

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 22, 2018



Town Administrator: This past week's activities included: Orientation with our new Chief of Police, a meeting with the new SAU Superintendent, a follow-up documentation management presentation, a meeting with Vision Government Solution's representative and Town Assessor, a meeting with Town Counsel on pending legal matters, review of personnel performance evaluations, prepared for and attended the regular Select Board meeting, coordinated our new Police Chief's welcome reception. This coming week's activities include: Meeting with Eve Klotz of Northern Human Services, final preparation of warrant articles for the Town Warrant, meeting with Municipal Resources Inc. (MRI) regarding new accounting software testing, meeting with Chief Monaghan and Norm O'Neil on personnel matters, meeting with Verizon Wireless account manager and Lakes Region Computer, prepare for and attend the Regional Select Boards' meeting, prepare for and attend the Select Board's monthly work session. On Friday afternoon I will attend the monthly Northern Lakes Region Managers' meeting and training. Have a great week!

Finance: Nothing to report this week.

Assessor: I met with Cristina Ashjian, Chairman of the Heritage Commission regarding the process of Barn Preservation Easements. We will schedule a few meetings in February and visit the properties in March/April to update the status. Walter and I had a very successful meeting with Mike Tarello and Kevin Leen, Vision Government Solutions regarding the 2018 Town wide update. A meeting has been scheduled with the State of NH, DRA for February 1st to discuss the 2018 Assessment Review and update. The contract with Vision Government Solutions has been executed, and we are moving forward. Carol and I continue to work on new exemptions and credit applications, and process the 2017 abatements.

Tax Collector: I composed a courtesy letter to taxpayers that paid real estate taxes in advance suggesting that they consult with their tax advisor and informing them that any requests for refunds must be returned to our office, in writing (we provided the form), on or before March 1, pursuant to NH RSA 80:57. Approximately 120 letters were prepared and mailed Friday, January 12th. We have received four requests for refunds as of this writing. The refund requests were prepared and provided to the Finance Department. Tuesday, Jan 16th, Deputy Pouliot attended the Document Management Program Presentation. We worked on the upcoming tax lien process scheduling and on Wednesday, January 17th we prepared and mailed 532 Delinquency Notices for unpaid Town taxes and 13 Delinquency Notices for unpaid Bay Sewer taxes. Friday, Deputy Pouliot received a request for a payment history on a property from 1996 to date and spent approximately one hour gathering that documentation.

Town Clerk: On Monday I swore in our new Police Chief John Monaghan III. The Clerk's office worked with Interware, our software company to implement a bar code scanner for motor vehicles and dogs. Deputy Remson and I attended a Webinar on Wednesday for new Legislature being introduced this year.

Public Works & Facilities: The Highway crew began the week making sure that Town roads were all set after the ice and freezing rain event. They continued the week plowing, salting, and sanding during the mid-week snow storm. Truck #7 was picked up from Liberty Truck Services and the crew fixed the plow for Truck #7 and prepared the plow/frame for the truck. The week ended with the crew making sure all the paved and dirt roads were ready for the weekend.

Facilities & Grounds: This past week the Facilities and Grounds crew continued to monitor the aqua-therms at Lee's Mills. We did some miscellaneous building repairs. Lakes Region Pump replaced the well pump at the Public Safety Building on Saturday. We continue our winter maintenance, shoveling, plowing, and salt/sanding, as well as maintaining the ice rink.

Fleet Maintenance: EQ12 JD backhoe - check out bucket issue; TRK24 09 Freightliner - test batteries, found 2 bad ones and they were replaced; TRK6 2000 GMC 8500 - adjusted sander chain assembly; TRK 15 2009 F550 - road call to States Landing, lost idler pulley and belt, replaced both parts. Readjust wing plow and repair sander light wires; TRK7 2011 International - lube chassis, replace fuel filter, repaired sander chain and adjust; TRK10 2007 Peterbilt - checked out air valve issue and replaced blower motor and wheel; TRK2 2011 F550 - replaced wing light and repair sander (auger) chain, replaced trip edge tube on 11' plow; Perform administrative duties; assisted with plowing snow at shop and roads during Wednesday's storm.

Transfer Station: Last week we shipped out 1 municipal solid waste, 2 construction & demolition and 2 single stream recycle. We had 42 units containing Freon recovered.

Moultonborough Police Department: The Police Department recorded 362 log entries, which included the following calls for service, 27 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 1 MV Accident, 3 MV Complaints, 8 residential alarms, 4 commercial alarms and 2 K-9 complaints.

Moultonborough Fire Rescue: For the period of 01/12/18 to 01/18/18, there were 12 calls for service: 5 – EMS call; 3 – Water evacuation; 1 – Assist the physically disabled; 1 – No incident found at dispatched address; 1 – Carbon monoxide alarm/detector activation, no CO found; 1 – Smoke detector activation, unintentional, no fire. During this period, automatic aid response was received from Center Harbor for one incident. No mutual aid was given or received. One overlapping incident occurred during this period.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:27 mins/sec.
	Average Night/Weekend response time	15:04 mins/sec.

Operations: 1/12 - Chief Bengtson conducted an inspection for the installation and operation of oil burning equipment at an Ames road residence. 1/16 - Chief Bengtson participated in the noon conference call with NH Homeland Security & Emergency Management for the Tuesday/Wednesday storm. 1/17 - The truck committee met with a vendor to revise specifications. 1/18 - EMS Continuing education training on immunological emergencies.

Land Use Office: I prepared for and attended the Master Plan Steering Committee (MPSC) meeting. The MPSC conducted final review of the draft Housing Chapter of the Master Plan and gave its authorization for the Town Planner to forward the draft Housing Chapter to the Planning Board for final editing and approval to move the Housing Chapter forward to Public Hearing and subsequent adoption into the Master Plan. I prepared for and met with officers/representatives of the Loon Preservation Committee and their consulting land surveyor concerning the proposed expansion of the existing administrative office building as well as the construction of a new staff housing building on the same property. I provided on-going administrative and technical support to the newly formed Community Development Advisory Committee (CDAC). Also contacted a possible candidate for appointment to the CDAC. I continue contacting possible candidates for appointment for a seventh member of CDAC. I also contacted Small Business Development Center concerning possible assistance to Moultonborough's community development initiative.

Recreation Department: Last Thursday, the MRD kicked off a collaborative program with the Library. Donna Tatro and Sharon Gulla started the Music and Movements program, which is offered to toddlers. This is a free program that runs on Thursday's from 10-11 a.m. The children and parents, danced and laughed while they engaged with other children through music. This fun-filled program runs until February 22nd. On January 28, the annual Family Skating Party takes place from 2-4 p.m. at the ice rink. 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. The free event will run 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 will team up again with Castle in the Clouds to offer a Cardboard Box Sled Derby. 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 we are hoping there is enough snow for it to take place!!

Important Dates to Remember

Neighboring Towns Selectmen's Meeting, January 23, 2018, 6:30 PM

Board of Selectmen's Work Session, January 25, 2018, 2:30 PM

Board of Selectmen's Meeting, February 1, 2018, 7 PM

Board of Selectmen's Meeting & Budget/Capital Items Public Hearing, February 8, 2018, 7 PM

Board of Selectmen's Meeting 7 PM & Public Hearing Re Keno 7:30 PM, February 15, 2018

Board of Selectmen's Work Session, February 22, 2018, 4 PM

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