



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 15, 2018



Town Administrator: This past week's activities included: Met with Chief Wetherbee and HR Manager O'Neil on pending PD matters, reviewed final preaudit closeout of FY17 expenditures, attended the first (CDAC) Moultonborough Community Development Advisory Committee, prepared for and attended the Select Board meeting. This coming week's activities include: Orientation with the new Chief of Police, meeting with the new SAU Superintendent, follow up on documentation management presentation, meeting with Vision Government Solution's representative and Town Assessor, meeting with Town Counsel on pending legal matters, reviewing personnel performance evaluations, preparing for and attending the regular Select Board meeting, coordinating the new Police Chief's welcome reception. On Friday afternoon I will attend the monthly MMANH meeting and training. Have a great week!

Finance: Nothing to report this week.

Assessor: Our office is settling in nicely. This week Walter and I are meeting with Vision Government Solutions regarding the 2018 Town wide update. Hopefully we can sign a contract and move forward. A meeting will be scheduled with the State of NH DRA to discuss the process for the Assessment Review. Several new Veteran applications have been reviewed and approved by the Board of Selectmen. I am scheduled to meet with two taxpayers this week, and with Cristina Ashjian, Chairman of the Heritage Commission regarding the process of Barn Preservation Easements.

Tax Collector: The office was extremely busy the end of December and the first few weeks of January 2018. We must consider the postmark date as the date of payment and need to wait for online payments made the end of December to clear, so were unable to close out 2017 until January 9, 2018. This creates the challenge of working in two years simultaneously as we are unable to enter payments made in 2018 into the system until the previous year is balanced and closed out. The final collection figures indicate that we collected approximately 97.1% of the total real estate tax warrant which is on par with years past. We uploaded the MS-61 to DRA and provided same to the Selectmen. We also emailed all documents required to the auditors. We worked closely with Heidi and Nancy on the General Ledger to make sure we balanced for 2017 and the beginning balances of 2018. I continue to work with Deputy Pouliot on the procedures necessary at year end and balancing to the G/L. I was in contact with the attorney for Bay Sewer District at the request of the Commissioners regarding a church property and whether ownership has changed hands so that we can begin the tax deed process. I was advised that ownership has not changed, just a name change; therefore, unless the requirements/orders of the Bankruptcy Court have been satisfied, we cannot begin the tax deed process. I will attempt to find/locate the necessary information in the Bankruptcy filings and, if I cannot, will have to have the sewer district hire an attorney that specializes in Bankruptcy.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway started the week by bringing truck #7 down to Liberty Truck Service in Barrington for service on the engine and replacing rear springs. The crew continued the week

washing and cleaning multiple trucks. The week ended with two different freezing rain/rain events. Due to the weather pattern changing from extreme cold to above average temperature back to extreme cold we had multiple drainage issues throughout the Town. This caused from #263 Bodge Hill Road to Ossipee Mountain Road to be closed for the weekend. There were also drainage problems on Ossipee Park, Sheridan, Sawmill Way, Red Hill, Evans and Marvin Roads, and Paradise Drive, along with multiple private roads. The Highway crew worked throughout the entire weekend taking care of all of the drainage concerns.

Facilities & Grounds: This past week the Facilities and Grounds crew maintained the ice rink and continued to monitor the aqua therms at Lee's Mills. Winter maintenance continued on the Town buildings. M. Kepple installed a new water heater at Town Hall due to the old one failing.

Fleet: 15Rescue-3 2015 F550 - performed preventative maintenance service; TRK9 2014 Kenworth - installed chute and replaced passenger side fender and brackets; TRK10 2007 Peterbilt - road call to Hauser Estates for loss of hydraulics, returned to shop and replaced main pressure line. Also repaired on-spots and defective diaphragm; TRK6 GMC 8500 - repaired on-spots; TRK15 09 F550 - performed preventative maintenance service and checked over D.V.I.R. complaints; EQ12 09 John Deere backhoe - repaired air leak in left rear tire, checked for fluid leaks; Eq16 Cat skid steer - replaced all four tires; Performed administrative duties; Did monthly safety surveys for the Highway Garage.

Transfer Station: Last week we shipped out 2 municipal solid waste, 2 single stream recycle and 1 construction & demolition.

Moultonborough Police Department: The Police Department recorded 373 log entries, which included the following calls for service, 31 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 3 MV Accidents, 2 MV Complaints, 9 residential alarms, 7 commercial alarms and 3 K-9 complaints.

Training: Jan 8th - Jan 12th, Off. Alberico is at the 175th Police Training Academy. Jan 11th, 24-hour Trauma Training for the Department.

Moultonborough Fire Rescue: For the period of 01/05/18 to 01/11/18, there were 19 calls for service: 1 – Building fire - New Hampton; 8 – EMS call; 1 – Motor vehicle accident with injuries; 3 – Water leak, broken/frozen pipe; 1 – Assist the Police/Other government agency; 1 – Public service; 1 – Dispatched & cancelled en route; 1 – No incident found at dispatched address; 2 – Fire alarm/detector activations. During this period, automatic aid responses were received from Center Harbor on six incidents and Tuftonboro on two incidents. Mutual aid was provided to New Hampton on a third alarm building fire. There was one overlapping incident occurred during this period.

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| <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 | 2 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 13:41 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 09:55 mins/sec. |
| | Average Night/Weekend response time | 15:24 mins/sec. |

Operations: 1/5 - Chief Bengtson aided a Redding Lane homeowner with a home heating fuel problem. 1/6 - Deputy Chief Buckler and Chief Bengtson responded to New Hampton with the tanker for a third alarm building fire. This was the first mutual aid response for the new tanker, the apparatus performed

flawlessly in below zero temperatures. 1/8 - Day Shift crews installed Supra Safe key boxes at residences on Loon Song Lane and Tanglewood Shores Road. 1/9 - Day Shift crews installed a Supra Safe key box at a residence on Iroquois Lane.

Land Use Office: I prepared for and attended the following meetings: Community Development Advisory Committee (CDAC) meeting; the Planning Board meeting. I prepared for and attended a meeting with representatives of the New Hampshire Electric Cooperative (NHEC) re economic development assistance available to Moultonborough and CDAC. I held a staff meeting for Land Use Department. I attended the annual meeting of Wentworth Economic Development Corporation.

Recreation Department: Youth Basketball was cancelled on Saturday, due to the icy conditions. In collaboration with the coordinators from both Meredith and Wolfeboro, the decision was made on Friday, based on the hourly forecast. The skating program kicked off last Tuesday, January 9 at Kraine Meadow Park Ice Rink. Learn to skate and Beginner/Intermediate Figure Skating lessons take place Tuesday and Thursday afternoons. Last week, Donna K., Dan, & Donna T. attended the NNERPC conference in Bartlett, NH and attended a variety of sessions, bringing back information and ideas for us to incorporate into Moultonborough's programs. Donna K. presented at the conference on Professionalism in Parks and Recreation, which was well attended and received. MRD has some great events in the upcoming weeks. On January 28, the annual Family Skating Party takes place from 2-4 p.m. at the ice rink. On February 16, dads and their girls will gather at the Central School for the annual Father/Daughter Dance. Always a memory filled evening! On Ground Hog Day, MRD is hosting a Moonlight Hike and snowshoe event at Castle in the Clouds, a free event, from 5:30-8:30 p.m. by Shannon Pond. There will be a fire pit to warm up by and melt marshmallows for our "meteor s'mores". All ages are welcome to enjoy a winter night sky! On February 11, MRD has teamed up with Castle in the Clouds once again to offer a Cardboard Box Sled Derby and sled registrations are beginning to come into the office. This is a great event to participate in or just be a spectator! We are expecting a big crowd for the event, and are hoping there is enough snow for the event to take place!!

Important Dates to Remember

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