

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



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**Town Administrator:** This past week's activities included: Participated in a conference call meeting with Town Counsel regarding the Conservation Commission's pending land purchase, prepared for and facilitated the monthly Department Head meeting and their review of the Local Emergency Operations Plan, finalized the Town Meeting Newsletter, continued review of employee performance reviews, continued work on RFP, and reviewed marketing plan proposals. This coming week's activities include: Issuing an addendum for the fire truck RFP bid date, assisting with preparations for election day, preparing for Town Meeting, working with the Town Planner to complete Plan NH grant application, preparing for and attending the Select Board's regular meeting, meeting with the HR manager on staff training program. On Friday afternoon I will be attending the monthly MMANH meeting and training. 2017 Town Reports are available at Town Hall and the Library. Have a great week!

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

**Assessor:** The deadline for filing abatements for taxpayers was March 1, 2018. All subdivisions, boundary line adjustments, and lot mergers that occurred after 4/1/17 have been entered in to Vision. The information and maps will be updated on the Town's website. All property record cards for building permits and properties that were under construction have been printed and are ready for Vision to measure and list. VGSI will begin field work the week of March 20th. The State of NH DRA will be in the field reviewing properties to ensure the Town data is accurate. If a taxpayer has any questions during this process, please do not hesitate to contact the Town Office or the Police Department.

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

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

**Public Works & Facilities:** The Highway team started the week plowing, salting and sanding due to a small snow storm. The crew continued maintenance and preparing all the trucks and heavy equipment. The week ended with more plowing, salting, and sanding due to the large snow storm event.

**Facilities:** This past week F&G continued winter maintenance at the Town buildings. I attended the monthly Department Head meeting and the Emergency Operations Plan meeting that was hosted by Chief Bengtson. We continue to monitor the aqua therms at Lee's Mills.

**Fleet Maintenance:** TRK9 Kenworth: Repaired plow light; TRK7 International - repaired air leaks, replaced batteries, terminal ends; TRK10 Peterbilt - repaired back of truck air leak, replaced modulator valve, tightened/re-secured center pin on plow; CAR 161 MPD interceptor (SUV) - routine service (lube/oil/filter); EQ14 CAT 926M loader - replaced side door gas struts, checked tires for correct pressure; TRK5 F550 - adjusted hydraulics; Trk9 Kenworth - repair D.V.I.R. issues; EQ25 Case skid steer - repair wires for blower, rebuilt spare wing trip block; Rebuilt shop's air gun.

**Transfer Station:** Last week we shipped out 2 municipal solid waste, 1 single stream recycle and 1 construction and demolition. Attendants spent part of Thursday cleaning up from the snow storm.

**Moultonborough Police Department:** The Police Department recorded 485 log entries, which included the following calls for service, 44 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 1 complaint, 3 MV Accidents, 2 MV Complaints, 9 residential alarms, 2 commercial alarms and 2 K-9 complaints.

**Training:** March 5<sup>th</sup>, Off Pare Intox Recert Training; March 5<sup>th</sup> & 6<sup>th</sup>, Sgt Boucher Firearms Instructor at PS & Trg; March 5<sup>th</sup> - March 9<sup>th</sup> MPO Melanson at FBI Leeda Training; March 5<sup>th</sup> - March 9<sup>th</sup>, Off C Alberico attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 03/02/18 to 03/08/18, there were 14 calls for service: 1 – Chimney fire; 8 – EMS incidents; 1 – Electric powerline down; 1 – Assist the physically disabled; 1 – No incident found at dispatched address; 1 – Smoke investigation; 1 – Alarm system activation, no fire, unintentional. Automatic Aid was received three times from Center Harbor, once from Stewart’s Ambulance and once from Tuftonboro. Given to Sandwich once. Mutual Aid was given to Sandwich once. There were three instances of overlapping incidents occurred.

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	09:48 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:10 mins/sec.
	Average Night/Weekend response time	13:20 mins/sec.

**Land Use Office:** Attended workshop “Density Done Well” sponsored by NH Housing Finance Authority. The topic was planning and design for medium to high density housing development for small communities. Attended pre-application workshop sponsored by Northern Border Regional Commission for potential applicants for NBRC grant funding. Intended project is for sidewalk development or sewer infrastructure in Moultonborough Village. Attended LRPC/TAC meeting re highway corridor planning projects. Work meeting with TA Johnson preparing application to Plan New Hampshire for charrette project focused on Taylor property. Drafted charrette application narrative for Plan New Hampshire focused on Taylor property. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** The Boston Flower Show trip is scheduled for Wednesday, March 14. On Tuesday, a decision will be made about postponing the trip to the scheduled snow date, Thursday, March 15. Our fourth session of our after school program, Beyond the Bell began last week, with 19 students currently enrolled in the program. Softball and T-Ball information was distributed through MCS to students in K-6. The registration deadline is April 12 for both programs. Last Saturday, March 10, Donna T. attended a Suicide Recognition and Prevention training session. The session focused on various warning signs in youth, and what to do if you see signs or if someone confides in you.

### **Important Dates to Remember**

**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, April 3, 2018, 9 AM\***