

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 19, 2018



Town Administrator: This past week's activities included: Issued an addendum for the fire truck RFP bid date, assisted with preparations for election day, prepared for Town Meeting, worked with the Town Planner to complete Plan NH grant application, prepared for and attended the Select Board's regular meeting, met with HR manager on the staff training program, met with Superintendent Noyes to review road conditions communications, met with Tom Sawyer from Lakes Region Computer on document storage program, attended the Conservation Commission meeting on the land purchase, conducted the pickup truck bid opening, attended the monthly MMANH meeting and training, and attended Town Meeting. This coming week's activities: Meeting with the DPW Director on budget issues, meeting with Chief Monaghan on personnel, meeting with the Finance Director on Town Meeting results. I will be out of the office from March 20th until April 2nd. Have a great week!

Finance: Nothing to report this week.

Assessor: The deadline for filing abatements for taxpayers was March 1, 2018. Vision Government Solutions (Vision) will begin visiting properties this week for those that obtained a building permit or were under construction as of April 1, 2017. The State of NH DRA will be in the field reviewing properties to ensure the Town data is accurate. If a homeowner has any questions during this process, please do not hesitate to contact the Town Office or the Police Department. At Saturday's Town Meeting, the voters approved to adopt the solar energy tax exemption (Article #16). Vision will be valuing solar panels in 2018. 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. If you have a question pertaining to the exemption, please do not hesitate to contact the Assessing Office.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week began for Highway with the team doing the last few maintenance requirements in preparation for the predicted snow storm. The crew continued the week plowing, salting, and sanding during the large snow storm event. The week ended by pushing back and shelving snow banks throughout Town.

Facilities: This past week the Facilities & Grounds crew, along with the help from the Highway Department set up the voting booths at the Public Safety Building for Election day. We continue with the winter maintenance from the past snow storms and monitoring the aqua therms at the Lee's Mills docks.

Fleet Maintenance: TRK15 09 F550: Replaced hydraulic oil filter and recheck U-bolts; TRK 7 11 Workstar - performed p.m. service, repaired on spots, repair shifter; EQ25 Case skid steer – installed/repaired heater assembly, replaced coolant sensor; TRK6 2000 GMC - replaced lower wing arm and

fitting on wing piston; TRK7 11 Workstar - replaced rebound spring on upper wing arm; TRK15 09 F550 - pull broken rim assembly, replaced all studs; TRK 24 Freightliner - cut wing blade edges; TRK 4 12 F350 - replaced swing hose on plow and chain u bolt; TRK9 14 Kenworth - repair on spots; TRK 2 F550 - install turbo.

Transfer Station: Last week we shipped out 1 municipal solid waste, 1 construction & demolition and 1 single stream recycle. The facility had 22 Freon container units recycled. The staff cleaned up the facility after the snow event.

Moultonborough Police Department: The Police Department recorded 348 log entries, which included the following calls for service, 42 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 3 complaints, 3 MV Accidents, 4 MV Complaints, 3 residential alarms, 3 commercial alarms and 3 K-9 complaints.

Training: March 15th, MPO Melanson attended RAD Instructor Recertification Training. March 16th, Sgt Boucher, SRO Baker and MPO Melanson attended Civilian Response to Active Shooter Events training. March 12th - March 16th, Off C Alberico was at the Police Academy.

Moultonborough Fire Rescue: For the period of 03/09/18 to 03/15/18, there were eleven calls for service: 1 – Building fire, mutual aid to Meredith; 1 – Pellet stove malfunction; 5 – Emergency medical incidents; 3 – Assist the physically disabled; 1 – Investigation of permissible burning. There was one automatic aid during this period from Stewart’s Ambulance. Mutual Aid: none. There were two overlapping incidents that occurred.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:08 mins/sec. *
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	13:16 mins/sec. *
	Average Night/Weekend response time	12:17 mins/sec. *

* Delayed responses due to winter storm conditions

Operations: 3/9 - Chief Bengtson attended a meeting with the SAU 45 Safe Schools Team. 3/15 - The department conducted an EMS continuing education training session.

Fire Permits: Many residents take advantage of winter to burn brush they have accumulated throughout the year. Winter is an ideal time to perform this task. There is usually snow on the ground and the fire danger risk is normally low. However, as we move into the later part of winter, temperatures rise, and the sun becomes stronger. Patches of open ground begin to appear, and snow cover becomes spotty. 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 abutters re Kona subdivision/site plan. Met with HR Administrator re inter-personnel communication. Prepared for and attended Planning Board meeting. Agenda included final review and setting date for public hearing for consideration of proposed new Economic and Housing Chapters of Master Plan. Also discussed engineering review of proposed development projects

(site plan and subdivision applications). Attended workshop sponsored by Lakes Region Chamber of Commerce concerning workforce housing and economic development. Workshop was held at Lakes Region Community College. Worked with TA Walter Johnson re completion of application to Plan New Hampshire for community design charrette project focused on Adele Taylor property. Continued communication with various agencies concerning economic development for Moultonborough.

Recreation Department: Youth Softball and T-Ball registrations are now being accepted at the Recreation Office. Clinics for grades 2-6 are scheduled at Moultonborough Academy Gym on April 7th and 14th. The trip to the Boston Flower Show took place last Thursday, March 15 which had been postponed from Wednesday, March 14, due to the snow and poor road conditions. The trip was successful. We are once again collaborating with Belmont Parks & Recreation for the next trip scheduled for April 23, traveling to Boston again, and offering visits to the Museum of Fine Arts or the Boston Aquarium. The last indoor session of Adult Pickleball will begin on April 3. The Recreation Department will be hosting a Mother/Son BBQ Bash on Friday, April 13, taking place from 6-8 p.m. at MCS. The meal will be catered by Café Services, and several games and activities are planned for the evening. The toddler drop-in program continues to be a popular activity on Thursday mornings. As the first session was a great success, MRD and the Library will offer a second session of Music and Movement for this group of patrons beginning on April 5th.

Important Dates to Remember

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

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