



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:**

Board of Selectmen

**FROM:**

Walter P. Johnson, Town Administrator

**RE:**

Weekly Report

**DATE:**

May 29, 2018



**Town Administrator:** This past week's activities included: Met with the DPW Director on the department's CIP requests, met with Donna K. on coach bus specifications issue, attended the CIPC meeting, legal counsel consultation with HR manager regarding a personnel matter, attended two project TRC meetings, met with Town Planner regarding CEO position candidates, prepared for and attended the Select Board's work session, continued to review personnel performance evaluations, and attended a meeting of the 2018 Charette team. This coming week's activities: Continue review and processing of personnel performance evaluations, prepare for and interview three candidates for the Code and Compliance Officer position, attend the Milfoil Committee meeting, attend the Lakes Region Managers meeting, continue work with the Town Planner on preparations for the July 20<sup>th</sup> - 21<sup>st</sup> Village Charette, and coordinate a meeting for finalizing plans for construction of the Academy egress road. Have a great week!

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

**Assessor:** 2018 first half tax bills were mailed last week. This is an estimated tax bill; the final tax bill will be mailed in the fall with the 2018 tax rate. Notices of 2018 preliminary established values will be mailed in July, and hearings are tentatively scheduled for August. Vision Government Solutions (Vision) started visiting qualified sale properties to ensure the data is accurate. The building permits and sales should be complete by the end of the week. 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 an emblem, 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. Employees from the utility appraisal company and I walked the new solar farm on NH Electric Coop's property; this was necessary to value the panels accurately for 2018.

**Tax Collector:** Nothing to report this week.

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

**Public Works & Facilities:** The week started out with a cremation at Red Hill Cemetery. J. Latulippe and B. Gray attended gravel maintenance class. R. DeDucca attended installation and maintenance of culverts class. The crew graded and rolled Blake, Bodge Hill, and Lees Mill Roads. The Highway and Grounds crew teamed up to do a final cleaning and raking of Long Island Beaches. The team went to Mountain of Demos at Mount Sunapee to learn about different aspects of road maintenance and new equipment. The week ended with Touch-a-Truck at the Moultonborough Central School. Public Works Week was a success! Katie Joyce did a great job in organizing the week-long event. The community helped us collect a Truck-Load of items for the Lakes Region Food Pantry. Leading the way in this effort was the Central School families and staff, collecting nearly 600 items for the cause. Contributions also came from the drop-off locations including Dollar General, Town Hall, Library, PSB, and the Transfer Station. The Touch-a-Truck event with the Central School was a huge success and enjoyed by all the kids and staff alike. The design for the DPW T-shirt was provided by Megan Swedberg, freshman

from Moultonborough Academy. DPW Staff will be dropping off the donated goods at the LRFP on Wednesday, May 30<sup>th</sup>. Photos of the events can be seen on our website.

**Facilities & Grounds:** This past week the Facilities and Grounds crew along with the help from the Highway crew raked the Long Island beach and grounds. We continue to mow and clean up the cemeteries and Town buildings. We installed the American flags in the village and assisted with the set up for the parade.

**Fleet Maintenance:** TRK 10 2007 Peterbilt: Worked on air compressor; 15 CAR 1 2017 Ford Explorer - mounted summer tires and check T.P.M.S. system; TRK24 12/08 Freightliner - swapped out 10 tires and retorque lug nuts, removed on-spots, installed flush mount plugs in the axle; TRK11 2016 Ford F350 - replaced up solenoid for the dump body and refill system, replaced right rear strobe assembly; 15 R 3 2015 F550 Mini Evo - road call to fire station, no start, replaced passenger side battery; TRK18 Dodge Caravan - replaced right front valve stem kit; TRK 5 2015 F550 - remove plow frame. I performed administrative duties; went to Mountain of Demos to check out new equipment.

**Transfer Station:** Last week we shipped out 3 municipal solid waste, 5 construction and demolition 2 single stream recycle and 16 pallets of universal waste. We are burning brush weather permitting.

**Moultonborough Police Department:** The Police Department recorded 394 log entries, which included the following calls for service: (6) alarms, (16) assist fire/ems, (10) assist citizens, (6) assist other agencies, (9) complaints, and (81) mv stops. There were 7 motor vehicle accidents, 2 versus wildlife.

**Moultonborough Fire Rescue:** For the period of 05/18/18 to 05/24/18, 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. Automatic Aid: Once from Center Harbor. Mutual Aid: Once received from Center Harbor and once given to Meredith for a building fire. There were no overlapping incidents.

<b>Staffing:</b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	7 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<b>Response Times:</b>	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 a 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 is 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:** Attended two meetings re planning for the charrette scheduled for July 2018. Attended “Local Officials Training Workshop”. Prepared for and attended Zoning Board of Adjustment meeting/public hearing. Prepared for and attended two CIPC meetings. Prepared for and attended the Technical Review Committee (TRC) meeting concerning site plan review for Huggins Hospital Clinic proposed parking lot expansion and the proposed Bob House Ice Cream Stand. Conducted Final on-site inspection of Tamarack Subdivision with Town Consulting Engineer Ray Korber. I had an in-office meeting with building contractor for new single-family residence on Squam Lake. I worked on drafting the grant application from the Municipal Technical Assistance Grant program. Continued communication occurred with various agencies concerning economic development for Moultonborough.

**Recreation Department:** The Recreation Department is gearing up for the summer. Seasonal staff positions have been filled and the training schedules are being established. This coming Saturday the MRD summer staff will be attending the N. H. Recreation and Park Association’s “Wink” Tapply Playground Leader’s workshop held at the Bessie Rowell Community Center in Franklin. Assistant Director, Dan Sturgeon is the chair of the NHRPA committee that organizes this statewide training that attracts almost 200 camp counselors and waterfront staff. In addition, summer registrations are coming in for the wide variety of activities that we have for all members of and visitors to the Moultonborough Community. Granite State Track and Field got underway last week. The first meet will be held on June 5<sup>th</sup> at the Nick in Wolfeboro. This will be a meet with teams from New Durham, Madison, Wolfeboro, Wakefield, Gilford, Meredith and Moultonborough.

**Important Dates to Remember**

**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 6, 2018, 9 AM\***