



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 18, 2017



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**Town Administrator:** This past week's activities included: Prepared for and attended the final budget review session on Wednesday with the Select Board and ABC, prepared for an attended the regular Select Board meeting, attended the public meeting on the Lake Winnepesaukee Moultonborough Bay Inlet Watershed report, continued reviewing personnel evaluations, met with staff and a second document preservation and management company, and attended the monthly Lakes Region Managers meeting. This coming week's activities include: A meeting with Superintendent Noyes, work on FY18 operating budget adjustments, evaluate document management proposals, finalize FY17 encumbrances and continuing appropriations with Finance Director, prepare for fiscal year closing, continue work on new personnel administrative regulations, prepare for and attend the weekly Select Board meeting. Have a great week!

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

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

**Tax Collector:** The activity is ramping up in the office as the real estate taxes are due Friday, Dec. 22<sup>nd</sup>. Just this week alone, we collected almost \$3.4 million. Total taxes collected to date for the final Warrant is \$7,230,775.39 with a remaining balance due of \$4,350,855.61. Although we haven't compared the total collected through online payments to years past, it appears that more people are taking advantage of that payment method. The phone calls have increased as many taxpayers are getting ready to make their payment and are just now looking at their bill and have questions. Also, there are many inquiries regarding paying taxes in advance due to the proposed new federal tax laws. As you know, I am shorthanded in the office and work alone in the office on Mondays. I have used the services of the floater clerk, Katie Joyce, to open mail and review the checks on Mondays as the mail volume is up due to the Saturday and Monday mail deliveries. That enables me to deal with the taxpayers at the counter, telephone and email inquiries and get the payments entered into the system and deposited as soon as possible. Deputy Pouliot worked this past Monday and will work this upcoming Monday as it will be extremely busy.

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

### **Public Works & Facilities:**

**Waste Mgmt:** This week we shipped out 2 municipal solid waste, 2 construction & demolition, and 1 single stream recycle. The department of public works installed and delivered the 12ft. snow pusher attachment for the front end loader. This will be used to clear the snow at the facility, the attachment will make cleaning the facility much more efficient and a safer cleaner facility.

**Facilities:** This past week B&G performed routine winter maintenance for the storm event. Continued with oversight of the HVAC work at town hall, cleaned out the garage at the PD, met with the lighting contractor, and did some work getting the rink ready and ice made.

**Fleet Maintenance:** TRK1 2006 2500hd: finish up water pump job; TRK15 2009 F550: swap over snow tires, set up for Castle route; John Deere snow blower: get running for ice rink; TRK8 2003 F350: get plow working, swapped out power unit; TRK7 2011 International: installed wing mirror; TRK11 2016 F350: Replace blown swing piston hose; DPW Fuel pumps: Replaced diesel fuel nozzle, replaced fuel filters, Replaced gas pump drive belt; EQ13 2000 KOMASTSU: install pusher and lights for transfer station; EQ22 Zamboni: service unit for season; Plowed yard during storm and loaded trucks; Cleaned up garage area.

**Highway:** The week began with the crew getting all of the trucks and equipment ready for the storm that started early Tuesday morning. They continued the week by plowing, sanding, and salting all roads throughout the town during and after the storm as needed. C. Theriault and R. DeDucca went to emotional intelligence class at Primex. The week was ended with the team splitting into two crews. Part of the team prepared the ice rink for use and the others sanded many roads to ensure that there was no major issues over the weekend.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 311 log entries, which included the following calls for service, 15 motor vehicle stops, 10 assists to Fire/EMS, 1 Directed Patrols, 0 arrests, 1 complaints, 5 MV Accident, 2 MV Complaints, 10 residential alarms, 8 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** Year to date 852 calls for emergency service. For the period of 12/01/2017 to 12/07/2017, there were 6 calls for service: There was: 3 – EMS incidents, 1 – Dispatched & cancelled en route, 1 – No incident found upon arrival at dispatched address, 1 – Alarm system activation, no fire, unintentional. **Automatic Aid:** 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.

<b><u>Staffing:</u></b> Overall average staffing per incident	3 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
Average Night/Weekend/Holiday	3 firefighters

<b><u>Response Times:</u></b> 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:** Practices for Youth Basketball continued this past week, wrapping up with In-House games on Saturday for grades three through six. Games Vs. Meredith teams begin on January 6. This is also opening day for the younger instructional levels. Rec the Halls Vacation Camp takes place this Thursday and Friday, December 21 & 22. The camp will run from 8:00am until 4:00pm, at MCS. Several of our summer counselors are back from school and will be helping out at the camp. Registrations will be taken through Wednesday, December 20, 2017. Coming up over the vacation week, MRD has a Teen Night planned for Thursday, December 28. We will begin the night with a trip to the Crack the Code Escape Rooms in Meredith, followed by pizza for dinner. Upon returning to the Academy, participants will be able to enjoy activities, games, and open gym at the school. The night will wrap up with ice cream sundaes. The registration deadline is Tuesday, December 26. The skating rink at Kraine Meadow Park on Playground Dr is now open for the winter season. Thank you to the DPW Dept. for working hard to get the rink ready for the holiday break! MRD has a Twilight Skating Party planned for Wednesday, December 27, from 6:00-7:30pm. All are welcome to join for a fun skate under the lights. Hot cocoa and music will also be provided.

**Important Dates to Remember**

**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**

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