

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 16, 2018



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**Town Administrator:** This past week's activities included: Met with NHDOT engineer regarding paving on the Neck Road and repairs to the Pathway project, prepared for and attended the monthly Department Head meeting, prepared for and attended the CIPC public hearing, attended the Charrette coordinating team meeting, continued work on employee handbook revisions with the HR manager, continued work on staff performance evaluations, completed the annual update of Town property and liability inventory, finalized documents for DPW equipment lease/purchase, completed the transfer of funds for the closing on the MFCA property acquisition, and provided boat transportation for the Town Assessor to view an island property on Squam Lake. This coming week's activities: Meet with the Facilities Team Leader to coordinate facility needs for the Charrette, meet with the Town Engineer, DPW Director and GMI Paving on the 2018 road projects, prepare for and attend the Select Board meeting, continue work with the HR Manager on performance evaluations and personnel handbook amendments, attend the final meeting of the Charrette Organizing Team, attend the final CIPC meeting and assist with coordinating the Charrette activities on Friday and Saturday, Have a great week!

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

**Assessor:** Vision Government Solutions (Vision) is working on the sales analysis to establish the new 2018 property values. I am still reviewing and measuring commercial signs to ensure they are assessed consistently and properly. Notices of 2018 preliminary established values will be mailed in July/August and Vision plans to hold the informal hearings in August. We encourage taxpayers to schedule a hearing if they have questions or concerns regarding the newly established values placed on their property. We continue to work to establish in-house Standard Operating Procedures (SOP's). This week I completed the island building permits and sales review. Next week the Heritage Committee and I are scheduled to visit properties that are receiving the Discretionary Preservation Easement for preserving barns. 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 week began for Highway with the team fixing a sink hole on Buckingham Terrace. R. DeDucca picked up the leased excavator from Chadwick-BaRoss, Inc. J. Nave used truck #24 to assist Robinson Construction on Severance Road. The crew worked on removing debris and ditching on Blacks Landing Road. M. Anderson, T. Colby, and Z. Conti helped at the Transfer Station Friday, Saturday, and Sunday.

**Facilities & Grounds:** Last week the F&G crew continued to mow and trim Town properties and cemeteries.

**Fleet:** 15-R-1 2012 HME fire truck: Check engine light on, test system ordered parts; TRK24 2009 Freightliner - repaired seized brakes; Car 132 2013 Interceptor SUV - finish up, replaced front brakes, sway bar links and tie rod; CAR151 2015 Interceptor SUV - service, state inspection, replaced rear brakes; CAR161 2016 Interceptor SUV - service, state inspection, 4 wheel brake job; TRK4 2012 2012 Ford F350 - replaced fuel pump assembly; TRK19 2018 Dodge 1500 - took to Candia Trailer for body/boxes; performed administrative duties.

**Transfer Station:** Last week we shipped out 6 municipal solid waste, 42-yard containers, 5 single stream recycle, 42-yard containers, 8 construction and demolition, 30-yard containers, and 1 50-yard container of mixed scrap metal was shipped. The staff burned the brush pile.

**Moultonborough Police Department:** The Police Department recorded 371 log entries, which included the following calls for service, 28 motor vehicle stops, 7 assists to Fire/EMS, 6 Directed Patrols, 2 arrests, 6 complaints, 3 MV Accidents, 10 MV Complaints, 1 residential alarm, 2 commercial alarms and 5 K-9 complaints.

**Training:** July 9<sup>th</sup> thru 13<sup>th</sup>, SRO Jody Baker attended FBI LEEDA training.

**Moultonborough Fire Rescue:** For the period of 07/06/18 to 07/12/18, there were 21 calls for service: 10 – EMS incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Arcing, shorted electrical equipment; 1 – Unauthorized burning; 1 – Dispatched and cancelled en route; 2 – Smoke detector activation due to malfunction; 2 – Alarm system activation due to malfunction; 1 – Alarm system activation, unintentional, no fire; 1 – Unauthorized burning. Automatic aid was received once each from Center Harbor and Tuftonboro. Given once each to Sandwich and Tuftonboro. Mutual aid was given once to Sandwich. There were five overlapping incidents, times when one or more incidents were ongoing simultaneously.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:11 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:54 mins/sec.
	Average Night/Weekend response time	12:35 mins/sec.

**Operations:** 7/10 - The Department conducted oral interviews with three candidates for the vacant firefighter/EMT position. The Chief will be submitting a recommendation to the Select Board for their July 19 meeting. 7/10 - Chief Bengtson attended the July meeting of the Lakes Region Mutual Fire Aid Communication Center Executive Committee at the communication center in Laconia. 7/11 - The Department provided the equipment and personnel for the Recreation Department's annual Foam Day. The Fire Department uses Dawn dish soap and a Kidde high expansion foam generator to create foam 3-5 feet high. Foam Day is one of the favorite activities of both the Happy Camper and RECKing Crew programs. 7/11 - Chief Bengtson met with a representative of Harilla Landing Yacht Club and their staff to discuss the fire protection systems in place at their boat storage facility. 7/11 - Chief Bengtson conducted a youth camp inspection at Camp Winaukee.

**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"-6" tall and clearly visible from both directions of travel. For more information, check the Ordinances & Policies tab on the Town web page and click on Ordinance #20 Establishment of a Building Numbering System.

**Fireworks:** Moultonborough's 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 Department Heads meeting. Prepared for and attended MTAG meeting at office of PLAN NEW HAMPSHIRE in Portsmouth. Prepared and emailed "invitation letter" to community leaders and stakeholders re Charrette. Prepared for and attended Community Development Advisory Committee meeting. Continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** Summer is in full swing for the Recreation Department. Our Summer Concert Series has been well attended and continues each Wednesday evening at 6:30 p.m. by the Gazebo at the Moultonborough Function Hall, through August 15. Last week, Donna K. and Dan joined our adults on a trip to Cabbage Island, ME for a traditional New England Clambake. The Hot & Happy preschool camp visited the Loon Center last week, where they went on a short hike, and learned all about loons inside the Center. Our RECKing Crew camp went on a hike at Castle in the Clouds and played mini golf at Paradise Falls. Happy Campers took a trip to the Squam Lakes Science Center, and our Teens traveled to Franconia Notch to ride the tram to the top of Cannon Mountain, then spent the afternoon relaxing at Echo Lake State Beach. The teens also enjoyed the Cranmore Summer Adventure Park. Session 2 for swimming lessons begins today, July 16. Tennis lessons are offered in weekly sessions, with this week's session occurring in the evenings. Coming up is the annual Edith's Tennis Tournament, on Saturday, August 4<sup>th</sup>. The following week, on August 11 is the Pathway Fund Run and Family Fun Day. MRD is also offering a youth writing class on July 31, and adult writing class on August 1. On August 6<sup>th</sup>, we're offering a Safe Sitter Training class on August 6. There's still space available in all of these classes.

**Important Dates to Remember**

**Board of Selectmen's Non-Public Meeting, July 19, 2018, 6:30 PM**

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

**Moultonborough Village Charrette, July 20 & 21, 2018**

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

**\*Department Head Meeting, August 7, 2018, 9 AM\***