

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 18, 2018



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**Town Administrator:** This past week's activities included: a meeting with the Town Engineer regarding two site plans third party oversite and the Academy egress road, attended a Charette organizing team meeting, a meeting with a Code, Compliance and Health Officer candidate, continued assisting with the Conservation Commission land closing, continued evaluation of new finance software options, continued review of additional personnel performance evaluations, attended the NH Municipal Managers Conference. This coming weeks activities: a meeting with the Charette organizing team, an onsite meeting with tree companies at former Taylor property, continue background work on Code, Compliance and Health Officer candidate, meetings with various department heads on department matters, prepare for and attend the Select Board meeting, attend the Public Employee Relations Board hearing. Have a great week!

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

**Assessor:** Mike Tarello from Vision Government Solutions and I are completing the final review of sales. Once this is complete, Vision will be working on the analysis to establish the new 2018 values. I have started to review and measure commercial signs to ensure they are assessed properly. Notices of 2018 preliminary established values will be mailed in July, and hearings are tentatively scheduled for August. Our office is continuing to work closely with the Tax Collector to establish in-house Standard Operating Procedures. I will be reviewing Long Island Campground and Arcadia Campground within the next few weeks. The NH Department of Revenue (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:** Nothing to report this week.

**Public Works & Facilities:** The week started with the crew doing ditching work on Harvard Camp Road. R. DeDucca and T. Colby went to Osha 10 Safety training in Claremont. They continued the week grading Harvard Camp, Red Hill, and Sibley Road. The entire crew finished the week finalizing the drainage and culvert work on the left field side of the ball field.

**Facilities & Grounds:** This past week the seasonal help has arrived! We continue to mow and trim town properties and cemeteries. We did some training on our equipment and safety procedures. The milfoil trailer has been dropped off at Lee's Mill Landing. The beaches will continue to be raked on Friday mornings.

**Fleet Maintenance:** EQ25 CASE skid steer: replaced coolant temp. sender at the waste transfer station; EQ34 NITCO forklift: Ordered seat for forklift. Used one won't fit; TRK5 2015 Ford F550: perform PM-C service. Replaced front shocks and steering damper, replaced rear fender and repair zerk fittings;

TRK24 Freightliner dump: perform PM-C service; Trk19 06 FORD Ranger: replaced shift cable and shift tube assembly; clean up storage box (red); clean up shop; Perform administrative duties; went to MACS A/C recertification training Wednesday night through NAPA.

**Transfer Station:** Last week we shipped out 2 municipal solid waste, 3 single stream recycle, 4 construction and demolition and 1 container of mixed scrap metal. We are burning brush weather permitting.

**Moultonborough Police Department:** The Police Department recorded 450 log entries, which included the following calls for service, 92 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 3 complaints, 2 MV Accidents, 6 MV Complaints, 5 residential alarms, 6 commercial alarms and 3 K-9 complaints.

**Training:** June 11<sup>th</sup> - June 15<sup>th</sup>, Det. John attended Police Prosecutor training. June 11<sup>th</sup> - June 15<sup>th</sup>, Off. Pare attended Field Training Officer school.

**Moultonborough Fire Rescue:** For the period of 06/08/18 to 06/14/18, there were 13 calls for service: 1 – Wildland fire-Sandwich; 8 – Emergency medical incidents; 1 – Motor vehicle accident with no injuries; 1 – Assist the police/government agency; 1 – Public service call; 1 – alarm system sounded due to malfunction. Automatic Aid: Once received from Center Harbor. Mutual Aid: Once given to Sandwich. Overlapping Incidents: None.

<b>Staffing:</b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:02 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:22 mins/sec.
	Average Night/Weekend response time	10:26 mins/sec.

**Operations:** 6/13 - Chief Bengtson inspected a youth camp for compliance with DES regulations of fire safety. 6/13 - The Department assisted the Recreation Department with the installation of the swim raft at Long Island Beach. 6/13 - Moultonborough crews responded to a first alarm brush fire on Hannah Road in Sandwich. Personnel spent approximately three hours extinguishing and overhauling the area. The fire was caused by a downed power line.

**Fire Permits:** Very little rain has produced very dry conditions, daily fire danger level remain at moderate. Residents should use caution when burning, making sure that all fires are extinguished when they are done burning. When extinguishing your fire, allow the wood to burn completely to ash, if possible. Pour lots of water on the fire. Drown ALL embers, not just the red ones. Pour until hissing, with your shovel, scrape any remaining sticks and logs to remove any embers. Make sure that no embers are exposed and until smoldering sound stops. If you do not have water, stir dirt or sand into the embers with a shovel to bury the fire. Continue adding water, dirt or sand and stirring with a shovel until all material is cool. Remember, if it's too hot to touch, it's too hot to leave. Residents and property owners are reminded that a fire permit shall be required for all open burning. Non-property owners 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 chiminea's, 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 pm. Exceptions are two holidays, as recognized by the Town: (1) the 4<sup>th</sup> 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:** Nothing to report this week.

**Recreation Department:** Last Saturday, 8 Granite State Track athletes competed in the district meet in Rochester, NH. Charlotte Johnson will move on to the state meet on Friday at Winnisquam High School for her 120’ softball throw 1st place finish. At the MCS Recognition Awards, on Monday, June 18, MRD will acknowledge 3 students for their outstanding sportsmanship this past school year. On Wednesday, June 20, MRD will host a Meet and Greet event at MCS, at 6 p.m. The event gives our summer campers a chance to meet the counselors, before camp starts and is part of our staff training, which will begin on Tuesday, June 19. Next week many of our summer programs begin. This includes our day camps, Teen Adventure, swim lessons, and our tennis camps. The adult fitness class also begins next week, Tuesday and Thursday mornings, from 9-10 a.m., at the Recreation Dept. The summer concert series kicks off next Wednesday, June 27, with the “Kids from the Borough”. Local students from the Academy will be performing, as well as a local ukulele band. Thank you to Harmony Markey, for organizing the talent for our opening show. Concerts will continue each Wednesday evening, from July 11 - August 15, by the gazebo at the Moultonborough Function Hall, beginning at 6:30 p.m. each week. There will be no concert on July 4. July 4<sup>th</sup> festivities begin with a parade traveling from Blake road to the Moultonborough Function Hall (fka Lions Club), beginning at 11 a.m. Immediately following, there will be a Town BBQ where parade awards will be given out. At dusk, the town of Moultonborough co-sponsors the fireworks at Center Harbor Beach!

**Important Dates to Remember**

**Region Selectboard Meeting, June 19, 2018, Meredith Town Hall, 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\***