

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 6, 2018



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**Town Administrator:** This past week's activities included: Prepared minutes of work session public and nonpublic, met with a representative of Waste Management Inc., and with the Transfer Station Supervisor and DPW Director to discuss the challenges in the market for recycling materials, attended a critique of the Charrette with the organizing team, attended a pre-construction meeting with the Town engineer, DPW Director and the 2018 paving contractor, prepared for and attended the Select Board meeting, continued work on personnel performance evaluations, continued coordinating the MFCA closing, and assisted with the Household Hazardous Waste Day at the DPW on Saturday. This coming week's activities: Prepare for and direct the monthly Department Head meeting, continue to resolve legal document issues on the MFCA purchase, continue work on personnel performance evaluations, review the RFP for 2019 Assessing Services with the Town Assessor, meet with DOT's engineer and DPW Director regarding the Pathway and Neck Road project, and assist with the Pathway road race on Saturday. Have a great week!

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

**Assessor:** The notices for the 2018 preliminary established values will be mailed August 6th. Vision will begin holding the informal hearings the week of August 13th. We encourage taxpayers to attend the hearings if they have questions or concerns regarding the newly established values placed on their property. Follow the instructions that are in the letter, there is a phone number to call to schedule an appointment. A list of the 2018 newly established preliminary values are available at the Town Assessor's office and the Library for the public to review. The preliminary values can also be found on the Town's website, [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov); under Departments, click Assessor; on the left side, click on Assessor's Online Database or Valuation Update Information, click on 2018 Preliminary Values. Taxpayers should review their property record card information to ensure it is accurate. Last week a few of the members of the Heritage Committee and I finished visiting properties that are receiving the Discretionary Preservation Easement for preserving barns. Reports will be written and submitted to the Board of Selectmen. If any property owner has any questions or concerns regarding assessing, please do not hesitate to contact our office during normal working hours.

**Tax Collector:** We have collected approximately 97.5% of the July Warrant. The tax deeding process for unpaid 2015 taxes has been started by conducting mortgagee searches and the mortgage holders were entered into the tax system. Pursuant to NH law, 47 certified Notices of Impending Tax Deeding were prepared and mailed Friday, August 3<sup>rd</sup> as the tax deeding date is September 12, 2018. Also, the same process has begun regarding unpaid 2015 Bay Sewer District bills which are also scheduled for tax deeding September 12<sup>th</sup>. We are also in the process of preparing approximately 475 courtesy reminder letters for tax accounts that are delinquent, reminding them that interest began accruing July 3, 2018. Deputy Pouliot will be attending her 2<sup>nd</sup> year of certification classes from August 6<sup>th</sup> through the 10<sup>th</sup>.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway's week began with grading Tara and Wentworth Shores Roads. The week continued with part of the team working with the contractor on Red Hill Road for culvert replacements and the rest of the crew worked at the Transfer Station screening compost and brush debris. The week ended setting up and working on the Household Hazardous Waste Day.

**Facilities & Grounds:** The past week the Facilities and Grounds crew mowed and trimmed cemeteries and Town properties, with some minor building repairs. DPW hosted Household Hazardous Waste Day on Saturday which was a big success.

**Fleet:** 15 T 1 2017 International tanker: Perform state inspection; TRK11 2016 F350 - perform C-PM service and state inspection; 15 E 4 HME pumper - perform state inspection, inspect cooling system for leaks; 15 R 2 1990 F250 Rescue - perform state inspection; 15 U 1 2015 f250 - perform state inspection; 15 E 1 2007 HME pumper - perform state inspection; TRK4 2012 F350 - perform C-PM service, check out fuel issue, check over for state inspection; TRK24 2009 Freightliner - replaced a/c compressor and receiver/drier and refill system, replaced air dryer filters and lube cart; 15 E 3 1993 Freightliner - check over for state inspection; 15 F 2 1985 GMC 3500 - perform state inspection and A-PM; Performed administrative duties, cleaned shop for Household Hazardous Waste Day; worked Household Hazardous Waste Day on Saturday; pushed back woodchip pile.

**Transfer Station:** Last week we shipped out 3 containers of municipal solid waste, 7 containers of construction and demolition, 3 containers of single stream recycle and 1 container of mixed scrap metal. The Public Works Department spent this past week at the facility screening the compost. The DPW crew, Jim, Josh, Travis and Zach did an amazing job with the screening and cleaning up the brush burning area as well as the compost area. They did leveling, boulder removal and some expanding of both areas. Thank you all. The residents enjoy the free compost and it is much appreciated.

**Moultonborough Police Department:** The Police Department recorded 258 log entries, which included the following calls for service, 17 motor vehicle stops, 13 assists to Fire/EMS, 1 Directed Patrol, 4 arrests, 8 complaints, 3 MV Accidents, 2 MV Complaints, 1 residential alarm, 2 commercial alarms and 5 K-9 complaints.

**Training:** July 30<sup>th</sup>, Off. Alberico attended SPOTS training.

**Moultonborough Fire Rescue:** For the period of 07/27/18 to 08/02/18, there were 21 calls for service: 16 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 - Assist the police; 1 – Assist the physically disabled; 1 – Alarm system activation due to malfunction; 1 – Alarm system activation, no fire, unintentional. Automatic Aid: 3 received from Center Harbor and 1 from Sandwich. Mutual Aid: None. Overlapping Incidents: There were 2 times when 1 or more incidents were ongoing simultaneously.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 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	09:28 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:22 mins/sec.
	Average Night/Weekend response time	10:35 mins/sec.

**Operations:** 8/2 - The Fire and Police Departments along with Stewart's Ambulance responded to the area of 388 Whittier Highway for the report of a five-car motor vehicle accident. Upon arrival, all occupants were out of the vehicles, which had been moved to the side of the road. A total of nine

patients were assessed, one patient was transported with non-life-threatening injuries. Two vehicles were severely damaged and towed from the scene. Eastbound traffic diverted through the parallel access road. This is the second, multi-vehicle accident that emergency services have responded to in the area in the last thirty days.

**Land Use Office:** Nothing to report this week.

**Recreation Department:** The 7th and final camp session for Happy Campers and RECKing Crew got underway today. The new format and program have been successful, however, as we continue to take registrations, a participation comparison will not be possible until after our last week. Happy Campers go to White Lake State Park and RECKing Crew will be at Chucksters Family Fun Park for their weekly field trips this Friday. The Teen Adventure group continues to show stronger attendance on trips than last year. We have had more teens sign up for trips than we have space available in the 15 passenger van. This is the last week for the teens as well and they will be ending the year with a camp out at Kraine Meadow Park. Tennis and Swimming Lessons wrapped up last week. We had more numbers than in the past couple of years with the updated format. We are excited to bring Meg Baier back again next summer. Last week's concert with Tom Bartlett was cancelled due to the weather. This week the entertainment will be The New Horizons Band of the Lakes Region and there will be an ice cream social after the concert. The Edith's (Tennis) Tourney ran into some weather in the morning which prompted us to postpone it until 3 p.m. the same day. We contacted players from previous years but were unable to get enough teams to compete. We still held and sold raffle tickets to benefit the New Hampshire Division of the American Cancer Society and raised over \$100. The Pathway Road Race will be held this Saturday August 11<sup>th</sup> as will the Family Fun Day, held in conjunction with and at the Castle in the Clouds. Children's Stage Adventures drama camp gets underway the week of August 13<sup>th</sup> as does the Challenger British Soccer Camp.

**Important Dates to Remember**

**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\***