

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 9, 2018



Town Administrator: This past week's activities included: Prepared for and attended the CIPC meeting, assisted with coordinating the July 4th parade, continued review of personnel evaluations, prepared work session public and non-public minutes for the Select Board, coordinated orientation for our new Code, Compliance and Health Officer, prepared for and attended the Select Board's meeting, coordinated the closing of the Moultonborough Falls Conservation Area property. This coming week's activities: Meet with NHDOT engineer regarding paving on the Neck Road and repairs to the Pathway project, prepare for and attend the monthly Department Head meeting, prepare for and attend the CIPC public hearing, attend the PELRB hearing, attend the Charrette coordinating team meeting, continue work on employee handbook revisions with HR manager, continue work on staff performance evaluations, complete update of annual Town property and liability inventory, finalize documents for DPW equipment lease/purchase, complete closing on the MFCA property acquisition. Have a great week!

Finance: Nothing to report this week.

Assessor: Mike Tarello from Vision Government Solutions (Vision) and I completed the final review of sales. The data entering is complete. Vision will begin working on the analysis this week to establish the new 2018 property 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. Vision plans to hold the informal hearings in 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 is continuing to work closely with the Tax Collector to establish in-house Standard Operating Procedures. I completed reviewing the three campgrounds. I am waiting for the Heritage Committee to schedule visits, so we can inspect properties that are receiving the Discretionary Preservation Easement for Preserving Barns. NH Department of Revenues (DRA) finished monitoring the Town's assessment data. If any property owner has any questions or concerns regarding assessing, please do not hesitate to contact our office.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The Highway crew began the week grading Bodge, Evans, Greenes Basin and Lees Mills Roads. They continued the week handling a sink hole issue on Sheridan Road. The week ended with the Highway crew assisting the team at the Transfer Station.

Buildings & Grounds: This week the F&G crew continued to mow and trim Town properties and cemeteries. We assisted the Transfer Station with the heavy holiday weekend traffic volume.

Fleet: Car132 2013 Ford Interceptor: Replaced a/c condenser and line, refilled system, performed PM service; TRK10 2007 Peterbilt - installed airbag system for front suspension, install front shocks; Perform administrative duties; Perform JLMC building inspection at WMF.

Transfer Station: We started the weekend off with a disgruntled patron attempting to smash through the locked gate on Thursday afternoon (we are closed on Thursday). With the July 4th holiday, we serviced on Friday, Saturday and Sunday 1,800 residents during a total of 20 hours, averaging 90 residents per hour. We shipped out 75 tons of municipal solid waste, 28 tons of recycled materials and 28 tons of construction and demolition. The weekend was a big success because of the added staff. I would like to thank Mike, Brennan, Matt, Trevor, Bob and Zach for their much-appreciated help. The regular staff went above and beyond this past weekend. Thanks to Ralph, Bruce, J.J. and Smitty. Sunday was Smitty's last day of employment with the Town. We all wish him well with his new job.

Moultonborough Police Department: The Police Department recorded 386 log entries, which included the following calls for service, 48 motor vehicle stops, 23 assists to Fire/EMS, 10 Directed Patrols, 4 arrests, 9 complaints, 3 MV Accidents, 9 MV Complaints, 4 residential alarms, 4 commercial alarms and 5 K-9 complaints.

Moultonborough Fire Rescue: For the period of 06/29/18 to 07/05/18, there were 35 calls for service: 1 – Passenger vehicle fire; 1 – Excess heat, scorching burns with fire; 20 – EMS incidents; 1 – Public service; 1 – Dispatched & cancelled en route; 1 – No incident found on arrival at dispatched address; 2 – Smoke detector activation due to malfunction; 5 – Alarm system sounded due to malfunction; 1 – Carbon monoxide detector activation due to malfunction; 2 – Alarm system activation, no fire, unintentional. Automatic Aid: received 3 times from Center Harbor. Given once each to Sandwich and Tuftonboro. Mutual Aid: None. Overlapping Incidents: There were sixteen (16) times when 1 or more incidents were ongoing simultaneously.

Second call: 12 incidents Third call: 3 incidents Fourth call: 1 incident

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:15 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:36 mins/sec.
	Average Night/Weekend/Holiday response time	09:53 mins/sec.

Operations: The first week of July showed a dramatic increase in call volume for the Fire Department. With Independence Day holiday falling mid-week the Department responded to 22 incidents between July 3rd - 5th. During that period there were 12 times where more than 1 incident was ongoing at the same time. Moultonborough's fire boat was on duty July 4th in the bay while the fireworks were loaded on to the barge and remained on duty through the conclusion of the display. The Department participated in the Town's annual Independence Day parade and sent several apparatuses to participate in the Center Harbor parade later in the afternoon. The department's 1935 GMC won a ribbon for best apparatus.

E-9-1-1 House Numbers: Help Us Help You! The Town's ordinance for building numbering requires that all residential and commercial buildings display their assigned E-9-1-1 address number. Numbers must be 3-1/2" x 6" tall and clearly visible from both directions of travel. For more information, check the Ordinances & Policies tab on the Town's web page and click on Ordinance #20 Establishment of a Building Numbering System.

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 provided planning, zoning and building permit information to the public and property owners wishing to get information concerning their specific property.

Recreation Department: The Recreation Staff Swim Noodle “Drill Team” once again received first place recognition in the July 4th Parade for formation groups. Session 3 of Happy Campers and RECKing Crew got underway today, Monday July 9th. The ever-popular Foam Day for both camps will be held this Wednesday! As always, thanks to the Moultonborough Fire and Rescue for this favorite activity. The STEM program, with instruction provided by Camp Cody, and held as a separate option as part of our camp program, begins with this session today. New sessions of our Youth Tennis Camps also start today, which is a new structure of tennis lessons introduced this year. An adult tennis clinic is also being held this evening. This is the last week of the first session of swimming lessons; second session gets underway next Monday July 16th. Our teen adventure program has been “selling out” of their trips this year. We have had a wait list for the first 4 trips. They are headed to Cannon Mountain and Echo Lake tomorrow, July 10th and to the Cranmore Mountain Adventure Park on Thursday July 12th. Our concert series resumes this Wednesday, July 11th with the Rick Clogston Band at 6:30 p.m. at the gazebo. The Adult Trip to Boothbay Harbor and the Cabbage Island Clam Bake is this Friday July 13th. The Recreation Department has partnered with the Castle in the Clouds to offer two writing workshops. The Y.A.P. – Young Authors and Poets will be held on Tuesday July 31st, and “Finding Your Muse” for adults wanting to get started, will be held on Thursday August 2nd. Both programs will be held at the Castle.

Important Dates to Remember

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