

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 13, 2018



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**Town Administrator:** This past week's activities included: Prepared for and directed the monthly Department Head meeting, continued to resolve legal document issues on the MFCA purchase, continued work on personnel performance evaluation, reviewed RFP for 2019 assessing services with the Town Assessor, and assisted with the Pathway road race on Saturday. This coming week's activities: Attend the Joint Loss Management Committee meeting, meet with DOT on the Neck Road Pathway project, attend two Technical Review meetings, complete the closing for the MFCA purchase, attend the NHEC Solar Area Open house, attend the joint Select Board and School Board meeting, attend a meeting with HR Director and Finance Director regarding employee health plan options, meet with the MPD Collective Bargaining team, meet with Huggins Hospital representatives, attend the CDAC meeting, prepare for and attend the Select Board's regular meeting, continue review of employee performance reviews. Have a great week!

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

**Assessor:** The notices for the 2018 preliminary established values have been mailed. The informal hearings are being held this week. Taxpayers are encouraged to attend the hearings if they have questions or concerns regarding the newly established values placed on their property. 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); click on Departments and 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. If any property owner has any questions or concerns regarding assessing, please do not hesitate to contact our office during normal working hours, Monday through Friday 7:30 a.m. to 4 p.m.

**Tax Collector:** Nothing to report this week.

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

**Public Works & Facilities:** The week began with part of the team working on ditching/tree work on Bodge Hill Road, while the others were assisting Brian Davis Construction on Red Hill and the DPW Well access road at the Highway Garage. The week continued with grading of Bartlett Landing, Ben Ayers, Blake, Bodge Hill, Clement, Greene's Basin, Kent, and Lees Mills Roads. The week ended sweeping the bike path, working on the driveway aprons on Severance Road, and a burial at Shannon Cemetery.

**Facilities & Grounds:** The past week the F&G crew continued to mow and trim Town properties and cemeteries. We emptied the two milfoil trailers. The generators at the school/Town Hall/PSB/Neck Station and Highway Garage had the 6 month services completed. We also helped out at the Transfer Station.

**Fleet:** 15 E 3 1993 freightliner: Road call to Neck Fire Station to check air leak; EQ39 2018 Volvo 145EL excavator - replaced zerk fitting on grading bucket; TRK24 2009 Freightliner dump - remove stuck tailgate hinge pin; TRK9 2014 Kenworth - work on tarp system; TRK2 2011 F550 - diagnose check engine light, set up with Irwin's for warranty repair, also performed inspection; 15 R 1 2012 HME rescue truck - diagnose after treatment system, sent to Cummins Service in Concord for technical service bulletin; TRK10 2007 Peterbilt - road call to Glidden Road, get truck running (ran out of fuel), not pulling adequately from 2<sup>nd</sup> tank; EQ14 Cat 926m - diagnose bucket issue. Set up Cat to repair under warranty; 15 E 3 1993 Freightliner - replaced air dryer assembly, replaced tailpipe extension and state inspection; 15 E 4 - replaced radiator cap and surge tank cap; CAR162 2016 Taurus - perform B-PM service and replace rear brakes; check out old 131 for use. Helped C. Theriault fill in driveway on Severance Road due to resident call-in on Thursday late afternoon; Performed administrative duties.

**Transfer Station:** Last week we shipped out 5 containers of municipal solid waste, 6 containers of single stream recycle, 4 containers of construction and demolition, and 1 container of mixed scrap metal. The brush pile was burned at the facility.

**Moultonborough Police Department:** The Police Department recorded 259 log entries, which included the following calls for service, 24 motor vehicle stops, 10 assists to Fire/EMS, 7 Directed Patrols, 3 arrests, 5 complaints, 4 MV Accidents, 2 MV Complaints, 4 residential alarms, 2 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 08/03/18 to 08/09/18, there were 20 calls for service: 1 – Excessive heat, scorch burns with no ignition; 14 – Emergency medical incidents; 1 - Assist the police; 2 – Alarm system activation due to malfunction; 2 – Alarm system activation, no fire, unintentional. Automatic Aid: Once from Tuftonboro and once from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: There were three times when one or more incidents were ongoing simultaneously.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	08:15 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:21 mins/sec.
	Average Night/Weekend response time	08:11 mins/sec.

**Operations:** 8/6 - The Department continued sending apparatus to the Town Mechanic for DOT inspections. 8/7 - Chief Bengtson attended the monthly Lakes Region Mutual Fire Communication Center Executive Committee meeting at the dispatch center in Laconia.

**Land Use Office:** Attended meeting with TA Walter Johnson, Building Inspector Steve Zalewski and AA Bonnie Whitney re admin support for the BI position. Prepared for and attended meeting with Zoning Board of Adjustment and preparation of four Staff Memos concerning four proposed variances. Attended wrap-up meeting of the Charrette Organizing Team. Met with new Superintendent of the Moultonborough Schools to schedule meeting to discuss and explore mutually benefiting community development program for Moultonborough village. Prepared for and attended Department Head Meeting. Meeting with Bill Gassman and Brian Sanford (Conservation Commission members) re progress made by Conservation Commission in updating the Natural Resources Chapter of Master Plan. Meeting with abutters to proposed Colonial Pines Condo Conversion of Colonial Pines Cottage Colony. Meeting with Lakes Region Community Developers Executive Director Carmen Lorentz and LRCD staff re attending future meeting of CDAC to discuss affordable school-age families. Prepared for and attended Planning Board meeting on 08/08/2018

**Recreation Department:** On August 6, MRD offered a Safe Sitter® Class. The full class of twelve students learned about staying home alone, stranger danger, online safety, various child care techniques and child behaviors at different stages of development. It was the last week for Happy Campers, RECKing Crew, and Teen Adventure camps. Last Saturday, MRD hosted two successful events, one being the annual Pathway “Fund” Run/Walk. The other event, Family Fun Day, was run in conjunction with the Lakes Region Conservation Trust and Castle in the Clouds. This event took place in the meadow by Shannon Pond. Close to 400 people enjoyed family activities, live entertainment, gaga ball, disc golf, a puppet show, food, and more. We didn’t see the sun, however, the rain held off until just about the end of the event. We are looking forward to this event again next year. From August 13 - 17, the Challenger soccer coaches are in Town for our Challenger Soccer Camp program, for ages 3-14. Our Theater Camp scheduled for this week has been cancelled, due to not meeting the minimum number of participants required by Children’s Stage Adventures. A certain number of kids are needed to fulfill the cast list to produce a quality show. The summer concert series got off to a good start back in June, however, we were forced to cancel several weeks in a row due to rain and forecasted storms. We are hoping to get the last scheduled concert of the series in this Wednesday, August 15, at 6:30 p.m. at the Moultonborough Function Hall. There will be an ice cream social during the concert, so we hope to get a big crowd this Wednesday. Fall Youth Soccer registrations are rolling in. The early bird deadline is this Thursday, August 16, however, registrations will be accepted until August 23. Clinics for grades 3-6 will begin the week of August 27, and team practices will begin the following week. Opening day for all levels is Saturday, September 8.

**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, September 4, 2018, 9 AM\***