

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 14, 2018



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**Town Administrator:** This past week's activities included: Attended a FEMA scoping meeting for the October storm event, attended a meeting with the Village Charette team in preparation for the Plan NH interview on Friday, attended the 2<sup>nd</sup> CIPC meeting, attended the Plan NH Village Charette interview, attended a financing software review session, reviewed new CIP projects with Department Heads, continued review of personnel performance evaluations, met with Bob Ward to review Code Enforcement Officer applications, attended the annual Primex risk management conference. This coming week's activities: Meet with FD and PD Chiefs on CIPC requests for FY19, meet with new CIPC alternate member for orientation, attend the Joint Loss Management Committee quarterly meeting, attend an initial Charette planning meeting, attend the CIPC meeting, meet with Donna K. on CIPC requests for FY19, attend the monthly Milfoil Committee meeting, meet with the new Town Treasurer and Finance personnel, meet with financial software company, prepare for and attend the regular Select Board meeting, and attend the monthly MMANH meeting in Concord on Friday afternoon. Have a great week!

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

**Assessor:** Building permits have been inspected and measured by Vision Government Solutions. Changes are being entered into the CAMA system for the 2018 tax billing cycle. Vision started visiting qualified sale properties to ensure the data is accurate. The 2018 first half tax warrant was printed; tax bills will be mailed in a timely manner. As part of the State of New Hampshire, Department of Revenues (DRA) five-year review of the Town's assessing practices, a representative of the DRA will be in the field reviewing the Town's data for accuracy. DRA will mail postcards to property owners before a visit occurs. State employees will drive a state vehicle, and have a photo ID. If any property owner has any questions or concerns, please do not 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 began the week finishing ditching on Kona Farm Road. The week continued with cleaning up States Landing and Long Island beaches. The balance of the week was spent working on removing debris and putting loam on the sides of Paradise Drive to finalize this road project.

**Facilities & Grounds:** F&G continued with cemetery clean-up and began mowing the ballfield and facilities.

**Fleet Maintenance:** Truck 15 F550: Change Tires, repair coolant leak at EGR Cooler; 15R3 - diagnosed check engine light, added DEF fluid; Truck 24 Freightliner - freed up passenger rear brakes and adjust rear axle brakes; Truck 6 GMC 8500 - strip truck for trade in; Truck 9 - replaced left rear chamber

assembly; Truck 3 RAM3500 - perform L.O.F. and general look over; Car 132 - Inspect a/c system, compressor not working, swap out tires.

**Transfer Station:** Last week we shipped out 4 municipal solid waste, 4 single stream recycle, 7 construction and demolition and 1 mixed scrap metal at 50 yds. We will be screening the compost soon for the Town residents' consumption. We are burning brush weather permitting.

**Moultonborough Police Department:** The Police Department recorded 355 log entries, which included the following calls for service, 47 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 4 MV Accidents, 1 MV Complaint, 9 residential alarms, 0 commercial alarms and 1 K-9 complaint.

**Training:** 05/10/18 Sgt. Boucher attended Firearms Instructor Recert.

**Moultonborough Fire Rescue:** For the period of 05/04/18 to 05/10/18, there were 16 calls for service: 1 – Building fire; 2 – Brush fire; 7 – Emergency medical calls; 1 – Power line down; 1 -Smoke investigation; 4 – Alarms sounded due to malfunction. There was one automatic aid from Center Harbor. Mutual Aid: Once from Center Harbor, Meredith, Holderness, Sandwich, Tuftonboro, Laconia, Tamworth and Ashland. Mutual aid was provided to Sandwich once from a brush fire. Three overlapping incidents occurred (two or more incidents are ongoing simultaneously). When this occurs, multiple Moultonborough units are dispatched, or mutual aid is requested.

|                        |  |                 |
|------------------------|--|-----------------|
| <b>Staffing:</b>       | Overall average staffing per incident                | 4 firefighters  |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) staffing        | 3 firefighters  |
|                        | Average Night/Weekend/Holiday                        | 4 firefighters  |
| <b>Response Times:</b> | Overall average response time of first arriving unit | 11:41 mins/sec. |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 04:20 mins/sec. |
|                        | Average Night/Weekend response time                  | 15:45 mins/sec. |

**Operations:** 5/4 - At 1:23 a.m. Moultonborough and Center Harbor Fire Departments were dispatched to an automatic fire alarm activation at 580 High Haith Road. Center Harbor, responding on automatic aid was first to arrive and upon their arrival found fire venting from a window on the front of the building. Chief Manville requested a first alarm mutual aid response and crews began attacking the fire. The fire was quickly brought under control. There was no one occupying the home at the time of the fire and there were no injuries reported. One fire truck got stuck in the soft shoulder of the road, but this did not hamper operations and there was no damage to the apparatus. 5/4 - Oil burner inspection on Starboard Lane. 5/5 & 5/6 - Moultonborough firefighters participated in Got Big Water training in Meredith. The training focused on developing water supply sites and moving large amounts of water using tanker trucks. Ten Lakes Region fire departments participated in a drill on Sunday to sustain a continuous flow of water at 1,250-gallons per minute at a simulated fire scene. Water was obtained at two different sites and transported using tankers. The drill was successful with a maximum flow of 1,349 gallon per minute achieved. 5/7 - Chief Bengtson, Director of Public Works Theriault and Town Administrator Johnson met with FEMA and NH HSEM representatives for a scoping meeting regarding the October 2017 storm. 5/7 - Chief Bengtson met with CEO Cahoon to review and discuss Health Officer duties and responsibilities that the Chief will be picking when CEO Cahoon retires. 5/7 - Officers Meeting with Call company personnel. 5/8 - Chief Bengtson conducted place of assembly inspections at Bald Peak Colony Club. In the afternoon the Chief and the Day crew returned to witness tests of the fire alarm and sprinkler systems at the new employee housing building.

**Fire Permits:** Daily fire danger levels have been ranging between moderate to high, with a Red Flag Warning being issued on Friday. Residents should use extreme caution when burning at this time of year due to rapidly changing conditions with low humidity and dry fuels. 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 attended the meeting with other Town staff re planning for the charrette scheduled for July 2018. I prepared for and attended Community Development Advisory Committee meeting. Prepared for and conducted an employee evaluation meeting with Don Cahoon, Code Enforcement Officer/Building Inspector. Prepared for and attended a meeting with Robin LeBlanc of PLAN NEW HAMPSHIRE re the July 2018 charrette. I continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** On Saturday, May 12, MRD hosted a Women's Wellness Fair in collaboration with Meredith Parks and Recreation and the Lakes Region Visiting Nurse Association. The event took place at the Meredith Community Center, from 9 a.m. to 1 p.m., with 34 vendors from the Lakes Region showcasing their wellness services from Reiki and massage to meditation, and all kinds of natural products. On Wednesday, May 16, MRD will host the local MLB Pitch, Hit, & Run Competition at 5 p.m. at MCS. The competition is open to athletes ages 7 -14. The local winners will move on to the state competition in Manchester, being held on June 3, where they will have a chance of qualifying for the regional competition at Fenway Park. The Music and Movement class for Toddlers will wrap up this session on Thursday, May 17, and is run in conjunction with the Public Library, and has been well attended. We will take a break for the summer and will offer the program again in the fall. MRD is still looking for volunteers to help out at the Community Playground build this Friday and Saturday, May 18 & 19. Lunch will be provided. Thank you to our local Subway, who will be donating a sandwich platter both days! Please contact the Recreation office at 476-8868 if you are available to help either of those days. The Granite State Track program will begin next Tuesday, May 22 and will run on Tuesdays and Thursdays through June 14. The Regional meet will be on Saturday, June 16, where participants will compete in their favorite events for a chance to move on to the state meet.

**Important Dates to Remember**

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

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

**\*Department Head Meeting, June 5, 2018, 9 AM\***