



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 29, 2018



Town Administrator: This past week's activities included: A meeting with Eve Klotz of Northern Human Services, final preparation of warrant articles for the Town Warrant, a meeting with Municipal Resources, Inc. (MRI) regarding new accounting software testing, a meeting with Chief Monaghan and Norm O'Neil on personnel matters, a meeting with Lakes Region Computer regarding document storage and computer systems, prepared for and attended the Northern Lakes Region Neighboring Select Boards group, prepared for and attended the Select Board's monthly work session. This coming week's activities include: A meeting with representatives from Lakes Region Planning Commission and the Northern Borders Commission regarding economic development project grants, a meeting on PD wage study, a meeting with DRA regarding updates and certification, preparing for FY17 meeting with Town auditors, preparing for and attending the Select Board's weekly meeting. Have a great week!

Finance: Nothing to report this week.

Assessor: A meeting is scheduled with the State of NH DRA and Vision Government Solutions for February 1st to discuss the 2018 Assessment Review and update. Our office continues to review new exemption and credit applications and processing the 2017 abatements. We will begin reviewing all existing applicants receiving exemptions, credits and conservation easements to ensure they still qualify for 2018.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The Highway crew began the week preparing for and unloading the new playground equipment. The week continued with the crew working to keep up with the very long freezing rain/rain event. B. Gray and J. Nave brought truck #5 to Irwin's for service repairs. The team worked the balance of the week following up on storm related issues, such as cutting trees, treatment of roads, and servicing the trucks and equipment.

Facilities & Grounds: We continue our winter maintenance on the facilities and grounds, the ice rink, as well as monitor the aqua therms at Lees Mills.

Fleet Maintenance: TRK3 2018 Dodge 3500 - deliver truck to Candia Trailer Sales for truck body; TRK 2 2011 F550 - replaced lower wing arm; TRK19 2006 Ford Ranger - replaced blower fan and pulled step brackets; 15 Tanker 3 2016 Navistar - check engine light on SCR system error and is being sent to Liberty for warranty work; EQ12 John Deere backhoe - replaced left side joystick assembly, check hydraulics; TRK15 2009 F550 dump - started replacing rear springs and brakes; Started setting up Dossier Maintenance system; plow highway garage; mix sand and load trucks; assist with plow repairs.

Transfer Station: Last week we shipped out 1 municipal solid waste, 1 construction & demolition and 2 single stream recycle. The 42 yd. packer boxes are in need of repair and we have an appointment with Atlantic Recycle for an evaluation.

Moultonborough Police Department: The Police Department recorded 342 log entries, which included the following calls for service, 25 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 4 complaints, 1 MV Accident, 1 MV Complaint, 10 residential alarms, 2 commercial alarms and 1 K-9 complaint.

Training: Jan 22nd thru Jan 26th, Off. Alberico attended the Police Academy. Jan 23rd, SRO Baker attended SART Training.

Moultonborough Fire Rescue: For the period of 01/19/18 to 01/25/18, there were 14 calls for service: 7 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Tree down, no wires; 1 – Smoke odor investigation; 4 – Smoke detector/alarm system activations, unintentional, no fire. During this period, automatic aid response was received twice from Center Harbor and once from Stewart’s Ambulance for incidents in Moultonborough. No mutual aid was given or received. There were two instances of overlapping incidents occurring during this period.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:37 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:19 mins/sec.
	Average Night/Weekend response time	10:08 mins/sec.

Operations: 1/19 - Inspection of installation of oil burning equipment on Shaker Jerry Road; 1/19 - Installation of two Supra Key Safe boxes; 1/22 - Thirteen personnel participated in an annual review of cold water and ice rescue skills at the Town Docks at Lee’s Mill. Personnel demonstrated donning suits in timed evolutions, deployment of rope throw bags for accuracy and employed self-rescue, reach, throw and go tactics for affecting rescue of persons in the water. 1/23 - Annual service of the breathing air (SCBA) cascade system and air quality test performed. 1/25 - Chief Bengtson placed the tanker out of service for a mechanical issue. The issue will be addressed by warranty coverage and repaired by Liberty International Trucks.

Land Use Office: I met with members of the ZBA re staff support for the ZBA concerning pending zoning variance applications. I prepared for and attended the Planning Board meeting. The PB conducted a final review of the draft Housing Chapter of the Master Plan and did extensive editing of the draft. The Town Planner did final editing of the draft Housing Chapter per the Planning Board’s review and it will receive final review/editing by the PB at its next meeting, getting it ready for Public Hearing and adoption into the Master Plan. I provided on-going administrative and technical support to the newly formed Community Development Advisory Committee (CDAC). Also, I contacted a possible candidate for appointment to the CDAC. I continue contacting possible candidates for appointment as a seventh member of CDAC. I contacted the Small Business Development Center concerning possible assistance to Moultonborough’s community development initiative.

Recreation Department: The Children’s Skating Program was cancelled on Tuesday, January 23, due to the snow and icy conditions. The program will be extended through January 30, to make up those lessons. The Totally Toddler Music and Movement Program, run in conjunction with the Library, is a great success. The first two weeks we welcomed 10 kids each week with a parent, and the kids are

having a blast. The program will continue Thursdays, through February 22, from 10-11 a.m. On Sunday, January 28, MRD hosted the Annual Family Skate Party. The weather was beautiful, and we had approximately 70 guests join us for a fun time. Participants enjoyed a few games on the ice, music, goodies, and a great skate! Coming up on Friday, February 2, MRD and the Castle and the Clouds are hosting a Moonlight Hike and Snowshoe event, from 5:30-8:30 p.m. in the Meadows by Shannon Pond. There will be a fire pit to warm up by and roast marshmallows, along with hot cocoa, and telescopes will be set up so patrons can view the moon and stars up close. On February 11, MRD and the Castle in the Clouds will host a Cardboard Box Sled Derby from 1-3 p.m. This event is always loads of fun to participate or watch! The Annual Father/Daughter Dance will be held at MCS on Friday, February 16, from 5:30-8 p.m. Youth basketball is going well. The 3rd and 4th grade levels have a round robin this Saturday, February 3rd at the Meredith Community Center with Meredith, Sandwich, and Wolfeboro teams. The 5th and 6th grade boys will have a double elimination tournament with Meredith teams and the girl's 5th and 6th grade will play a surrounding town. All levels will end on Saturday, February 17th.

Important Dates to Remember

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