



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 2, 2018



Town Administrator: This past week's activities included: Vacation! This coming week's activities: Meetings with 1) DPW Director on a number of matters pending with the department including road projects, contracts, permit applications, seasonal and part time staff hiring, bid awards, Highway Garage fuel depot compliance improvements, and pending RFPs; 2) Chief Monaghan on personnel and budget matters; 3) Chief Bengtson regarding personnel, school generator fuel tank compliance issues; 4) HR Manager regarding upcoming employee training sessions, and 5) representative at Inception Technologies regarding our document project. I will prepare for and coordinate the monthly Department Head meeting, review employee performance evaluations, review and prepare RFPs for the coach bus and park pavilion, prepare for and attend the Select Board meeting. Have a great week!

Finance: Nothing to report this week.

Assessor: Information pertaining to the solar exemption adopted at the 2018 Town Meeting has been placed on the Town's website. Taxpayers who have solar panels on their property can apply for the solar exemption by April 15, 2018 for the 2018 tax year. The solar exemption will be in the amount equal to 100% of the assessed value of the qualifying solar energy system. Vision Government Solutions (Vision) started visiting properties for property owners that obtained a building permit or were under construction as of April 1, 2017. If a homeowner has any questions during this process, please do not hesitate to contact the Town Office or the Police Department. The religious/educational/charitable BTLA A-9 forms have been mailed to entities receiving a tax exemption. All forms are due in the Assessing Office on or before April 15, 2018.

Tax Collector: Nothing to report this week.

Town Clerk: During the month of March the Town Clerk's office processed 786 - Motor Vehicle Registrations, 44 - Boat Registrations, 127 - Titles, 27 - Vital Records (Birth Death, Marriage, Divorce), 155 - Dog Licenses, and various miscellaneous services.

Public Works & Facilities: The Highway crew began the week cutting and chipping trees on Severance Road. They continued the week grading Evans, Bodge, Randall, Lees Mills, Blake, Red Hill, Sibley and Greenes Basin Roads. The week ended by doing maintenance work on multiple culverts and fixing potholes throughout Town.

Facilities: This past week the Facilities and Grounds crew started to clean up the Pathway and laying out the location for the pavilion. We also started reviewing applications for the seasonal and part time laborers. We continue to monitor the aqua therms.

Fleet Maintenance: TRK 4 2012 F350 pick up - Installed road temp system, performed PM service with an oil change; TRK6 2000 GMC 8500 dump truck - replaced fuel tank strap, repaired strobe lights, welded exhaust, replaced o-rings in quick connect fittings, installed fuel filter; CAR 162 2016 Ford cruiser (sedan) - PM service, swap out snow tires with summer/all season tires. The new column lifts

were set up and received training on its operation. Performed administrative duties and picked up new state inspection stickers.

Transfer Station: Last week we shipped 1 municipal solid waste, 1 single stream recycle, 1 construction/demolition container and a 60-yard container of scrap metal. We will be starting the process of restoring the packer boxes using Atlantic Recycling. The seasonal people are starting to come in and utilize the facility.

Moultonborough Police Department: The Police Department recorded 289 log entries, which included the following calls for service, 32 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 3 MV Accidents, 4 MV Complaints, 4 residential alarms, 4 commercial alarms and 2 K-9 complaints.

Training: March 26th - March 30th, Off. C. Alberico attended the Police Academy.

Moultonborough Fire Rescue: For the period of 03/23/18 to 03/29/18, there were eight calls for service: 3 – Emergency medical incidents; 1 – Assist the physically disabled; 1 – No incident found at dispatched location; 2 – Alarm sounded due to malfunction; 1 – Smoke detector sounded due to malfunction. Automatic Aid: None during this period. Mutual Aid: Once from Center Harbor for a fire alarm activation on Aspen Drive. Overlapping Incidents: None.

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| <u>Staffing:</u> | Overall average staffing per incident | 5 firefighters |
| | Average Daytime (7 AM-5 PM, Mon-Fri) staffing | 6 firefighters |
| | Average Night/Weekend/Holiday | 2 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 07:31 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 04:12 mins/sec. |
| | Average Night/Weekend response time | 13:01 mins/sec. |

Operations: 3/26 - The Department conducted PPE SCBA training. Personnel reviewed the personnel protective clothing worn by firefighters and its limits. Personnel were then timed in the donning of their personnel protective equipment and self-contained breathing apparatus to demonstrate proficiency in its use.

Fire Permits: The Fire Wardens of Center Harbor, Meredith and Moultonborough will be jointly publishing in the Meredith News a date of April 9, 2108 for when fire permits will be required. Conditions in Town may require fires permits prior to April 9 and will be determined on a case by case basis. NH Fire permit laws require a fire permit any time there is insufficient cover to prevent the combustion or ignition of woodland fuels like grass, leaves and brush. Adequate ground cover is defined as the following, “Ground Covered with Snow” means the area within a 100’ radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished. Fire permits can be obtained from the Fire Warden or online at www.nhfirepermit.com

Land Use Office: Met with Assessing Department re Barn Easement Program. Met with HR Administrator re inter-departmental communication. Prepared for and attended Planning Board meeting. Agenda included minor (2-lot) subdivision at 290 Holland Street and boundary line adjustment/conditional use permit/site plan for commercial property on Moultonboro Neck Road. Planning Board continued discussion concerning engineering review of proposed development projects (site plan and subdivision applications). Conducted driving tour (with Planning Board Chairman and commercial property owners) of “West Village” area adjacent to Center Harbor town line, to look for

possible commercial/mixed use/high density residential possibilities. Attended conference sponsored by New Hampshire Economic Development Association concerning economic development and workforce housing held at the Derry Municipal Building. Continued communication with various agencies concerning economic development for Moultonborough.

Code Enforcement: Don Cahoon attended the Zoning Board of Adjustment meeting (3/21/18) concerning Stephen Bradley's request for a variance for a proposed directional sign larger than permitted by the Zoning Ordinance to be located on the Berry Pond Center property.

Recreation Department: Early bird registrations will be accepted for Youth Softball and T-Ball until Thursday, April 5. The registration deadline is April 12. Clinics for grades 2-6 will run on Saturdays April 7th and 14th at Moultonborough Academy. MRD is offering a trip to Boston on April 23. Guests will visit either the Museum of Fine Arts or the New England Aquarium. There are still seats available for this trip. The Toddler Music & Movement spring session begins on Thursday April 5 and is run in conjunction with the Public Library. As the winter session was well attended, MRD and the Library added a spring session on Thursdays, from 10-11 a.m. at the Recreation Department. Next week, April 13, is our Mother/Son BBQ. The event will take place from 6-8 p.m. at MCS. MRD has some fun activities planned for the evening, as well as a BBQ dinner prepared by Café Services. The deadline to sign up is Friday, April 5 so that food can be planned accordingly. The event is open to boys in grades 2-6, and their moms or grandmothers. Summer camp planning is coming along well. Registrations will open by April 16th for all camps.

Important Dates to Remember

Board of Selectmen's Meeting, April 5, 2018, 7 PM

Board of Selectmen's Meeting, April 12, 2018, 7 PM

Board of Selectmen's Meeting, April 19, 2018, 7 PM

Board of Selectmen's Work Session, April 26, 2018, 4 PM

Department Head Meeting, Tuesday, April 3, 2018, 9 AM