

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 23, 2018



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**Town Administrator:** After a busy week working with the Village Charrette organizing team, the TA has taken a few days off and will return on Thursday, July 26<sup>th</sup>.

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

**Assessor:** Vision Government Solutions (Vision) continues to work on the sales analysis to establish the new 2018 property values. I continue to review and measure commercial signs to ensure they are assessed consistently and properly throughout Town. The notices for the 2018 preliminary established values will be mailed in July or August. 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. Taxpayers should review their property record card information to ensure it is accurate. Carol Fucarile and I continue to work to establish in-house Standard Operating Procedures (SOP's). This week I hope to assist the Heritage Commission and visit properties that are receiving the Discretionary Preservation Easement for preserving barns. A report will be written and submitted to the Board of Selectmen on the progress of the barn restorations. 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:** Highway's week started with finalizing the ditching, grading, rolling, watering, and changing the culvert on Blacks Landing Road. R. DeDucca picked up the leased roller from Chadwick BaRoss, Inc. T. Colby assisted Robinson Construction throughout the week with watering Severance Road. R. Deducca and C. Theriault met with GMI Paving to go over expectations for the upcoming paving projects. J. Nave, M. Anderson, T. Colby assisted at the Transfer Station. The week ended with ditching, grading, rolling, and watering on Avon Shores, Glidden, and Marvin Roads.

**Facilities & Grounds:** This past week the F&G crew continued to mow and trim the Town properties and cemeteries. We emptied the milfoil trailer on Monday and Friday, and we set up at the Lions Club for the Village Charrette.

**Fleet:** TRK8 2003 F350: Perform A-PM and check over for inspection; TRK7 2011 International - replaced park valve assembly and replaced clutch return springs; CAR171 2017 F150 - perform state inspection; CAR 162 2016 Police SUV - perform B-PM and state inspection; TRK2 2011 Ford F550 - road call to Blake Road for faulty starter, transported back to shop to replace the starter; TRK5 2015 F550 - check out wandering complaint. I assisted with loading trucks for Highway Crew.

**Transfer Station:** Last week we shipped out 96 tons of municipal solid waste (garbage), 63 tons of construction/demolition, and 21 tons of single stream recycle. We burned brush as weather permitted. We will be screening the compost this week with the help of Public Works staff.

**Moultonborough Police Department:** The Police Department recorded 331 log entries, which included the following calls for service, 40 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 6 complaints, 2 MV Accidents, 4 MV Complaints, 8 residential alarms, 3 commercial alarms and 4 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 07/13/18 to 07/19/18, there were 19 calls for service: 11 – EMS incidents; 1 – Assist the physically disabled; 2 – Dispatched & cancelled en route; 1 – Smoke detector activation due to malfunction; 2 – Alarm system activation due to malfunction; 1 – Smoke detector activation, unintentional, no fire; 1 – Alarm system activation, unintentional, no fire. Automatic Aid: Received once each from Center Harbor and Tuftonboro. Given once each to Sandwich and Tuftonboro. Mutual Aid: None. Overlapping Incidents: There were five (5) times when one or more incidents were ongoing simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	08:59 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:50 mins/sec.
	Average Night/Weekend response time	10:17 mins/sec.

**Operations:** 7/16 - Chief Bengtson conducted a foster care inspection on Redding Lane; 7/18 - Chief Bengtson conducted a youth camp inspection at Camp Tecumseh; 7/19 - Chief Bengtson met with the Select Board to discuss a personnel issue.

**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 assigning 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. E-9-1-1 numbers are issued for new construction by the Code Enforcement Officer when a building permit is issued. The number is registered into the NH Bureau of Emergency Communications Mapping & Address system once a driveway has been constructed.

**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 meeting of Charrette Organizing Team. Followed-up the meeting with preparation of meeting minutes. Prepared for and attended Moultonborough Charrette 2018 on July 20-21. Prepared for and attended CIPC meeting.

**Recreation Department:** Camp is in full swing with session 5 for RECKing Crew and Happy Campers starting this week. Both camps participated in the Carroll County Fun Day held in Conway last Wednesday. They had PJ’s and Pancakes on Thursday. RECKing Crew went to Whales Tale for their field trip on Friday and Happy Campers went to Clark’s Trading Post. There are only two sessions left after this week. Teen Adventure had an overnight at the cabins at Indian Head Resort last week – they

hiked on Thursday and joined the RECKing Crew at Whales Tale on Friday. Teen Adventure participants are scheduled to go to White Lake Speedway and White Lake State Park this Tuesday and to Skyzone in Manchester this Thursday. The concert series has been well received. This week's concert features the Moultonborough Songwriter's Club and we are keeping our fingers crossed for good weather. Edith's Tourney will be held on August 4<sup>th</sup>; the road race is on August 11<sup>th</sup> as is the Family Fun Day at the Castle in the Clouds. We are offering a Safe Sitter babysitting class at the Recreation Department on Monday August 6<sup>th</sup>.

**Important Dates to Remember**

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

**Board of Selectmen's Meeting, August 2, 2018, 7 PM**

**Joint Board of Selectmen & School Board Meeting, August 14, 2018, 7 PM**

**Board of Selectmen's Meeting, August 16, 2018, 7 PM**

**Board of Selectmen's Work Session, August 23, 2018, 4 PM**

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