

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 16, 2018



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**Town Administrator:** This past week's activities included: Meeting with the Town Planner and others regarding fund raising for the Taylor property Charette, meeting with the Con. Com. Chair regarding the closing schedule on the Red Hill watershed property, a review of upcoming road improvement projects with the DPW Director, preparing for the regional Select Board meeting, preparing for and coordinating the employees' work place harassment training sessions on Thursday, preparing for and attending the Select Board meeting, continuing review of employee performance evaluations, meeting with Select Board member Quinlan on various matters, meeting with Chief Monaghan regarding personnel and budget matters, and meeting with Norm O'Neil and Chief Bengtson regarding personnel matters. This coming week's activities: Continue review of performance evaluations, meeting with DPW Director and Recreation Director on the pavilion and bathroom project, a meeting with Superintendent Noyes, attending the Milfoil Committee meeting, meeting with Attorney Serge on legal matters, and preparing for and attending the Select Board meeting. Have a great week!

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

**Assessor:** The deadline for taxpayers who have solar panels on their property to apply for the solar exemption is April 16, 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. I started the process of reviewing the trailers/campers in the campgrounds to ensure the Town is taxing the right trailer to the right owner. Appointments will be scheduled in May with the owners receiving Barn Easements. A yearly visit with the Assessor and Heritage Committee is necessary to ensure they are complying with preserving the barn. Vision Government Solutions will begin verifying qualified sales that have occurred from April 1, 2017 to March 31, 2018. This is the beginning of the process for the 2018 statistical update.

**Tax Collector:** After sending the required notices, we executed liens for unpaid 2017 taxes on approximately 146 properties on April 4, 2018 at 12 noon. The total Real Estate Tax Lien was \$146,265.26 of which \$134,398.68 was for unpaid taxes and the remaining amount was for interest and costs. Those accounts are now accumulating interest at the rate of 18% per annum. I also executed a lien for the unpaid Bay District Sewer Taxes. Thereafter the required Affidavits were signed under oath, the Affidavit and list of properties was forwarded to the Selectmen and the Commissioners, the Reports of Liens were forwarded to the Carroll County Registry of Deeds for recording, the Reports were forwarded to the abstractor along with a request to search for mortgagees on each of the properties, and we emailed the delinquent lists to three banks/tax services that requested same. On April 6, 2018 we prepared and mailed 22 courtesy letters to owners of properties currently in danger of the tax deeding process for unpaid 2015 taxes with a suggestion that "now is the time to make arrangements to pay these outstanding taxes". The tax deeding process will begin in May with the tax deeding date scheduled for the week of July 9, 2018.

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

**Public Works & Facilities:** The Highway crew worked on multiple different aspects of road and fleet maintenance this week. Part of the team spent the week at Highway Garage doing maintenance on plows and heavy equipment. The rest of the team worked on drainage and cleaning culverts on the west side of Town. B. Gray and S. Sorrell attended flagger certification on Thursday. Friday, M. Kepple, T. Colby, and J. Nave went to the SWOT Ticked Off and More class to gain additional knowledge when assisting at the Transfer Station. R. DeDucca, C. Theriault, M. Kepple held multiple interviews for the seasonal and part time positions. The entire crew went to Harassment Prevention Training with Primex. The week ended with plowing, salting and sanding during a snow, sleet, and rain storm event.

**Facilities & Grounds:** Last week the F&G crew interviewed for the seasonal positions, helped the Recreation Department layout the soccer field lines for the upcoming season. Staff attended training for the Transfer Station and the harassment in the work place training with Primex. The time has come to unplug the aqua-therms. Some of the siding on the Lions Club facility building was repaired.

**Fleet Maintenance:** TRK2 2011 F550: Install plow jack on new plow; 15 CAR 1 2017 Ford SUV - perform PM-B service, reset TPMS system; TRK24 09 Freightliner - replaced broken swivel on plow lift cable; TRK9 2014 Kenworth - replaced glad-hand seals; 15 R-1 2012 HME fire truck - performed PM-B service, general inspection; EQ38 Front mounted York Rake - started to replace worn out tines; 15 E 3 1993 Freightliner FL-80 fire truck - perform PM-B service, general look over. I attended Flagger Certification Class in Manchester.

**Transfer Station:** Last week we shipped 2 MSW containers, 2 Demolition and 1 Single Stream. Tuesday, we burned brush.

**Moultonborough Police Department:** The Police Department recorded 373 log entries, which included the following calls for service, 54 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 5 complaints, 4 MV Accidents, 1 MV Complaint, 7 residential alarms, 0 commercial alarms and 1 K-9 complaints.

**Training:** 4/09 - 4/11, MPO Melanson attended FTO certification training. 4/10 Comm. Spec Samantha MacMillan attended NHEDA Dispatch Conference. 4/10 - 4/11 Comm. Spec Linda G Eldridge attended NHEDA Dispatch Conference. 4/11 Chief Monaghan attended School Shooting Training. 4/12 Chief Monaghan, Sgt. Beede, Sgt. Fulton, Sgt. Boucher, SRO Baker, Det. John, MPO Melanson and Off. Pare attended Harassment in the Work Place training. 4/9 - 4/13, Off Alberico attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 04/06/18 to 04/12/18, there were ten calls for service: 2 – Emergency Medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Extrication of a person from a structure; 1 – Arcing, shorted electrical equipment; 1 – Animal rescue; 2 – Unauthorized burning; 1 – Alarm sounded due to malfunction. There was one automatic aid from Center Harbor during this period. No mutual aid was given or received during this period. No overlapping incidents.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	09:59 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:56 mins/sec.
	Average Night/Weekend response time	09:20 mins/sec.

Operations: 4/6 - Chief Bengtson met with NH DES regarding a leak from a home heating oil tank on Severance Rd. DES is working with the homeowner and oil company to mitigate the spill. 4/11 - Chief Bengtson and Town Planner Ward met with a prospective business owner about locating a new business on Whittier Highway. 4/12 - Department full-time and Call staff attended harassment in the work place by Rick Alpers of Primex. 4/12 - Chief Bengtson conducted the monthly meeting with Call staff.

Fire Permits: Mother Nature seems to be unsure if it is spring or winter but unless the ground is covered with snow in a 100-foot radius around the edge of the fire, a fire permit is required for all open burning in Moultonborough. Conditions in Town may vary 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](http://www.nhfirepermit.com)

Land Use Office: Prepared for and attended meeting with Mark Stephens and Planning Board Chair re Site Plan Review for proposed new on-site improvements and also re compliance with Site Plan approval previously granted by Planning Board. Met with Select Board Chair, Town Administrator, and Heritage Commission Chair re Taylor Property Charrette and raising of funds from private donations for the charrette. Met with staff of the Assessing Department and Land Use Department re improvement of working environment in Assessing/Land Use office. Met with Keith Nelson, representing Loon Center, concerning proposed site plan improvements and compliance with wetland setback requirements. Met with proposed buyer of BP gas station property and Fire Chief re proposed LPG gas storage tank facility to rear of BP property. On-site meeting at Moultonborough Falls Land Conservation Area with Conservation Commission Chair re proposed parking lot. Prepared for and attended Planning Board meeting, Public Hearing for consideration of proposed adoption of two Economic Development and Housing chapters into Town Master Plan. Attended Harassment Training Workshop. Met with Town Administrator re various current Planning Board projects. Continued communication with various agencies concerning economic development for Moultonborough.

Recreation Department: The Youth Softball clinics wrapped up last Saturday, with good attendance. Registration for softball and T-ball has closed. MRD staff is looking forward to opening day on May 5, for all levels. There are still a few seats available on the trip to Boston on Monday, April 23. Guests will be visiting the Museum of Fine Arts or the New England Aquarium. The Mother/Son BBQ was a success. We had 42 guests attend the event to enjoy good food, beach ball volleyball, bowling, and other fun games. The State's Landing Beach Neighborhood Clean Up day is scheduled for Saturday, May 5, from 10-Noon. All are welcome to bring their gloves and a rake to continue the ongoing efforts of the area and preparing the beach for the season. The event will end with a "Chat & Chew" BBQ lunch. Hope to see you there!

#### **Important Dates to Remember**

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

**Board of Selectmen's Public Hearing RSA 31:95-b, Unanticipated Funds, April 19, 2018, 7:30 PM**

**All Non-Emergency Depts. Will Be Closed for Staff Training, April 26, 2018 at Noon**

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

**\*Department Head Meeting, Tuesday, May 1, 2018, 9 AM\***