

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 11, 2017



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**Town Administrator:** This past week's activities included: Reviewed new government forms software with administration staff members, prepared for and facilitate the December Department Head meeting, prepared for and attended the second budget review session with the Select Board and ABC, reviewed several performance evaluations, met with the new police chief finalist, attended a MMANH workshop which focused on retirement benefits, succession planning and attracting young professionals and others to government service. This coming week's activities include preparing for and attending the final budget review session on Wednesday with the Select Board and ABC, preparing for and attending the regular Select Board meeting, attending the public meeting on the Lake Winnepesaukee Moultonborough Bay Inlet Watershed report, continuing to review personnel evaluations, meeting with staff and a second document preservation and management company, and attending the monthly Lakes Region Managers' meeting. Have a great week!

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

**Assessor:** All sales between October 1, 2016 through September 30, 2017 were sent to the NH Department of Revenues Equalization portal to determine the overall ratio for the Town. Carol and I will be reviewing new Veteran Credit applications for the 2018 tax year along with any new current use and elderly applications. I am reviewing and data entering new subdivisions, Boundary Line Adjustments, and any mergers that occurred after April 1, 2017, and preparing for the 2018 tax year!

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

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

**Public Works & Facilities:** Highway began the week with gravel road maintenance on Red Hill Road. J. Latulippe, J. Nave, and R. DeDucca went to Green Snow Pro Class. The middle of the week the team continued with putting loam on the sides of Paradise Drive. They also cut the curbing and removed material at the intersection of Paradise Drive/Pleasure Lane allowing for additional drainage. The week continued with using the excavator for culvert and drainage issues on Ossipee Mountain and Red Hill Roads. They ended the week with plowing/salting and sanding during the snowstorm on Saturday evening and continuing into Sunday morning.

**Facilities & Grounds:** This past week we replaced the damaged boards and glass at the ice rink and started to flood it for the winter season. I attended the staff meeting on Tuesday. Some repairs were done at the Lions Club facility and the Public Safety Building. Snow cleanup was done on Saturday and Sunday.

**Fleet Maintenance:** TRK9 2014 KENWORTH - Replaced rear slack adjustors and adjusted brakes, repaired air leak; EQ35 quick attach broom - Replaced brush wafers; CAR 131 2013 FORD Taurus - Replaced intermediate pipe assembly; EQ12 JOHN DEERE backhoe - Replaced blown hydraulic line; TRK10 2008 PETERBUILT - Replaced leaking wing piston, leaking spinner motor, and adjusted chain;

TRK7 2011 International - Repaired plow fittings; TRK 2 2011 F550 - Set up plow, replaced blown hydraulic line to swing valve. I provided help to set up plows for upcoming weather and Perform administrative duties.

Transfer Station: Last week Attendants Ralph Mitchell and Bruce Purinton fabricated and installed the new signs around the facility. These signs are to assist the residents/users of the facility to help identify the different waste products for disposal. We shipped out 2 municipal solid waste, 2 construction and demolition, 1 single stream recycle, 1 shingle and 1 50 yd. container of mix scrap metal.

**Moultonborough Police Department:** The Police Department recorded 325 log entries, which included the following calls for service, 17 motor vehicle stops, 2 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 2 MV Accidents, 2 MV Complaints, 10 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Training: Dec. 5<sup>th</sup>, Det. Peter John and Off. Kate Melanson attended Search and Seizures Training

**Moultonborough Fire Rescue:** Year to date 852 calls for emergency service. For the period of 12/01/17 to 12/07/17, there were 6 calls for service: 3 – EMS incidents; 1 – Dispatched & cancelled en route; 1 – No incident found upon arrival at dispatched address; 1 – Alarm system activation, no fire, unintentional. During this period, one automatic aid response was received from Center Harbor. Mutual Aid: None. No 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	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	05:59 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:23 mins/sec.
	Average Night/Weekend response time	06:53 mins/sec.

Operations: 12/1 - Place of Assembly inspection at 734 Whittier Highway. 12/1 - Chief Bengtson met with a representative of Toyne Fire Apparatus to discuss 2018 apparatus purchase options. 12/4 - Place of Assembly inspection at 108 Geneva Point Road. 12/4 - Monthly meeting with Department Officers. 12/5 - Fire & Life Safety Code consultation meeting with prospective buyers of Moultonborough property regarding transition from a single-family occupancy to a business occupancy. 12/5 - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid executive committee. 12/6 - Chief Bengtson presented his proposed FY 2018 budget to the Select Board and Advisory Budget Committee.

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

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

**Recreation Department:** The Holiday Open House was another success, with over 40 people competing in our ugly sweater contest, Holiday “Minute to Win It” contests and enjoying some comfort foods like mac n’ cheese, chili, soups etc. Youth basketball got underway with our “in-house” games for grades 3-4 and 5-6 on Saturday December 9<sup>th</sup> and will continue again this Saturday Dec. 16<sup>th</sup>. Our kindergarten and Grade 1-2 programs will start on Friday January 5<sup>th</sup> as will our regular season of games with Meredith teams in the Bill Lamper Youth Basketball League. There are also games scheduled with

Wolfeboro, Tamworth and Ossipee for some of our teams. Dan met with the representatives of the Meredith and Wolfeboro leagues last week to make sure there is consistency among our programs. Registrations for our two-day vacation camp, "Rec the Halls" are going well and will take place on Thursday and Friday December 21<sup>st</sup> and 22<sup>nd</sup>. We are also promoting our teen trip to Crack the Code for December 28<sup>th</sup>. Beyond the Bell continues to be well received and will continue for this session until the last day of school before the Christmas break, December 20<sup>th</sup>. The next session will start on January 16<sup>th</sup> and runs until the February vacation.

**Important Dates to Remember**

**Board of Selectmen & ABC Budget Work Session, December 13, 2017, 9 AM**

**Board of Selectmen's Meeting, December 14, 2017, 7 PM**

**Board of Selectmen's Meeting & Public Hearing, December 21, 2017, 7 PM**

**Merry Christmas! All Non-Emergency Departments Closed, December 25, 2017**

**Board of Selectmen's Work Session, December 28, 2017**

**Happy New Year! All Non-Emergency Departments Closed, January 1, 2018**

**\*Department Head Meeting, Tuesday, January 9, 2018, 9 AM\***