

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 4, 2017



Town Administrator: This past week's activities included: Prepared for and attended the first budget presentation to the Select Board and Advisory Budget Committee on Wednesday, prepared for and attended the Select Board's work session, worked on the marketing plan RFP, met with NHDOT, MDPW, Recreation Dept., and the Town Engineer to review Neck Road improvements in 2018, reviewed personnel performance evaluations, reviewed the Recreational capital project with Donna K., prepared the final report of damages for Primex. This coming week's activities include: Review new government forms software with Administration staff members, prepare for and facilitate the December Department Head meeting, prepare for and attend the second budget review session with the Select Board and ABC, review several performance evaluations, meet with new police chief finalist. On Friday I'll be out of the office for a MMANH workshop. Have a great week!

Finance: Nothing to report this week.

Assessor: All sales between October 1, 2016 through September 30, 2017 have been data entered in to 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). The Town is planning to perform a statistical update in 2018. Tax Bills were mailed on November 20, 2017 and Carol and I have been assisting taxpayers with answering questions, phone calls, abatements, etc.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The team began the week with salting and sanding necessary intersections and cold spots on Town roads due to a small rain/sleet storm. They continued by working on ditching and culvert issues on Moultonboro Neck, Sibley, Ossipee Park, Bodge Hill and Randall Roads in preparation for the winter season. The week ended as it began with a sleet/freezing rain storm which required the Highway team and private contractors to work across the entire Town salting and sanding both Town and private roads.

Facilities & Grounds: This past week the F&G crew along with some help from the Highway crew cut down and set up the Christmas tree. We removed a lot of old paper work from the Town Hall for shredding. The aquatherms were installed at Lee's Mills and we started to replace some of the boards at the ice rink.

Fleet Maintenance: CAR 152 2015 FORD EXPLORER - mounted and balanced 4 snow tires and perform service; CAR 162 2016 FORD TAURUS - mounted and balanced 4 snow tires replaced broken valve stem, replaced missing hubcap; TRK1 2006 GMC 2500HD - repaired strobes and turn signal passenger side; TRK 6 2000 GMC C8500 dump truck - replaced couplers for shoulder machine, replaced tarp; CAR 131 2013 FORD TAURUS - mounted and balanced 4 snow tires; TRK 9 2014

KENWORTH T400 - dump truck replaced all 4 batteries and tailgate control valve; Cleaned shop, helped set up wings, performed administrative duties; TRK 24 2009 FREIGHTLINER - replaced plow lights.

Transfer Station: Last week we shipped out 1 container of municipal solid waste, 2 containers of construction and demolition, 1 container of single stream recycle, and 2 containers of clean wood to be recycled at a biomass facility. Leaf and yard waste has had much activity. We are burning brush as weather conditions permit.

Moultonborough Police Department: The Police Department recorded 316 log entries, which included the following calls for service, 26 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 1 MV Accident, 4 MV Complaints, 10 residential alarms, 1 commercial alarm and 2 K-9 complaints.

Training: Nov. 27th, Sgt. Peter Beede and SRO Jody Baker attended Intox Recert.

Moultonborough Fire Rescue: Year to date 834 calls for emergency service. For the period of 11/24/17 to 11/30/17, there were 12 calls for service: 6 – EMS incidents; 2 – Dispatched & cancelled en route; 1 – No incident found upon arrival at dispatched address; 1 – Smoke investigation; 1 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO. During this period, two automatic aid responses received from Center Harbor. Mutual Aid: None. One overlapping incident occurred during this period. Overlapping incidents are where two or more incidents were being mitigated simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:02 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:49 mins/sec.
	Average Night/Weekend response time	13:15 mins/sec.

Operations: 11/24 - Supra box installation at a Cardinal Street residence; 11/27 - Supra box installation at a Red Hill Road residence; 11/28 - Chief Bengtson and Administrative Assistant Marsh met with Deputy Chief Ober from Gilford to review a new NFIRS reporting and fire department operation software program that is web based and being used by Gilford Fire Rescue. 11/29 - Chief Bengtson and Firefighter Gravelle met with a representative of Waterous Pumps to review options for the compressed air foam system on the apparatus planned for purchase in 2108.

Office of Development Services - Planning: I prepared for and attended the following meetings: Master Plan Steering Committee meeting re Housing Chapter; Joint Land Use Boards meeting, which included Planning Board, Zoning Board of Adjustment, Conservation Commission and Heritage Commission. The major topic was protecting the water quality of the lakes of Moultonborough. The primary tools discussed were storm water management as well as soil and erosion control in the Town's land use regulations. I also attended the meeting of the Assessing and Land Use Departments re re-arrangement of the space within the joint-department area. I met with the Assessing Department re housing data for the revision of the Housing Chapter of the Master Plan. I continue reading and familiarization with the Master Plan and Town land use regulations.

Human Services: Nothing to report this week.

Recreation Department: This is a busy week for the Recreation Department, starting on Wednesday, December 6, our *Greetings from the North Pole* will take place. Santa will be calling families in Moultonborough to chat with the kids, and be sure they are on the “Nice” list. MRD will take registrations for this event through Wednesday afternoon and calls will be made between 5:15 and 7:30 pm. On Friday, join the Rec. Dept. for our annual Open House, from 5:00 - 6:15 p.m. All are invited for some fun Minute to Win it Games, followed by some great “comfort” foods. After patrons eat, they will meander over to the Library for their Tree Lighting, Sing A Long, and a visit from Santa! On Saturday, December 9, the grades 3-6 youth Basketball teams will meet at the Academy for in-house games. Practices began Nov. 27 and now the teams will put their skills to the test. These pre-season games give the players, volunteer coaches, and our high school officials some practice time on the court, before the regular games against Meredith begin in January. In-house games will also take place on Saturday, December 16. The trip to see *A Christmas Carol* on December 9, has been cancelled due to low registration numbers. MRD is currently taking registrations for the Rec the Halls Vacation Camp, taking place on December 21 & 22, at MCS, and is open to students in grades K-6. MRD is also taking registrations for the Teen Night/Trip on December 28. The event will start with a trip to the Crack the Code Escape Rooms in Meredith. Participants will enjoy the escape rooms, and have pizza there. Then, we will come back to the Academy for open gym games and ice cream sundaes for the remainder of the event.

Important Dates to Remember

Board of Selectmen & ABC Budget Work Session, December 6 & 13 2017, 8:30 AM

Cancelled Board of Selectmen’s Meeting, December 7, 2017, 7 PM

Board of Selectmen’s Meeting, December 14, 2017, 7 PM

Board of Selectmen’s Meeting, December 21, 2017, 7 PM

Merry Christmas! All Non-Essential Departments Closed, Monday, December 25, 2017

Board of Selectmen’s Work Session, December 28, 2017

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