



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 26, 2017



**Town Administrator:** This past week's activities included: Met with Superintendent Noyes to discuss town/school district matters, worked on FY18 operating budget adjustments, evaluated document management proposals, worked to finalize FY17 encumbrances and continuing appropriations with Finance Director, prepared for fiscal year closing, completed work on new personnel administrative regulations, prepared for and attended the weekly Select Board meeting, met with Donna K. on Kraine Meadow Park improvements grant, discussions with Town engineer on proposed sidewalk project, third party land use reviews and 2018 contract renewal. This coming weeks activities include: finalize encumbrances for FY17, coordinate final background activities for new police chief, prepare for and attend the Select Board's work session, review new personnel evaluation process with HR Manager. Have a great week!

**Human Resources:** HR worked closely with the Finance Director in coordinating the town's annual open enrollment period for health, dental, life and disability as well as the flexible benefit program. Applications were received from all but a couple employees who were out on leave. Retiree letters were mailed to insure coordination of any changes occurred with the Town's health insurance carrier (HealthTrust). Work also began on providing notices and insuring follow up for the town's performance evaluation process.

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

**Assessor:** Carol and I are reviewing new Veteran Credit applications for the 2018 tax year along with any new current use and elderly applications. I am reviewing abatements, and data entering new subdivisions, Boundary Line Adjustments and any lot mergers that occurred after April 1, 2017. There will be some changes occurring in our office this, week. Carol and Bonnie will be switching work areas and Don and I will be swapping offices. We believe this change will make our office flow much better. Carol and I are preparing for the 2018 tax year!

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

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

**Public Works & Facilities:** The week began with a snow and freezing rain event throughout the town. The crew continued the week fixing and preparing trucks, heavy equipment, and plows for the predicted storms. The team ended the week with another snow and freezing rain storm.

**Facilities & Grounds:** Storm clean up Tuesday, Friday and Saturday. HVAC at town hall is complete and up and running. Ice rink maintenance is on going.

**Transfer Station:** This week we shipped out 1 municipal waste, 1 construction & demolition and 1 single stream recycle.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 361 log entries, which included the following calls for service: 23 motor vehicle stops, 17 assists to Fire/EMS, 0 directed patrols, 1 arrests, 4 complaints, 4 MV accident, 2 MV complaints, 2 residential alarms, 2 commercial alarms and 1 K-9 complaints.

**Moultonborough Fire Rescue:** : Year to date there has been 885 calls for emergency service. For the period of 12/15/2017 to 12/21/2017 there were 19 calls for service: There was: (1) Chimney/Flue Fire, (12) EMS calls, (1) Vehicle Accident, with injuries, (2) Vehicle Accident, no injuries, (1) CO Incident, (1) Assist the PD, (1) Dispatched & No response. There were 2 instances of Moultonborough receiving or giving mutual aid: (1) Center Harbor Fire Department – Mutual Aid Received, (1) Sandwich Fire Department – Mutual Aid Given

Overall Average Manpower per incident: 4 Firefighters/Incident

Overall Average Day Time Manpower per incident: 4 Firefighters/Incident

Overall Average Night/Weekend Manpower per incident: 4 Firefighters/Incident

I was not able to run a report for the average response time due to an error in Firehouse Software. There were (4) instances of overlapping incidents (two incidents ongoing simultaneously)

**Operations:** Training was done in combination with Center Harbor Fire Department in Rural Hitch Operations. FF. James Frangelli successfully passed his EMT-Basic Test. Members attended CPR recertification training

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

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

**Recreation Department:** Last week, the Rec the Halls Vacation camp closed at Noon on Friday, December 22, due to the storm. The ice rink, although open for the season, was closed over the weekend, and remains closed today, December 26, due to the storms. It will re-open when it is cleared. MRD staff is hoping to be able to hold the Twilight Skating Party, scheduled on Wednesday, December 27, from 6:00-7:30pm at Kraine Meadow Park Ice Rink. Patrons will enjoy the skating, music and hot cocoa, while hanging out with their friends. The Teen Night trip to Crack the Code Escape Rooms in Meredith, scheduled for December 28, has been cancelled due to low registrations. Some upcoming program events include opening day for all levels of Youth Basketball on Saturday, January 6 and skating lessons for ages 5 & up begin on January 9. The Winter Days program, run in conjunction with MCS, will begin on Friday, January 12, and continue each Friday until February 2.

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

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

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

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

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

**\*Department Head Meeting, Tuesday, January 2, 2018, 9 AM\***