

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 12, 2018



Town Administrator: This past week's activities included: 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. I finalized the MPD CBA amendment negotiations. This coming week's activities include: Preparing for the second budget hearing, coordinating and facilitating the monthly Department Head meeting, attending the quarterly JLMC meeting, meeting with the Town Assessor and contract utility appraiser, meeting with a representative from Meredith Village Savings Bank, preparing for and attending the Select Board's weekly meeting. On Friday I will be attending the monthly MMANH meeting and training. Have a great week!

Finance: Nothing to report this week.

Assessor: Walter and I are scheduled to meet with the Utility Appraiser to discuss the values and contract for 2018. I updated the exemption and credit information on the Town's website; all forms are consistent and current with state laws and rules. We continue to work on 2017 abatements, exemptions, credits, conservation and barn easement files to ensure they all qualify for 2018.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week began with a snow/sleet storm event and continued with a large snow storm event. R. DeDucca finalized the research on sidewalk maintenance and road side mowing. The crew finished the week by doing maintenance and preparing all the trucks and equipment for the multiple snow/sleet/rain events predicted for the weekend. R. DeDucca and S. Sorell went to multiple dealerships to begin the research on the new 6-wheeler dump truck to replace the 2000 GMC. The week ended with multiple sleet/freezing rain/rain events.

Facilities & Grounds: F&G continues winter maintenance and making ice at the skating rink. This past week the generators at the PSB, Highway garage, Academy, and the Neck fire station received bi-annual maintenance with some minor repairs to be scheduled.

Fleet Maintenance: TRK 5 2015 F550 - sander issues, replaced spinner shaft bearing block, unjam sander; TRK9 2014 Kenworth - reinstall plow center pin that fell out and re-secure; TRK11 2016 F350 - perform L.O.F. service and repair tire; TRK7 2011 International - replaced driver side mirror head, checked plow; EQ12 John Deere backhoe - helped Nortrax with bucket issue, Nortrax was calibrating controller; assisted with winter road maintenance on Saturday and Sunday

Transfer Station: Last week we shipped out 2 municipal solid waste, 1 construction & demolition and 2 single stream recycle. We had 13 Freon units recovered on Tuesday. The staff at the facility spent a good part of Thursday cleaning up after Wednesday's snow fall.

Moultonborough Police Department: The Police Department recorded 321 log entries, which included the following calls for service, 19 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 2 complaints, 0 MV Accidents, 3 MV Complaints, 6 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Training: Feb. 5th and 6th, MPO Melanson and Officer Pare attended Solo Officer Rapid Response training. Feb. 5th - 9th, Off. C. Alberico attended the Police Academy.

Moultonborough Fire Rescue: For the period of 02/02/18 to 02/08/18, there were six calls for service: 2 – building fires; 1 – Passenger vehicle fire; 3 – EMS incidents. There was no automatic aid given during this period. One mutual aid response was received from Center Harbor and one mutual aid response given to Holderness. There were two overlapping incidents during this period.

<u>Staffing:</u>	Overall average staffing per incident	6 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	7 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:43 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:25 mins/sec.
	Average Night/Weekend response time	16:12 mins/sec.

Operations: 2/4 - Tanker 1 responded on a request for mutual aid to Holderness for a building fire. The tanker delivered one load of water and then was placed out of service for a mechanical issue. It will be sent to Liberty International Truck on 2/12/18 for warranty repair. 2/5 - The Department responded to 550 Whittier Highway for a reported building fire with a person still in the building. Upon arrival the fire was found to be extinguished and no life-threatening issues remained. Chief Bengtson investigated a small fire that occurred in a storage unit, the fire was extinguished by the property owner and a passer-by who reported the fire. Smoke damaged the office area of the business and minor fire damage affected the storage unit. No injuries were reported. 2/5 - Inspection of installation of oil burning equipment at Castle Shore Road residence. 2/5 - Monthly staff meeting with Call Company officers. 2/8 - Chief Bengtson attended the Town Budget hearing and answered questions on Article 4 regarding the replacement on Engine 3.

Land Use Office: Met with Jeff Hayes, Executive Director of Lakes Region Planning Commission & Mark Scarano of Northern Borders Regional Commission (NBRC) concerning Moultonborough's economic development initiative and possible NBRC grant funding for the initiative. Met with TA Walter Johnson, MPB Chairman Scott Bartlett and Town Engineer Ray Korber in de-briefing meeting to discuss methods to improve Town review and approval process for commercial projects. Prepared for & attended meeting of the Joint Land Use Boards. Guest presenter was Town Engineer, Ray Korber and his presentation concerning more effective storm water management by the Town's Land Use boards. Attended meeting of Heritage Commission. Met with Chairs of the Conservation Commission, Planning Board and Susan Slack (LRPC) concerning the Moultonborough Bay Septic System Assessment Study. Met with Surveyor Dave Dolan, re proposed site plan for Miracle Farms Landscaping Company. Prepared for and attended meeting of the Community Development Advisory Committee (CDAC), along with resource materials and provided on-going administrative and technical support to the CDAC. Met with Heather Gronlund (Economic Development Specialist) and Beverly Mason (Rural Development State Director) concerning the Town's economic development initiative and possible Rural Development grant funding for the Town's economic development initiative. Attended Wentworth Economic Development Corporation (WEDCO) Board of Directors meeting concerning economic development. Met with Chairs of the Heritage Commission and Planning Board and TA

Walter Johnson, concerning possible grant-funded community planning, design and development projects/programs for Town-wide community development with possible focus on the Village. Conducted review and editing of the draft Housing Chapter of the Master Plan per review and comments received from Heritage Commission and Conservation Commission. The draft Housing Chapter will receive final review/editing by the PB at its next meeting, getting it ready for Public Hearing and adoption into the Master Plan. Contacted various state and federal agencies concerning possible assistance to Moultonborough's community development initiative.

Recreation Department: This past Saturday, the grade 5 & 6 boys Youth Basketball teams competed in the Meredith Tournament. Both teams played well, as the games were exciting and close in score. The grade 5 & 6 Girls team competed against Ossipee yesterday at Moultonborough Academy. Next Saturday, February 17, will be the last week for the Youth Basketball teams. The Carroll County team will continue to practice for the tournament, which occurs over February school vacation week. The Cardboard Box Sled Derby was postponed to February 25, due to the rain and ice in the forecast. MRD will host the annual Father/Daughter Dance on Friday, February 16, at MCS. We are again expecting a big turnout for the dance, with 60 participants signed up as of now. Café Services will be serving dinner, and guests will be dancing to the music by DJ Myles. We are looking forward to an exciting evening of fun! MRD has teamed up with Belmont Parks & Recreation for a trip to the Boston Flower Show, and lunch in the North End, with seats still available. The trip will take place on March 14, with a snow date of March 15. The Music and Movement toddler program, run in conjunction with the Public Library is going great, and well attended. We have two weeks left in the current session, and a second session is planned to start up in April.

Important Dates to Remember

Board of Selectmen's Meeting 7 PM/Public Hearings Budget #2 & Keno, February 15, 2018
Presidents' Day, All Non-Emergency Departments Closed, February 19, 2018
Board of Selectmen's Work Session, February 22, 2018, 4 PM
Department Head Meeting, Tuesday, February 13, 2018, 9 AM