

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 4, 2018



Town Administrator: This past week's activities included: Continued review and processing of personnel performance evaluations, prepared for and interviewed three candidates for the Code and Compliance Officer position, attended the Milfoil Committee meeting, attended the Lakes Region Managers meeting, continued work with the Town Planner on preparations for the July 20th and 21st Village Charette, and coordinated a meeting for finalizing plans for construction of the Academy emergency egress road. This coming week's activities: Meet with representatives from school, fire, police, DPW on the emergency access road to the Academy campus; meet with the Charette organizing team; meet with Recreation and DPW regarding the softball field reconstruction; meet with DPW and WMF regarding personnel at the Transfer Station; attend the annual Emergency Preparedness Conference; prepare for and attend the June Department Head meeting; attend an on-site meeting for the Academy emergency access road; prepare for and attend the CIPC meeting prepare for and attend the Select Board meeting. Have a great week!

Finance: Nothing to report this week.

Assessor: The Assessing office continues to work on updating our records and making any changes that occur from the estimated first half tax bill. Notices of 2018 preliminary established values will be mailed in July, and hearings are tentatively scheduled for August. Vision Government Solutions (Vision) completed all the monitoring for the building permits and qualified sale properties to ensure the data is accurate. All data entering has been completed. I will be reviewing solar panels and commercial signs over the next few weeks. The tax maps and assessing information have been updated on the Cartographic and Vision websites. The State of New Hampshire, Department of Revenues (DRA) mailed postcards to some property owners and started monitoring the Town's assessment data. State employees drive a state vehicle with a state emblem, and all employees carry 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: During the May of 2018 the Town Clerk's office processed: 1116 - Motor Vehicle Registrations, 476 -Boat Registrations, 184 -Titles, 13 -Vital Records (Birth, Death, Marriage, Divorce), 1 Marriage license, 52-Dog Licenses and various miscellaneous services.

Public Works & Facilities: Highway's week started with the crew cleaning up large trees that came down on East Spur Road. The week continued with preparing lots for cremations at Shannon and Holland Hill Cemeteries. J. Nave and J. Latulippe attended chainsaw safety class. With the completion of this class, Jim Nave received his Master Road Scholar Certification with over 100 contact hours of training. The entire team worked on repairing and paving a sink hole on States Landing Road. The week ended working on drainage issues on Winaukee Road and a preparing a lot for a cremation at Middleneck Cemetery.

Facilities & Grounds: This past week F&G crew continued to mow and trim cemeteries and Town facilities. The soccer field was striped. Mowing equipment was serviced and cleaned.

Fleet Maintenance: TRK 24 Freightliner: Road call to Tamworth to check brakes. Reset brakes; TRK 2011 F550 - charge batteries; TRK10 2007 Peterbilt - pull compressor and replace cylinder head, clean up to reinstall; 15-r-3 2015 - diagnose check engine light, sending to Irwin's for warranty; CAR 132 2013 police cruiser - working on an a/c problem; TRK4 2012 F350 - replaced driver side battery; Performed administrative duties.

Transfer Station: Last week we shipped out 4 municipal solid waste, 3 single stream recycle and 12 construction and demolition.

Moultonborough Police Department: The Police Department recorded 380 log entries, which included the following calls for service, 47 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 10 complaints, 1 MV Accident, 5 MV Complaints, 4 residential alarms, 2 commercial alarms and 1 K-9 complaint.

Moultonborough Fire Rescue: For the period of 05/25/18 to 05/31/18, there were 15 calls for service: 1 – Building fire-Meredith; 1- Forest, woods or woodland fire; 6 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 2 – Public service incidents; 2 – Dispatched & cancelled en route; 1 – Hazardous materials release investigation; 1 – Alarm system activation, no fire, unintentional. One automatic aid from Center Harbor. One mutual aid received from Center Harbor and one given to Meredith for a building fire. No overlapping incidents.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	7 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:06 mins/sec.
	Average Night/Weekend response time	11:33 mins/sec.

Operations: 5/21 - Chief Bengtson met with Amerigas at the Black Point Road residence to discuss a code compliance issue regarding a propane powered generator. 5/22 - Chief Bengtson participated in a Planning Department technical review of two land use issues. 5/23 - Chief Bengtson, and Town Administrator Johnson participated in a conference call with FEMA and NH HSEM to review the close out of the documentation of the March 2017 storm. Reimbursement funds have been released by FEMA to the State, which pending approval of Governor & Council will then be released to the Town. 5/23 - Moultonborough's tanker was requested to the scene of a second alarm building fire on Winona Shores Road in the Meredith. Companies were released after approximately two hours.

Fire Permits: 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.

Land Use Office: I Met with land surveyor/engineer re proposed Site Plan Review for new building construction. Prepared for and attended Joint Land Use Boards meeting. Participated in interviews with candidates for Building Inspector/Code Enforcement Officer. Prepared and submitted Municipal Technical Assistance Grant (MTAG) application to PLAN NEW HAMPSHIRE. Met with Town Administrator Walter Johnson re charrette project. Continued communication with various agencies concerning economic development for Moultonborough.

Recreation Department: Last week, the outdoor Pickleball program began and will run on Monday, Wednesdays, and Fridays from 8:30-10:30 a.m., through the end of September. The Annual “Wink” Tapply Playground Leader’s Workshop was held on Saturday, June 3, featuring sessions for both summer camp counselors and life guards. Moultonborough was represented with 15 guards and counselors attending. Dan is the chair for the workshop, and also ran a session. Donna K. coordinated the Aquatics portion of the workshop and presented two of the sessions. Some of the topics covered included *Kids do Dumb Stuff, Friendly, but Not Friends: Fostering Appropriate Relationships, Counselor 101, Hands on Games, Supporting Child-Directed Free Play, Who’s Watching Who, Are You Ready for an Emergency?*, and *More than a Day at the Beach or Pool*. This annual workshop is a great way for seasonal staff to begin preparing for the summer and meet other people in similar positions to share ideas with. The first local Granite State track meet is scheduled for Tuesday, June 5, at The Nick in Wolfeboro (rain date, Thursday, June 7). This is the first of two local meets this season. Several teams from the area are expected to participate in the event. This week will be the last week for our Youth Softball program. All levels will wrap up the season next Saturday, June 9.

Important Dates to Remember

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 6, 2018, 9 AM