

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 30, 2018



**Town Administrator:** This past week's activities included: Continued review of personnel performance reviews, a meeting with several department heads on personnel and other matters, a conference call with a Plan NH representative regarding the site visit on 5/11. I attended the coach bus bid opening, prepared for and attended the staff appreciation lunch, Select Board all staff meeting and communications training, prepared for and attended the Select Board's monthly work session, issued a RFP for the community hall roof replacement, updated the position description, issued advertisements for the Code and Compliance and Health Officer position, and attended the Lakes Region Managers/ Administrators' monthly meeting. I participated in the FEMA storm coordination conference call. This coming week's activities: Attended a reception for departing Dispatcher Linda Eldridge, attend a hearing at the PELRB in Concord, attend a TRC meeting for a site improvement project at Bald Peak, meet with the Land Use staff to prepare for Don Cahoon's departure, prepare for and coordinate the monthly Department Head meeting. On Thursday and Friday, I will be out of the office attending the annual NH Government Finance Officers Association conference. I can be contacted by text, e-mail or phone. Have a great week!

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

**Assessor:** Most of the building permits issued have been inspected and measured. Changes are being entered into the CAMA system for the 2018 tax billing cycle. Vision Government Solutions will begin visiting qualified sale properties that occurred from April 1, 2017 to March 31, 2018 to ensure the data is accurate. These sales will be utilized in establishing property values for 2018. I met with several taxpayers for current use properties and am requesting new maps showing land in current use and not in current use. We're wrapping up our review of exemptions and credit applicants. As part of NH Department of Revenue's (DRA) five-year review of the Town's assessing practices, a representative of DRA will be in the field reviewing the Town's data. DRA will mail postcards to property owners before a visit occurs, will drive a state vehicle, and have a photo ID. If any property owner has any questions or concerns, please don't hesitate to contact our 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 worked on multiple different road projects throughout Town. C. Dunn and B. Gray worked on grading roads on Blacks Landing, Blake, Caverly, Evans, Lees Mill, and Randall Roads. T. Colby and J. Nave worked on shoulder and ditching issues on the sides of Estella and Marvin Roads. J. Latulippe worked with Ruel Sweeping to begin the road sweeping on the west side of Town.

**Facilities & Grounds:** This past week F&G crew started spring cleanups at the PSB, Town Hall and the Recreation Center. We started to replace flags in the cemeteries. We attended the communication seminar on Thursday. The ramp docks were delivered to Long Island.

**Fleet Maintenance:** EQ12 John Deere backhoe: Replaced swing piston pins and bushings; Load Rite boat trailer (Fire Dept.) - replaced wheel hub assemblies and mount new tires; Car141 Police SUV - performed PM service mount and balance 4 tires, replaced wiper blades and performed state inspection; 15E3 93 KME firetruck - diagnosed shifting issues, waiting on parts; TRK15 09 F550 - set up plow jack on new plow; TRK20 07 F550 bucket truck - replaced #8 injector assembly and road test; Set up shoulder machine; EQ26 Tow behind rake - start to get ready; Went to Communication/Listening training seminar at Town Hall and received more training on the Dossier system.

**Transfer Station:** Last week we shipped out 2 municipal solid waste, 3 construction and demolition, 2 single stream recycle and 1 container of mixed scrap metal. Leaf and yard waste from residents are coming in and we are burning brush weather permitting.

**Moultonborough Police Department:** The Police Department recorded 237 log entries, which included the following calls for service, 14 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 3 complaints, 0 MV Accidents, 4 MV Complaints, 3 residential alarms, 4 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/20/18 to 04/26/18, there were 10 calls for service: 1 – Carbon monoxide alarm, no CO; 1 – Fire alarm activation, no fire, unintentional; 5 – Medical emergency incidents; 1 – Motor vehicle accident with no injuries; 1 – Brush fire; 1 – Illegal burning. There was one automatic aid from Center Harbor and twice from Stewart’s Ambulance during this period. Mutual Aid: None. Overlapping Incidents: None.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	08:49 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:36 mins/sec.
	Average Night/Weekend response time	09:22 mins/sec.

**Operations:** 4/25 - Chief Bengtson and Town Administrator Johnson attended a meeting of the Joint Intermunicipal Ambulance Service Board at the Center Harbor Municipal Building. The meeting of four towns served by Stewart’s Ambulance is intended to allow the towns to receive information on operational issues regarding the delivery of emergency medical services to the four communities. Operations Manager Stacy Meier provided an overview of staffing and resources and an update on reduction in services provided by Lakes Region General Hospital with regards to birthing center and patients being shifted to Concord. 4/26 - Staff attended the Town Employee Appreciation luncheon and communications training at Town Hall.

**Fire Permits:** Fire permits can be obtained from the Fire Warden, at Chick-A-Dee Station or online at [www.nhfirepermit.com](http://www.nhfirepermit.com)

**Land Use Office:** I conducted a complete on-site compliance verification inspection of a site plan, property located on Moultonboro Neck Road, which is now 100% in compliance with the Planning Board. I conducted a complete on-site compliance verification inspection with a landscaping company’s site plan located on Moultonboro Neck Road. This site development is not in complete compliance with the previously-approved site plan. The major area of non-compliance is storm water management. I am working with the property owner to attain 100% compliance as per decision of the MPB at its April 25th meeting. I attended the LRPC meeting in Franklin. I met with an attorney re a commercial

development. I prepared for and attended the Planning Board meeting. The major business item was the continued Public Hearing re approval of the Economic Development and Housing Chapters into the Master Plan. These two chapters were adopted and are now part of the Town Master Plan. I prepared for and attended the CIPC which set the meeting schedule for the CIP process and will run to the third week of July. I attended the Town's "Communication Training" session. I continue communications with various agencies concerning economic development for Moultonborough

**Recreation Department:** Session 5 of Beyond the Bell begins today and is the last session of the after-school program and will go through the end of May. Summer registrations are beginning to be submitted. The final draft of the brochure is currently at the printer and should be available by the end of this week. Copies will be available at the Recreation Department, Town Hall, the Public Library, and will be distributed to students at MCS. We are finalizing our summer staff including life guards and counselors. This Saturday will be a busy one for MRD. May 5, is opening day for all levels of T-Ball and Softball. We are looking forward to another great sports season. Also, on Saturday is the State's Landing Cleanup Green Up day. DPW and MRD staff, along with volunteers and some Town officials will be on hand to prepare the beach for the summer season. The neighborhood cleanup begins at 10 a.m. and will be followed by a Chat N Chew BBQ at noon. Join us and let's keep the momentum going! Coming up on May 12, MRD, Meredith Parks & Recreation, and the Lakes Region Visiting Nurse Association are excited to host a Women's Health Fair at the Meredith Community Center, from 9 a.m. to 1 p.m. There will be over 30 vendors present sharing the many services they offer in the area of wellness; including Reiki, chorus opportunities, fitness, nutrition, soul healing, financial planning, massage, outdoor recreation, essential oils and herbs, and so much more. Many vendors will offer short demonstrations and talk sessions in their area of expertise. Light refreshments will be available. The idea of the fair is to bring awareness to women of all ages of the many wellness services available in the area. The event is free and open to the public.

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

**\*Department Head Meeting, Wednesday, May 2, 2018, 9 AM\***

**Board of Selectmen's Meeting, May 3, 2018, 7 PM**

**Board of Selectmen's Meeting, May 10, 2018, 7 PM**

**Board of Selectmen's Meeting, May 17, 2018, 7 PM**

**Board of Selectmen's Work Session, May 24, 2018, 4 PM**