

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 30, 2018



Town Administrator: This past week's activities included: Met with the Facilities Team Leader to review landscaping projects at some Town facilities, attended a FEMA scoping meeting for the March 2018 snow disaster event, prepared for and attended the Select Board's work session, met with the District 3 DOT engineer on the Neck Road Pathway project, prepared for and attended the Select Board's meeting, continued work on performance evaluations, met with the Chair of the Trustees of the Trust Funds on cash flow needs from CRFs, met with the Town Assessor to review the 2018 property values update schedule, and enjoyed three days of R&R. This coming week's activities: Preparing minutes of work session public and nonpublic, meeting with representative of Waste Management Inc. with Transfer Station Supervisor and DPW Director to discuss the challenges in the market for recycling materials, attending a critique of the Charrette with the organizing team and assisting with the Household Hazardous Waste Day at the DPW on Saturday. Have a great week!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions (Vision) finalized the sales analysis establishing the new 2018 property values. The notices for the 2018 preliminary established values will be mailed August 3rd. Vision will begin holding the informal hearings on August 13th. We encourage taxpayers 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 will be available at the Town Assessor's office and the Library for the public to review. Taxpayers should review their property record card information to ensure it is accurate. Last week and this week a few of the members of the Heritage Commission and I visited properties that are receiving the Discretionary Preservation Easement for preserving barns. A report 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: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week started with the crew working on trees that had come down and shoulder issues on Ferry Road. The week continued with part of the team grading and rolling Evans, Harvard Camp, Old Red Hill, Red Hill, and Singing Eagle Roads, while the rest of the team worked at the Transfer Station screening the compost material. R. DeDucca hauled truck #7 to Liberty Truck Service to have service and warranty work performed. The week ended cutting some trees that had come down on Eagle Shore Road and a burial at #301 Shannon Cemetery.

Facilities & Grounds: This past week the F&G crew continued to mow and trim Town properties and mow cemeteries. We continue to monitor the milfoil trailer and empty it weekly. We are gearing up for Household Hazardous Waste Day.

Fleet: EQ35 Quick attach broom: Set up new hydraulic motor; EQ16 CAT skid steer - perform 500 HR service on unit; EQ13 Komatsu WA180 loader - road call to Transfer Station, replaced hoses that were ripped out of machine, and retest unit; 15 C 1 2017 Ford Explorer - perform B-pm service and state inspection; TRK18 2010 Dodge Caravan - replaced front wipers; TRK5 F550 - replaced passenger front ball joints and put front back together; 15-R-3 2015 F550 Mini-Evo - Perform A-PM and state inspection, replaced valve stem extension on driver side duals; Picked up new TRK19 at Candia Trailers and went to Anderson Equipment to get parts for EQ13; Worked at Transfer Station Saturday, performed administrative duties.

Transfer Station: Last week we shipped out 64 tons of municipal solid waste, 42 tons of construction and demolition, 14 tons of single stream recycle and 50 yard container of mixed scrap metal. We were able to burn brush this week. Staff from DPW screened the compost at the facility. Facility & Grounds cut and trimmed the facility. Attendant Ralph Mitchell cut the grass on the old land fill with the Facility & Grounds' brush hog. Scott the DPW mechanic was our fill-in loader operator this past Saturday covering for an attendant on vacation. Thank you, Scott!!

Moultonborough Police Department: The Police Department recorded 327 log entries, which included the following calls for service, 34 motor vehicle stops, 12 assists to Fire/EMS, 7 Directed Patrols, 1 arrest, 5 complaints, 4 MV Accidents, 8 MV Complaints, 4 residential alarms, 0 commercial alarms and 6 K-9 complaints.

Training: July 25th, Sgt Fulton, Det. John and Off. Alberico attended Intox. Recert. July 26th, Sgt. Boucher attended Intox. Recert.

Moultonborough Fire Rescue: For the period of 07/20/18 to 07/26/18, there were 21 calls for service: 1 – Excessive, heat, scorch, burns with no ignition; 13 – EMS incidents; 1 – Motor vehicle accident with no injuries; 2 – Dispatched & cancelled en route; 1 – Smoke detector activation due to malfunction; 1 – Alarm system activation due to malfunction; 1 – Smoke detector activation, unintentional, no fire; 1 – Alarm system activation, unintentional, no fire. Automatic Aid: Received from Center Harbor twice and Sandwich once. Mutual Aid: None. Overlapping Incidents: There were five (5) times when one or more incidents were ongoing simultaneously.

Staffing:	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	4 firefighters
Response Times:	Overall average response time of first arriving unit	12:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:01 mins/sec.
	Average Night/Weekend response time	14:45 mins/sec.

Operations: 7/20 - Chief Bengtson and Facilities & Ground Team Leader Kepple conducted a place of assembly inspection at the Moultonborough Function Hall. 7/24 - The Fire Department participated in the Recreation Department's Touch-a-Truck program at the Moultonborough Central School. 7/26 - Chief Bengtson, Town Administrator Johnson, DPW Director Theriault and Foreman Deducca met with FEMA and NH HSEM officials to closeout a project and review the scope of a pending project. The Town was complimented on the thoroughness and detail of the information provided in its forms. NH HSEM will be using it as an example for other communities. 7/11 - Chief Bengtson met with 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.

Land Use Office: Followed-up Charrette 2018 with contacts with PLAN NEW HAMPSHIRE and Charrette Design Team members. Obtained Charrette recorded notes from Charrette Design Team member and distributed to Charrette Organizing Team members, Planning Board members and Town officials. Prepared for and attended meeting with Zoning ordinance violator concerning land fill along NH Route 25. The Town's Code & Compliance Officer also attended the meeting. Followed through by emailing the violator a detailed memo concerning the process for bringing his project into compliance with the Zoning ordinance. Prepared four staff memos for the ZBA pertaining to four variance applications to be heard by ZBA. Coordinated and scheduled meetings with several businesses concerning long-range planning for their commercial properties. Sent a letter to owners of strategically-located commercial properties in the Moultonborough village requesting them to meet with the Planning Board concerning future development of their properties. Contacted the new Superintendent of the Moultonborough SAU to schedule a meeting to discuss and explore mutually benefiting community development programs for the Moultonborough village. Lengthy discussion with Ray Korber concerning engineering for community sewer service in Moultonborough village and meeting to discuss this matter with the CDA Committee.

Recreation Department: The 6th of seven camp sessions 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 Storyland and RECKing Crew will be at Funtown/Splashtown USA 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 week the teens will be going to Waterville Valley to utilize the Adventure Park on Tuesday and Thursday's trip will be for Pizza Making at Piccolo's and some time at the Center Harbor Town beach. Tennis and Swimming Lessons wrap up this week. Last week's concert with the Moultonborough Songwriter's Club was cancelled due to the weather. This week the entertainment will be Tom Bartlett. Edith's (Tennis) Tourney is this Saturday, August 4th; the Pathway Road Race will be held the following Saturday August 11th, 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 13th as does the Challenger British Soccer Camp.

Important Dates to Remember

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