

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 25, 2018



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**Town Administrator:** This past week's activities included: a meeting with the Charette organizing team, an onsite meeting with tree companies at former Taylor property for the access road construction, continued background work on Code, Compliance and Health Officer candidate, meetings with various department heads on department matters, prepared for and attended the Select Board meeting, attended the bid opening for the roadside mowing contract, attended the regional Select Boards meeting, attended the Public Employee Relations Board hearing. This coming weeks activities: attend a meeting with the Charette organizing team, attend the Lakes Region Planning Commission's annual meeting, prepare for and attend the CIPC meeting, continue review of personnel performance evaluations, coordinate the 2018 road program bid opening, prepare for and attend the Select Board work session and attend the Upper Lakes Region Managers meeting. Have a great week!

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

**Assessor:** Mike Tarello from Vision Government Solutions (Vision) and I have completed the final review of sales. The data entering will be complete this week, Vision will begin working on the analysis to establish the new 2018 values. I continue to review and measure commercial signs to ensure they are assessed consistently and properly. Notices of 2018 preliminary established values will be mailed in July, and hearings are tentatively scheduled for August. We encourage taxpayers to attend the hearings if they have questions or concerns regarding the newly established values placed on their property. Our office continues to work close with the Tax Collector to establish in-house Standard Operating Procedures. I completed reviewing Long Island Campground and will review Arcadia Campground this week. I intend to visit properties that are receiving the Discretionary Preservation Easement for Preserving Barns early July. The State of New Hampshire, Department of Revenues (DRA) mailed postcards to some property owners and continue to monitor 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 cutting trees and cleaning up debris on Severance Road. The week continued with ditching on Ossipee Park, Severance, and States Landing Roads. The week ended with a burial at Holland Hill Cemetery.

**Facilities & Grounds:** This past week the building and grounds crew continues to mow the town properties and cemeteries. We hand raked the long island beach on Friday. We dumped the milfoil trailer twice this past week. Windows and screens were cleaned at the public safety building on Thursday. We continue to monitor the bike path and blow it off.

Fleet Maintenance: TRK19 2006 Ford Ranger: finish shifter repair perform PM-B service. Replaced r. tie rod end; TRK1 2006 GMC 2500HD: performed PM-B service charge a/c repair lights and pull receiver hitch that was stuck in place; TRK2 2011 F550: tested and replaced batteries, installed tarp; TRK5 2015 F550: installed tarp; TRK 10 2007 Peterbilt: washed truck to replace rear springs; 15-R-3 2016 F550 MINI-EVO: repair air leak in l.o.r. tire; Went to Bow to T2 training for maintenance safety; Cleaned shop; Helped with Thompson Burial.

Transfer Station: This week we shipped out 3 municipal solid waste, 3 construction and demolition and 3 single stream recycle. Ken attended a hearing regarding the possibility of Public Works joining the union.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 288 log entries, which included the following calls for service, 17 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 2 complaints, 4 MV Accident, 2 MV Complaints, 2 residential alarms, 0 commercial alarms and 4 K-9 complaints.

Training: June 18<sup>th</sup> thru June 22<sup>nd</sup>, Det John is attending police prosecutor school; June 22<sup>nd</sup> thru June 24<sup>th</sup>, Sgt Beede is attending the NH Police Cadet Academy.

**Moultonborough Fire Rescue:** For the period of 06/15/2018 to 06/21/2018, there were 20 calls for service: There was: 1 – Boat fire; 9 – Emergency medical incidents; 1 – Stand by for propane company; 1 – Tree on wires; 1 – Assist the physically disabled; 1 – No incident found upon arrival; 3 – Alarm sounded due to malfunction; 3 – Alarm sounded, no fire, unintentional activation. Automatic Aid: once received from Tuftonboro. Mutual Aid: once received from Center Harbor. Overlapping Incidents: two

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:27 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:52 mins/sec.
	Average Night/Weekend response time	15:33 mins/sec.

Operations: 6/19 - The department conducted annual pump testing of apparatus at Lee's Mills with Lakes Region Fire Apparatus. All apparatus pumped at their rated capacities. 6/19 - The fire department provided the grill for the MCS sixth grade picnic at Suissevale Beach. 6/20 - The fire chief meet with the Town Planner and Planning & Zoning Board Chairs to discuss the building height regulations in the Zoning Ordinance. 6/21 - EMS personnel were trained in the State EMS protocol allowing the intramuscular administration of epinephrine.

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 still 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 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 chimneys, 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](http://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:** Prepared for and attended Charrette Organizing Team meeting. Followed-up the meeting with preparation of meeting minutes. Attended meeting with TA/Walter Johnson concerning CIPC process. Prepared for and attended meeting concerning height limitations in Zoning Ordinance with Zoning Board Chair Bob Stephens, Planning Board Chair Scott Bartlett and Fire Chief David Bengtson. Prepared meeting minutes and agenda for Charrette Organizing Team meeting. Prepared meeting minutes and agenda for Community Development Advisory Committee (CIPC) meeting. Attended the CIPC meeting. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** The re-designed REcking Crew and Happy Camper Day Camp programs got underway this morning – Monday June 25<sup>th</sup>! This is the first year we have been able to offer full day, day camp. Swimming lessons will also get underway today, Monday, June 25<sup>th</sup> at Long Island Beach. Tennis lessons have already gotten underway. This year we are offering a series of tennis camps and clinics for children and adults as well as private lessons. The tennis program, like the camp program, has undergone a minor make-over, partly driven by the new camp schedule. We had two young athletes qualify for the State Final of the Granite State Track and Field, held last Friday, June 22<sup>nd</sup> at Winnisquam High School. Brother and sister, Charlotte Johnson and Brett Johnson represented Moultonborough very well! Brett was the state champion in the softball throw for his age group and also finished third in the state in the 100 meter dash. Charlotte was the state champion in the softball throw in her age group. Donna K serves as the co-chair of NHRPA’s Granite State Track and Field program and Dan is on the committee. The first of the summer concert series gets underway this Wednesday evening. There will be no concert next Wednesday due to the July 4<sup>th</sup> Holiday Celebration. We will resume the following Wednesday July 11<sup>th</sup> with the Rick Clogston Band – our own Moultonborough Postmaster will rock the night away beginning at 6:30 PM. Our Hot and Happy program for toddlers and their parents will get underway next Tuesday July 3<sup>rd</sup>. They meet two days a week, on Tuesday and Thursday mornings from 9:30-10:30. The Teen Adventure program also gets underway next week. Their first get together is on Monday July 2<sup>nd</sup> and is a barbecue at Kraine Meadow Park. There is an exciting schedule of trips planned for our teen adventurers. The Cabbage Island Clambake trip for adults is coming right up – on Friday July 13<sup>th</sup>.

### **Important Dates to Remember**

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

**Board of Selectmen’s Meeting, July 5, 2018, 7 PM**

**Board of Selectmen’s Meeting, July 19, 2018, 7 PM**

**Board of Selectmen’s Work Session, July 26, 2018, 4 PM**

**\*Department Head Meeting, July 10, 2018, 9 AM\***