

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 21, 2018



Town Administrator: This past week's activities included: Met with FD and PD Chiefs on CIPC requests for FY19, met with new CIPC alternate member for orientation, attended the Joint Loss Management Committee quarterly meeting, attended an initial Charette planning meeting, attended the CIPC meeting, met with the Recreation Director on CIPC requests for FY19, met with the new Town Treasurer and finance personnel, met with financial software company, prepared for and attended the regular Select Board meeting, and attended the monthly MMANH meeting. This coming week's activities: Meet with the DPW Director on the department's CIP requests, meet with Donna K. on coach bus specifications issue, attend the CIPC meeting, legal consultation with HR Manager regarding a personnel matter, attend two project TRC meetings, meet with Town Planner regarding CEO position candidates, prepare for and attend the Select Board's work session, continue to review personnel performance evaluations, and attend a meeting of the 2018 Charette team. Have a great week!

Finance: Nothing to report this week.

Assessor: 2018 first half tax bills will be mailed this week. This is an estimated bill; the final 2018 tax bills will be mailed in the fall. Vision Government Solutions (Vision) started visiting qualified sale properties to ensure the data is accurate. The State of New Hampshire, Department of Revenues (DRA) mailed postcards to some property owners and will begin monitoring the Town's assessment data. State employees drive a state vehicle with an emblem, and have a photo ID. If any property owner has questions or concerns, please don't hesitate to contact our office or the Police Department. I will be reviewing commercial signs in Town to ensure they are assessed properly and consistently. I plan to schedule a meeting to learn more on solar panels, in order to assess them for the 2018 tax year. The Utility Appraiser and I will be walking the new solar farm on NH Electric Coop's property.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The Highway team began the week finalizing the loam work on Paradise Drive. They continued taking care of some drainage issues and grading on Cook Lane, Red Hill and Wentworth Shores Roads. The crew prepared a cremation burial at Middleneck Cemetery on Thursday. The week ended by removing trees and debris at the Winaukee and Geneva Point Intersection.

Facilities & Grounds: This past week F&G mowed cemeteries along with other Town properties. We also set up the playground for the community build at Kraine Meadows Park.

Fleet Maintenance: TRK7 2011 International dump: Replaced wiper module assembly, check and re-spring clutch pedal, remove on-spots and spinner assembly for the summer; TRK9 2014 Kenworth - pull plow frame; EQ14 2015 Cat loader - lost hydraulic hose to brake system, pulled hose and ordered new hose from Cat, reassembled and tested, set up 2,000 hour service with Milton Cat that was completed on Thursday (we have a 2,500 hr. service contract); TRK24 09 Freightliner repair tailgate -

pull plow frame; TRK4 2012 Ford F350 - mount summer tires; TRK 2 2011 F550 - set up for summer season and repair windshield washer system; EQ25 Case 60xt skid steer - swapped tires to hard tires for the summer, checked drive chains; TRK11 2016 F350 - diagnose dump body, ordered solenoid; CAR171 2017 Ford F150 - perform PM-B service and rotate tires.

Transfer Station: Last week we shipped 2 municipal solid waste, 3 construction and demolition, 2 single stream recycle and 50 yds. mix scrap metal. We are burning brush weather permitting. The Transfer Station staff will be attending the North East Resource Recovery Association conference this week. This is to keep current with our DES certification and to learn about new technology in our industry.

Moultonborough Police Department: The Police Department recorded 394 log entries, which included the following calls for service, 43 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 2 MV Accidents, 4 MV Complaints, 11 residential alarms, 2 commercial alarms and 1 K-9 complaint.

Training: May 14th, MPO Melanson attended RAD training. May 16th & 17th, Department Spring Firearms Training.

Moultonborough Fire Rescue: For the period of 05/11/18 to 05/17/18, there were 8 calls for service: There was: 1 – Brush fire; 1 – Trash/rubbish fire; 5 – Emergency medical calls; 1 – Alarm sounded due to malfunction. Automatic Aid: Once from Center Harbor. Mutual Aid: None. No Overlapping Incidents.

<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	06:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:32 mins/sec.
	Average Night/Weekend response time	05:04 mins/sec.

Operations: 5/14 - Chief Bengtson met with the Town Administrator to review FY 2019-2023 Capital Plan projects. 5/15 - Chief Bengtson attended the Joint Loss Management Committee meeting to give a report on an incident that occurred on 5/4/2018 involving a fire apparatus. 5/16 - Chief Bengtson attended the Lakes Region Mutual Fire Aid Board of Directors meeting in Laconia at the communication center. 5/17 - EMS Continuing education was conducted on cardiac rhythm interpretation. Paramedic Tim Rowell of Stewart's Ambulance was the instructor.

Fire Permits: Daily fire danger levels have been improving as the leaf canopy develops. Several days with "High" dangers have occurred due to low humidity and moderate winds; these conditions have resulted in several brush fires. 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.

Land Use Office: Nothing to report this week.

Recreation Department: Last Wednesday, MRD hosted the local MLB Pitch, Hit & Run competition. We had 32 participants, 9 of which qualified to move on to the sectional meet on June 3rd in Manchester. Good luck! Last Friday and Saturday, MRD and DPW staff, Ultiplay Company, and several volunteers worked together to install the new playground equipment at Kraine Meadow Park. Kids can now enjoy the new track ride, a double tire swing, a new climbing structure with slides, and

much more. We would like to thank Subway of Moultonborough for donating lunch on both days, and CG Roxane for their donation of water to keep our volunteers and staff hydrated. We would also like to send a special thanks to DPW staff and our volunteers who worked tirelessly to get the job done before the rain came down on Saturday. We are fortunate to have such great citizens in our Town! THANK YOU to all those involved. The toddler Music & Movement class wrapped up last week. MRD will continue to offer a toddler drop in program on Thursday mornings at 10 a.m., through June 21. Monday, May 21, 2018 is MRD's spring Youth Sport Day. The kids will enjoy watching the MA varsity softball team battle Lisbon at 4:30 on the MA softball field. Granite State Track begins Tuesday, May 22, with practices on Tuesdays and Thursdays, after school until 4:15 p.m. at the MA Track. Local meets will be held in Wolfeboro and Meredith this year on June 5 and June 12.

Important Dates to Remember

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

Memorial Day, All Non-Emergency Departments Closed, May 28, 2018

Board of Selectmen's Meeting, June 7, 2018, 7 PM

Board of Selectmen's Meeting, June 21, 2018, 7 PM

Board of Selectmen's Work Session, June 28, 2018, 4 PM

Department Head Meeting, June 5, 2018, 9 AM