



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 20, 2018



**Town Administrator:** This past week's activities included: preparing for the second budget hearing including working with the Finance Director to obtain Warrant article approval from Town Counsel and DRA, coordinating and facilitating the monthly department head meeting, attending the quarterly JLMC meeting, a meeting with the Town Assessor and our contract utility appraiser regarding contract services, a meeting with representatives from Meredith Village Savings Bank, prepared for and attended the Select Board's weekly meeting and attended the monthly MMANH meeting and training. This coming weeks activities include: preparing for and attending the Select Board's monthly work session, preparing responses to questions regarding the marketing RFP, preparing the final FY18 budget postings for the website, and attending the Conservation Commission meeting. On Friday I will attend the upper Lakes Region managers meeting and training. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** Walter and I met with the Utility Appraiser to discuss the utility property values and 2018 executed contract. I am working with the State of NH Equalization Bureau to finalize the Town's 2017 statistics. I attended the NH Association of Assessing Officials (NHAAO) monthly educational meeting. Carol and I continue to work on 2017 abatements, exemptions, credits, conservation and barn easement files to ensure they comply with the state laws and rules for 2018. Vision Government Solutions (Vision) will begin measure and listing properties the beginning of March for those that obtained a building permit or were under construction as of April 1, 2017. Vision will also be measuring and listing properties that sold within the year to ensure the data on the property record card is accurate.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The team began the week with another sleet, freezing rain, and rain storm event. They continued the week pushing back snow banks, sanding icy roads, and doing maintenance on trucks. R. DeDucca, S. Sorell, and J. Nave went to multiple public works departments in southern New Hampshire to finalize the research on the type of truck, plow/sander setup, and body to replace truck #6. The team ended the week plowing, sanding, and salting a snow storm event.

**Facilities & Grounds:** This past week buildings and grounds did a lot of routine winter maintenance. Thursday and Friday we changed out the light bulbs in the police dept garage. We also changed all the High bay lights at the highway garage to LED. We continue to monitor the aqua therms at lees mills boat ramp.

**Fleet Maintenance:** TRK2 2011 f550: diagnose turbo issue, start pulling down to repair; Car 141 Police SUV: performed service; TRK10 2007 Peterbuilt: check clutch adjustment; Went to Towns of Londonderry and Lee to inspect a Western Star truck and Proline body before specifying out new truck; Replaced plow on truck 7, need to replace center pin.

**Transfer Station:** This week we shipped out 1 municipal solid waste and 1 single stream recycle. We shipped out our electronics that contained 13 pallets of T.V.'s, 1 pallet of computer towers, 900 lbs. of electric cord wire, 140 smoke detectors and 30 cell phones.

**Moultonborough Police Department:** Nothing to report this week.

**Moultonborough Fire Rescue:** For the period of 02/09/2018 to 02/15/2018, there were six calls for service: There was: 2 – EMS incidents, 1 – Motor vehicle accident with no injuries, 1 – No incident found upon arrival at dispatched location, 1 – Alarm sounded due to malfunction, 1 – Alarm system activation, no fire, unintentional. There was one Automatic Aid during this period from Tuftonboro. One mutual aid response was received from Center Harbor. One mutual aid response given to Holderness. There were no overlapping incidents.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	10:39 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:49 mins/sec.
	Average Night/Weekend response time	11:34 mins/sec.

**Operations:** 2/9 - Chief Bengtson attended the Lakes Region Mutual Fire Aid Chief's Breakfast hosted at the LRMFA communication center in Laconia. Fire Marshal William Degnan gave a presentation on the status of the State Fire Code update and an overview of House & Senate bills being proposed during the current session. 2/9 - Chief Bengtson met with William Wood, Bureau of EMS Region I coordinator to receive a Zoll AED. The AED was being replaced by the Lakes Region Mutual Fire Aid communications center and was offered to any member department. Chief Bengtson requested it and Coordinator Wood updated the programing, replaced the batteries and pads before bringing it to the fire department. The addition of this AED places more than two dozen AED's in the community between public safety units and those located in local businesses and school. 2/9 - Inspection of the installation of oil burning equipment at a Castle Shore Road residence. 2/13 - Chief Bengtson attended the monthly Department Head staff meeting with the Town Administrator and then participated in the Joint Loss Management Committee meeting that followed. 2/14 – The tanker was returned to service after being serviced at Liberty International Truck for selective catalytic reduction issues. All work was covered under warranty at no cost to the Town. 2/15- Chief Bengtson attended the second public hearing on the proposed 2018 FY budget. No questions were directed to the chief on articles pertaining to the fire department.

**Land Use Office:** Prepared for & attended pre-construction meeting concerning Tamarack subdivision site work. Attending meeting were myself, Ray Korber (Town Consulting Engineer), Brian Allen (property owner/developer), Rob Ambrose (Site work contractor), and Dan Ellis (Developer's engineer) as well as Bill Rollins and Nancy Spaulding of NH DOT District 3.. Checked site work, hammer head road and storm water management construction for compliance with plans as approved by Planning Board. Attended meeting of Heritage Commission. Attended Economic Development meeting sponsored by PLAN NEW HAMPSHIRE at the NH Law School. Meeting concerned economic development and community resources and attributes. Met with Robin LeBlanc after the meeting re application for assistance re economic development in Moultonborough. Met with Bill Gassman, member of Conservation Commission, re draft Housing Chapter of Master Plan. Prepared for and attended Planning Board meeting. Agenda items included final review of Housing Chapter of Master Plan , request for voluntary merger of two adjoining lots and up-date re the Kona property proposed

development. Contacted various state and federal agencies concerning possible assistance to Moultonborough's community development initiative.

**Recreation Department:** Last Friday, MRD hosted the annual Father/Daughter Dance at MCS. The event was another success, with 76 guests attending. Catered by Café Services, guests enjoyed a delicious turkey dinner, and danced to great music choices by DJ Myles Currier. On Tuesday, February 20, MRD Staff has planned an informational question & answer session for the new summer camp full day option. The session will take place in the multi-purpose room at MCS at 6:00pm. The Flower Show Trip is filling up, with less than 10 spots available. The trip will take place on Wednesday, March 14, with a snow day on March 15. The trip is being run in conjunction with Belmont Parks & Recreation. Next week, the Carroll County Basketball Teams will compete in the Carroll Country Tournament, which will take place in Bartlett and North Conway. Good luck to the two teams!

**Important Dates to Remember**

**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, March 6, 2018, 9 AM\***