

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 5, 2018



Town Administrator: This past week's activities included: A meeting with representatives from LRPC and the Northern Borders Commission regarding economic development and infrastructure project grants, a meeting on PD wage study, a meeting with DRA regarding property tax assessing updates and certification, preparing for FY17 audit meeting with Town auditors, preparing for and attending the Select Board's weekly meeting, a meeting with the Town engineer on development projects third party reviews, a meeting with the Town Assessor on utility values, solar exemption and a Fairpoint RTK request. I facilitated the rotary lift bid opening on Thursday. This coming week's activities include: Assisting the auditors with the FY17 audit, coordinating and preparing the FY18 budget hearing presentation, finalizing the 2018 Town Warrant for legal and DRA review, and preparing for and attending the Select Board's weekly meeting, Have a great week!

Finance: Nothing to report this week.

Assessor: Walter and I met with the State of NH DRA and Vision Government Solutions. We will be reviewing the sale properties and pickups (building permits) the beginning of March. I will assist Vision with reviewing and qualifying the sale properties. We continue to work on 2017 abatements, exemptions, credits, conservation and updating barn easement files to ensure they all qualify for 2018.

Tax Collector: Nothing to report this week.

Town Clerk: The month of January 2018 the Town Clerk's office processed: 798 Motor Vehicle registrations, 42 Boat registrations, 108 Titles, 21 Vital Records (Birth, Death, Marriage, Divorce), 69 Dog licenses, 136 Aqua therm permits, 4 Wetland Applications, 26 UCC filings and various miscellaneous services. Last week we received candidate filings to compile the ballot this week for the Town and School ballots. We worked on printing other election forms and information for the March election.

Public Works & Facilities: Highway started the week by mixing salt/sand and working on trucks in preparation for the next round of storms. R. DeDucca met with salesmen and other highway departments to continue researching sidewalk plowing. The crew continued cutting trees and branches that had come down from the last ice/freezing rain storm. The week ended with a couple of small snow/freezing rain storm events.

Facilities & Grounds: F&G crew continues to maintain the ice rink which gets a lot of use at this time of the year. The crew removed the Christmas tree and village wreaths. The Lee's Mills aqua therm continue to be monitored in preparation for this weekend's fishing derby.

Fleet Maintenance: TRK15 2009 Ford F550 - Install passenger side spring pack replaced all brakes and rotors. Replaced rear calipers and bled brakes. Replaced left front wheel bearing assembly. Replaced starter assembly, replaced plow lift pistons; EQ12 John Deere backhoe - helped Nortrax diagnose bucket issue; EQ13 Komatsu WA180 - perform 500 hr. service and work on follow ups, waiting for correct

glass for windshield replacement; EQ14 CAT 926m loader - set up for service; TRK 7 2011 Navistar Workstar - replaced main hydraulic line from pump to valve body; Load trucks on Sunday and retorque u bolts on TRK 15; Perform administrative duties.

Transfer Station: Last week we shipped 1 municipal solid waste, 1 construction & demolition and 1 single stream recycle. We also burned brush and cleaned up the facility from the snow.

Moultonborough Police Department: The Police Department recorded 350 log entries, which included the following calls for service, 19 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 3 MV Accidents, 4 MV Complaints, 7 residential alarms, 3 commercial alarms and 1 K-9 complaint.

Training: Jan. 29th thru Feb. 2nd, Officer Alberico attended the Police Academy. Jan. 29th thru Feb. 2nd, Sergeant Boucher was a Firearms Instructor at the Police Academy.

Moultonborough Fire Rescue: For the period of 01/26/18 to 02/01/18, there were 15 calls for service: There was: 1 – Chimney fire; 8 – EMS incidents; 1 – Gas leak; 1 – Assist the Police or other; Governmental agency; 1 – Assist the physically disabled; 1 – No incident found on arrival at dispatch address; 1 – Smoke scare; 1 – Carbon monoxide detector activation due to malfunction. During this period, one automatic aid response was received from Center Harbor. No mutual aid was given or received. There were two instances of 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	5 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:00 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:33 mins/sec.
	Average Night/Weekend response time	10:16 mins/sec.

Operations: 1/31 - Installation of Supra Key Safe box at Wyman Trail residence.

Land Use Office: Nothing to report this week.

Recreation Department: The Children's Skating Program ended on January 30. The Totally Toddler Music and Movement Program (Thursdays, 10-11 a.m.), run in conjunction with the Library, continues to be a great success and will end February 22. The Moonlight Hike and Snowshoe event for February 2 was canceled due to very cold and windy conditions. The event is organized between the MRD and the Castle and the Clouds. A make-up date for the hike will be announced. 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 in or watch! The Annual Father/Daughter Dance will be held at MCS on Friday, February 16, 5:30-8 p.m. Youth basketball is going well with the 3rd & 4th grade level having their round robin last Saturday at the Meredith Community Center with Meredith, Sandwich, and Wolfeboro teams. The 5th & 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 & 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

Presidents' Day, All Non-Emergency Depts. Closed, February 19, 2018

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

Department Head Meeting, Tuesday, February 13, 2018, 9 AM