

**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 11, 2018

Town Administrator: This past week's activities included: A meeting with representatives from School, Fire, Police, DPW on the emergency access road to the Academy campus; a meeting with the charette organizing team; a meeting with Recreation and DPW regarding the softball field reconstruction, a meeting with DPW and WMF regarding personnel at the Transfer Station. I attended the annual Emergency Preparedness Conference. I prepared for and attended the June Department Head meeting, attended an on-site meeting for the Academy emergency access road, prepared for and attended the CIPC meeting, prepared for and attended the Select Board meeting. This coming week's activities: A meeting with the Town Engineer regarding two site plans third party oversight and the Academy egress road, attend a Charette organizing team meeting, a meeting with a Code, Compliance and Health Officer candidate, continue assisting with the Conservation Commission's land closing, continue evaluation of new finance software options. I will be out of the office on Thursday and Friday this week to attend the NH Municipal Managers' Conference. Have a great week!

Finance: Nothing to report this week.

Assessor: Our office continues to work on updating records and making changes that occur in time for the final 2018 tax bill. Vision Government Solutions (Vision) completed all the monitoring for building permits and qualified sale properties to ensure the data is accurate. Mike Tarello from Vision and I are completing the final review of sales. After the review is complete, Vision will be working on the analysis to establish the new 2018 values. I will be reviewing and measuring commercial signs over the next few weeks. Notices of 2018 preliminary established values will be mailed in July, and hearings are tentatively scheduled for August. Our office is working closely with the Tax Collector to establish Standard Operating Procedures. I will be reviewing Long Island Campground and Arcadia Campground within the next few weeks. The State of New Hampshire, Department of Revenue 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: Nothing to report this week.

Public Works & Facilities: Highway began the week working with Top Notch Tree service cutting trees on Bodge Hill, Echo Landing, and Red Hill Roads. R. DeDucca and C. Theriault attended the Household Hazardous Waste Meeting in Meredith. The team graded Cottage, Harvard Camp, and Jeremiah Smith Roads. They finished the week fixing the sink hole, catch basin and drainage issues on Paradise Drive.

Facilities & Grounds: This past week F&G continued to mow and trim cemeteries and Town properties. We installed new wood chips at the playground and mowed the soccer field. New entering Moultonborough signs were installed at all 6 locations by the crew.

Fleet Maintenance: TRK1 2006 GMC 2500: Replaced wiper arms and wiper blades; CAR132 2013 FORD INTERCEPTOR (SUV) - recharged a/c system, replaced sparkplugs and air filter; EQ23 JOHN DEERE 772G grader - replaced broken passenger side mirror; TRK4 2012 FORD F350 PU - replaced rear disc brake pads and rotors, replaced backing plates and hardware, replaced seals and adjusted as required; CAR151 POLICE INTERCEPTOR (SUV) - swapped out winter tires for summer tires; CAR161 POLICE INTERCEPTOR(SUV) - swapped out winter tires for summer tires; 15-R-3 2015 F550 - checked for oil leak; TRK10 2007 PETERBUILT - installed air compressor; clean shop; perform administrative duties. I went to class on lab scope diagnostics using Shop's Snap-On Verus scanner. I checked out Meredith's new backhoe to compare its operation to ours.

Transfer Station: Last week we shipped out 1 container of mixed scrap metal, 3 municipal solid waste, 2 single stream recycle and 4 construction and demolition. Attendant Ralph Mitchell attended the DES work shop titled: Burn or not to Burn. We are burning brush weather permitting. Seasonal staff member Bob White got hands on training at the facility assisting patrons with their trash and recyclables. He worked alongside Transfer Station staff and did a great job.

Moultonborough Police Department: The Police Department recorded 400 log entries, which included the following calls for service, 54 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 2 complaints, 1 MV Accident, 3 MV Complaints, 7 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Training: June 4th, Sgt. Fulton attended intox recert training. June 5th, Det. John attended Threat Liaison Training. June 5th, MPO Melanson attended Glock Armorer training.

Moultonborough Fire Rescue: For the period of 06/01/18 to 06/07/18, there were 16 calls for service: 1 – Cooking fire confined to container; 1 – Construction/demolition debris fire; 8 – Emergency medical incidents; 1 – Assist the police; 1 – Good intent call; 2 – Alarm system sounded due to malfunction; 1 – Smoke detector activation, no fire, unintentional. Automatic Aid: None. Mutual Aid: Once received from Center Harbor. Overlapping Incidents: Two.

Staffing:	Overall average staffing per incident	6 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend	6 firefighters
Response Times:	Overall average response time of first arriving unit	10:40 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:13 mins/sec.
	Average Night/Weekend response time	11:12 mins/sec.

Operations: 6/4 - Chief Bengtson, DPW Director Theriault, Town Administrator Johnson met with representatives of the School Board to review the proposed route of the emergency access road on the Taylor property. 6/5 - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid Executive Committee. 6/6 - Chief Bengtson, DPW Director Theriault, Town Administrator Johnson met with representatives of the School Board at the Taylor property to walk and mark out the proposed route of the emergency access road. 6/7 - The Fire Chief presented his 6-year capital projects plan to the CIPC. The 2019 FY projects include the scheduled replacement of the self-contained breathing apparatus and replacement of a 29-year old first response medical vehicle. 6/7 - Chief Bengtson made a presentation on first aid to the Cub and Boy Scouts at the Moultonborough Function Hall.

Fire Permits: Residents and property owners are reminded that a fire permit shall be required for all open burning. A non-property owner must have written permission of the property owner to obtain a

fire permit and kindle a fire on property other than their own. Charcoal fires in a container off the ground and gas grills do not require a fire permit. All fires must be at least 25 feet from structures. This applies to the use of portable fire pits and chimeneas, both must be at least 25 feet from the structure and should not be used on decks. Seasonal fire permits are available at the Public Safety Building, Chick-A-Dee Station or online at NHfirepermit.com

Fireworks: Moultonborough Town Ordinance #22 limits the use of “consumer fireworks” to the hours between 12 noon and 10 p.m. Exceptions are two holidays, as recognized by the Town: (1) the 4th of July, limit use to 12 noon to 12 midnight; (2) New Year, limit use to 12 noon and up to 15 minutes past midnight of the holiday. RSA 160-C:11 permits the display of permissible fireworks by persons 21 years of age or older, who may display permissible fireworks on private property with the written consent of the owner, or in the owner’s presence. The display of any type of fireworks is prohibited at all Town parks and beaches.

Land Use Office: I attended the meeting of LRPC’s Transportation Advisory Committee. Prepared for and attended Charette organizing team meeting. Followed-up the meeting with preparation of minutes. I attended Department Head meeting. I Attended day-long housing conference in Concord sponsored by PLAN NH. I continued communication with various agencies concerning economic development for Moultonborough.

Recreation Department: The outdoor Pickleball program is in full swing and runs on Mondays, Wednesdays, and Fridays from 8:30-10:30 a.m., through the end of September. Summer camp registrations are starting to come in more steadily. The deadline is June 20 for day camp. Fitness with a Difference instructor Rebecca Curvey is back! The class starts on June 26 and runs through September 20. Classes meet on Tuesday and Thursdays from 9-10 a.m. at the Recreation Dept. Our lifeguards will begin staff training this week for opening day at Long Island Beach, Saturday, June 23. Swim lines at both Long Island and State Landing will be going in this week as well as the swim raft at Long Island. Thank you to Trexler’s Marina for storing our raft each winter and also to Chief Bengtson and his staff for helping us each year install the raft! The second and final local Granite State Track meet is scheduled for Tuesday, June 12, at Inter-Lakes High School track in Meredith. Rain date is Thursday, June 14. Several teams from the area are expected to participate in the event. This past Saturday our youth Tball and softball programs wrapped up. The Kindergarten and 1st grade Tball players played a game of wiffle ball against their parents! The 2-3 grade softball teams ended their season with a game against each other. The 4-5 softball team played in a Carroll County Softball Tournament in Tamworth on Saturday. The participating teams were: Moultonborough, Tamworth, Madison, Ossipee, Bartlett, and Fryeburg. Moultonborough played tough against Tamworth and lost a nail-biter in the bottom of the inning 6-5. They then played against Fryeburg and ended up losing despite having some aggressive bats and exciting plays in the field.

Important Dates to Remember

Regional Select Board Meeting, Meredith Town Hall, June 19, 2018, 6:30 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, July 3, 2018, 9 AM