

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 8, 2018



Town Administrator: This past week's activities included: Prepared for and facilitated the monthly Department Head meeting, updated the proposed FY18 operating and capital budgets, met with Chief Wetherbee on transition plan for new chief, prepared draft warrant for 2018 Town Meeting, reviewed current employee performance evaluation, prepared for the Select Board's regular meeting, and met with Conservation Commission Chair on pending property purchase. This coming week's activities include: Meet with Chief Wetherbee and HR Manager O'Neil on pending PD matters, meet with representatives from LRPC and Northern Border Regional Commission regarding potential infrastructure projects, review final preaudit closeout of FY17 expenditures, attend the first Moultonborough Community Development Advisory Committee (CDAC) meeting, prepare for and attend the Select Board meeting, Have a great week!

Finance: Nothing to report this week.

Assessor: Our office has moved around a bit. Come and see the changes! Thank you, Mike, for all the work you put in to moving all the furniture. Carol and I have been reviewing and updating the 2018 information into the Vision CAMA System: Adding new subdivisions, boundary line adjustments and any other changes that occurred after April 1, 2017. I am planning to meet with Mike Tarillo from Vision Government Solutions regarding the 2018 Town wide update. The State of NH will be reviewing the Town's assessing practices in 2018, and Carol and I will be preparing for that process. We will be reviewing our Current Use files, exemption and credit applications, and Tax-Exempt properties to ensure they qualify per state statutes.

Tax Collector: Nothing to report this week.

Town Clerk: During the month of December 2017 the Town Clerk's office processed: 686 - Motor Vehicle registrations, 50 Boat registrations, 106 Titles, 28 Vital Records (Birth, Death, Marriage, Divorce), 8 Dog licenses and various miscellaneous services. Last week we worked on year end and annual reports including Birth, Death, Marriage and the Town Clerk's Report. The office took inventory of the 2017 motor vehicle decals for autos, trailers, etc. and sent them back to the state. I compiled the Filings for Candidates for Town Officers for 2018 and worked on the newspaper and website ad for this.

Public Works & Facilities: The week began with the crew taking care of wind drifts throughout the entire Town. The guys then teamed up to do maintenance on the trucks. For example, they did a complete service, including new tires on truck #4. They also solved a safety concern by installing new lights on truck #24. The week continued with a large snow storm that brought lots of wind and drifting issues with it. R. DeDucca had a policy and procedure meeting with the private plowing contractors. The week ended, as it began, with the entire crew working throughout Town to take care of wind drift issues due to the multiple days of high winds.

Facilities & Grounds: This past week the F&G crew continued winter maintenance, shoveling, plowing, and treating parking lots and walkways. We continue to maintain the ice rink and monitor the aqua-

therms at Lee's Mills. We had a small freeze up in one of the heat pipes at the Public Safety Building and was able to repair it with minimal damage.

Fleet: TRK4 2012 F350: Performed L.O.F. service, mount and balance 4 new snow tires and rims; TRK11 2016 F350 - plow froze up, thawed out unit; TRK1 2006 GMC 2500HD - plow froze up, thawed out unit; TRK3 2018 RAM 3500 - set up deflectors on plow and visors; TRK15 2009 F550 - repair sander chute; TRK9 2014 Kenworth - replaced front wing cable; CAR132 Police SUV - replaced left front c.v. shaft; got furnace running Saturday night; EQ14 Cat loader - set up new blades.

Transfer Station: Last week we shipped out 2 municipal solid waste, 2 single stream recycle and 2 construction and demolition. The week was very challenging with the extreme cold and wind to keep staff and residents safe.

Moultonborough Police Department: The Police Department recorded 195 log entries, which included the following calls for service, 17 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 6 complaints, 2 MV Accidents, 1 MV Complaint, 10 residential alarms, 1 commercial alarm and 0 K-9 complaints.

Training: Jan 2nd - Jan 4th Off. Alberico attended the 175th Police Academy.

Moultonborough Fire Rescue: 2017 ended with the Department responding to 914 calls for emergency service. For the period of 12/29/17 to 01/04/18, there were 15 calls for service: 4 – EMS calls; 1 – Water evacuation; 1 – Water leak, broken/frozen pipe; 2 – Assist the Police/Other government agency; 1 – Public service; 1 – Assist the physically disabled; 1 – No incident found at dispatched address; 1 – Smoke odor scare; 3 – Fire alarm/detector activations. During this period, one automatic aid response was received from Tuftonboro and two from Stewart's Ambulance. No mutual aid was provided or received. There were two overlapping incidents occurred during this period.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:27 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:03 mins/sec.
	Average Night/Weekend response time	13:14 mins/sec.

Operations: 1/2 - Chief Bengtson attended the monthly Department Head staff meeting with the Town Administrator; 1/2 - Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid executive committee meeting in Laconia at the communications center; 1/3 - Chief Bengtson and Clerk Marsh attended a meeting in Meredith with Dr. Morrison of LRGH on EMS Quality Management; 1/4 - Chief Bengtson participated in the noon conference call with NH HSEM regarding the winter storm and extreme cold temperatures.

Land Use Office: I prepared for and attended the Zoning Board of Adjustment meeting re commercial sign permit for the Berry Pond Center development. Prepared for the up-coming meeting of the Community Development Advisory Committee (CDAC). This will be the first (organizational) meeting of the CDAC. Received and reviewed monthly building report from Code Enforcement Officer Don Cahoon. The report stated that 17 building permits were issued in December, including 3 building permits for new homes. The CEO has 18 permits in the Building Permit Office that have been reviewed and are waiting to be picked up. I attended the Planning Board Meeting, the Department Head Meeting.

I Met with Planning Board Chairman Scott Bartlett re Joint Land Use Boards Meeting, also with the HR Director Norman O'Neil re staff evaluations, and with TA Walter Johnson re States Landing project.

Recreation Department: Opening Day for Youth Basketball was on Saturday, January 6. All games, including grades 3-4 were moved to the Academy gym. The instructional leagues are now at the MCS Gym. The day went well for all levels. Youth Skating lessons begin on Tuesday, January 9. MRD is offering two classes: Learn to Skate for beginner skaters, and Beginner/Intermediate Figure Skating for those that are able to skate the length of the rink. The Northern New England Parks and Recreation Conference runs January 9-12 this year. Donna K, Dan, and Donna T will all be attending and are looking forward to some great sessions that offer programming ideas, customer service techniques, summer staff training activities, and much more. Office hours will vary during the conference. The MCS Winter Day Program begins on Friday, January 12 and is run as a collaborative effort between the school and MRD. Students choose one winter activity and they are able to enjoy the afternoon outside in the fresh air. Some activities to choose from include skiing, snowboarding, tubing, skating, hiking, and X-C skiing. The program runs four consecutive Fridays, weather permitting. MRD and the Public Library have teamed up again to offer a Music and Movement session for Toddlers. The program takes place on Thursday mornings from January 18 - February 22, at 10 a.m. at the Recreation Department. Sharon Gulla and Donna Tatro are excited to get the little ones moving to the beat!

Important Dates to Remember

Board of Selectmen's Meeting, January 11, 2018, 7 PM

Board of Selectmen's Meeting, January 18, 2018, 7 PM

Board of Selectmen's Work Session, January 25, 2018, 4 PM

Department Head Meeting, Tuesday, February 6, 2018, 9 AM