review draft Housing Chapter of the Master Plan. Prepared for and attended Planning Board meeting. Met with Conservation Commission member (Bill Gassman) concerning storm water management for the Tamarack subdivision. Did on-site inspection of the SAU property with Selectmen Russell Wakefield as a preliminary step in planning a proposed new Town road between Blake Road and Old Route 109. Continued reading and familiarization with the Master Plan and Town land use regulations.

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

**Recreation Department:** Youth basketball clinics concluded this past week for grades 3-6. Registrations for basketball are being accepted at the Recreation Office with the early bird registration ending on November 16 for grades 3-6, final deadline is November 22. Team practices will begin in December, with in-house games on December 9 and 16. The instructional league (K-2) early bird registration ends on December 5 and final deadline is December 12. The instructional league will begin after the holidays. As the holiday season approaches, MRD has several events planned. On December

6, our “Greetings from the North Pole” will take place. Santa will call several local children to be sure they are on the “good list”. To sign up, contact the Recreation Department, or visit our table at the PTA Holiday Fair on December 2, at MCS from 9 a.m. to 2 p.m. There are still seats available on our Holiday Trip, December 9, departing at Noon. Our first stop will be the performance of *A Christmas Carol*, at the Manchester Palace Theater. Dinner at Olive Garden will follow, and a drive through *The Gift of Lights* in Loudon on the way home to wrap up the trip. Registration deadline for the trip is November 27. MRD will host our Holiday Open House on Friday, December 8. Participants will enjoy some family time with our holiday Minute to Win It games. Before patrons head over to the Library for their Jingle Bell Sing-A-Long event, they will enjoy dinner and choose from several Crock Pot dishes and soups.

**Important Dates to Remember**

**Cancelled Board of Selectmen’s Meeting, November 16, 2017**

**Board of Selectmen’s Non-Public Work Session, November 21, 2017, 4 PM**

**Happy Thanksgiving, All Non-Emergency Departments Closed, November 23 & 24, 2017**

**Board of Selectmen & ABC Budget Work Session, November 29, 2017, 8:30 AM**

**Board of Selectmen’s Work Session, November 30, 2017, 4 PM**

**\*Department Head Meeting, Tuesday, December 5, 2017, 9 AM\***