

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 26, 2018



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**Town Administrator:** This past week's activities included: Prepared for and attended the Select Board's monthly work session, prepared responses to questions regarding the marketing RFP, prepared the final FY18 budget postings for the website and other public locations, attended the upper Lakes Region Managers meeting and training, attended a presentation on new fund accounting software program, attended the TRC review on site changes to the Miracle Farm business on Moultonboro Neck Road. This coming week's activities include: Prepare a draft of the Select Board's Town Meeting information newsletter, prepare RFPs for capital items, conduct the bid opening for the Town Marketing Proposals, attend a payroll software presentation, prepare for and attend the Select Board's regular weekly meeting. I will be out of the office Tuesday through Thursday morning, but available if needed by email. Have a great week!

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

**Assessor:** The State of NH DRA Equalization reported the 2017 Town statistics as follows: Median Ratio is 94.44, COD is 13.54, and the PRD is 1.03. These results fall within the ASB and IAAO ranges. 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 to measure and list 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 past year to ensure the data on the property record card is accurate. The State of NH DRA will be in the field reviewing properties to ensure the Town data is accurate. Meetings will be scheduled in March with Cristina Ashjian, Heritage Commission, and Bob Ward, Town Planner, to schedule visits and submit a yearly report concerning the Barn Easements.

**Tax Collector:** We prepared and mailed 242 lien notices which were sent by certified mail, return receipt. There are just over \$258,000 real estate taxes remaining due. Deputy Pouliot and myself have spent a considerable amount of time on the telephone and emailing with two taxpayers who have their taxes escrowed but their banks have not paid the taxes. To assist them we have spoken several times to the escrow departments, emailed and faxed copies of the bills and balance due reports to the two banks. If the payments are not received, our recommendation to the taxpayers will be to contact the NH Banking Commission. We met with the Director of the Agape Community Church, discussed the tax deeding and liening process and provided him with the amounts due and contact information of the Bay District Sewer Commissioners. I have spoken several times with two of the Commissioners regarding the status of the account. Mark Borrin indicated that the Director did contact him by email requesting that the Sewer District abate all balances due (approximately \$16,000 in liens, taxes, interest and costs). We emailed Mr. Borrin a breakdown of the balances due for each levy. I have spent considerable time speaking with the Bay Sewer District's attorney and the Commissioners regarding this matter which dates back to 2009. This is a very complicated matter and I am awaiting the Commissioners' decision regarding whether they wish to abate all or a portion of the amounts due, proceed with tax deeding the property or let the liens remain on the property. As I indicated before, it is further complicated by the Town's tax lien which is scheduled to be placed on the property April 4<sup>th</sup> for unpaid 2017 real estate

taxes. We also prepared and mailed 8 certified lien notices for the Bay Sewer District. Deputy Pouliot is working on a right to know request involving assessed values and taxes paid back to 1983. This research is a little more time consuming as the information is no longer in our computers and she must resort to pulling the printed data for each year requested and photocopying them.

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

**Public Works & Facilities:** The Highway team began the week pushing back snow banks on all roads and intersections throughout Town. The week continued with the crew solving some paved and dirt road pothole issues due to the extreme swings in temperatures. The week ended with a couple snow, sleet and rain storm events. C. Theriault attended a meeting with LRPC to look at finalizing the RSMS program.

**Facilities & Grounds:** The Facilities and Grounds crew continue to do winter maintenance at the various Town buildings, snow plowing, treating sidewalks and ice rink maintenance. We continue to monitor the aqua therms at States Landing docks.

**Fleet Maintenance:** TRK 5 2015 F550: Rebuild wing arm assembly upper arm and repair lower arm, adjust sander chain before it was put back in; Trk10 2007 Peterbilt - adjusted clutch (had to free up adjustment ring, unit was seized); TRK7 2011 International - pulled on-spots to retighten U-bolts to repair clunking, drilled out broken axle studs on pass, rear axle and replace; work on bid specs for new wheeler purchase; TRK4 - check tire sensor fault and repair wires under truck; TRK 9 2014 Kenworth - replaced bolt in lower wing arm; 15 Forestry 2 - check fluids.

**Transfer Station:** Last week we shipped out 2 municipal solid waste, 2 construction and demolition and 1 single stream recycle. Ken attended the LRPC work shop on Efficient Site and Materials Management.

**Moultonborough Police Department:** The Police Department recorded 699 log entries, which included the following calls for service, 93 motor vehicle stops, 6 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 8 complaints, 4 MV Accidents, 4 MV Complaints, 13 residential alarms, 4 commercial alarms and 4 K-9 complaints.

**Training:** Feb. 12<sup>th</sup> thru Feb. 23<sup>rd</sup>, Officer C. Alberico attended the Police Academy. Feb. 14<sup>th</sup>, Officer M. Bagan attended Search and Seizure training.

**Moultonborough Fire Rescue:** For the period of 02/16/18 to 02/22/18, there were five calls for service: 3 – EMS incidents; 1 – Water evacuation from building; 1 – Smoke/odor investigation. There was one automatic aid during this period from Tuftonboro. One automatic aid response was received from Center Harbor. There were no overlapping incidents.

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	2 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	12:48 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:16 mins/sec.
	Average Night/Weekend response time	22:55 mins/sec. *

\* Delayed response due to weather/road conditions

**Land Use Office:** I prepared for and attended the following meetings: The Technical Review Committee meeting concerning Miracle Farms Site Plan amendment; Zoning Board of Adjustment, a variance request was considered for the construction of a 40'x80' garage/storage building on a vacant lot on the corner of Driftwood Drive and Rose Lane; and Steve Haight (Consulting Engineer) and Shannon Alther (Co-Owner of Kona Property), re proposed Site Plan and Subdivision Plan for development of Kona property. I communicated with various agencies concerning economic development for Moultonborough.

**Recreation Department:** We had to turn the Cardboard Box Sled Race into a virtual contest for a second year due to the weather not cooperating. On Tuesday, February 20, MRD Staff held an informational question and answer session for the new summer camp full day option. There were about 20 parents in the crowd. Last Thursday, February 22 we wrapped up the Music and Movements program. The program had an average of 10 children and around 10 or 11 adults that showed up and grooved. The Totally Toddler play group will continue from Thursday, March 1 – March 29. A new Music and Movement session will be starting up in April! The Flower Show Trip is filling up, with less than 10 spots available and 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. This Wednesday, February 28, Donna Tatro and Dan Sturgeon will be running a SafeSitter Babysitting course at the Holderness Fire Department for the Holderness Recreation. Any surrounding town's children can take advantage and sign up for this course. Youth basketball is just about wrapped up, except for the Carroll County Tournament, to be held in Bartlett and North Conway. Good luck to the two teams!

**Important Dates to Remember**

**Board of Selectmen's Meeting, March 1, 2018, 7 PM**

**Board of Selectmen's Meeting, March 8, 2018, 7 PM**

**Election Day, March 13, 2017, Public Safety Building, 7 AM to 7 PM**

**Board of Selectmen's Meeting, March 15, 2018, 7 PM**

**School & Town Meeting, March 17, 2018, Moultonborough Academy, 9 AM**

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

**\*Department Head Meeting, Tuesday, March 6, 2018, 9 AM\***