

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 20, 2018



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**Town Administrator:** This past week's activities included: attended the Joint Loss Management Committee meeting, met with DOT on the Neck Road Pathway project, attend two Technical Review meetings, continued work on closing for the MFCA purchase, attended the NHEC Solar Area Open house, attended the joint Select Board and School Board meeting, attended a meeting with HR Director and Finance Director regarding employee health plan options, met with the MPD collective bargaining team, met with Huggins Hospital representatives, prepared for and attended the Select Board's regular meeting, continued review of employee performance reviews. This coming week's activities: attend the milfoil Committee meeting, prepare for and attend the Planning Board meeting regarding the Academy emergency access drive, prepare for and attend the Select Board's monthly work session, continue work on staff performance evaluations and issue RFP for assessing services, Have a great week

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

**Assessor:** The informal hearings were held last week and part of this week. Notices of value changes will be mailed to taxpayers. 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 website: [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov); click on Departments then 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 7:30am to 4:00pm.

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

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

**Public Works & Facilities:** The week began working on Paradise Drive and grading and rolling Red Hill and Sibley Roads. The week continued with the team fixing the boat ramp issues at the Long Island boat ramp. The week ended cleaning ditches on Bodge Hill and Marvin Roads and Grading and rolling Blacks Landing and Lees Mills to prepare for the paving of these two sections of roads. Congratulation goes out to Ron DeDucca who has achieved the status of Road Scholar Level I in the UNH T2 Road Scholar Program.

**Facilities & Grounds:** The past week the B&G crew had some minor building repairs. We emptied the milfoil trailer 2 times and continue to mow and trim town facilities as well as the cemeteries.

**Fleet Maintenance:** TRK9 2014 Kenworth dump truck replaced rear brakes and drums swapped out rear tires; TRK 7 2011 International dump truck drilled out broken studs in rear axle; EQ14 Cat loader helped with warranty repairs; TRK2 2011 Ford F550 sent to Irwin Motors for warranty repairs; Perform administrative duties; Went to JLMC quarterly meeting; Retrieved correct parts for TRK9.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste, 5 containers of construction and demolition and 2 containers of single stream recycle. We will be shipping out a container of scrap metal and a load of tires.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 345 log entries, which included the following calls for service, 30 motor vehicle stops, 8 assists to Fire/EMS, 4 Directed Patrols, 3 arrests, 2 complaints, 4 MV Accident, 2 MV Complaints, 2 residential alarms, 4 commercial alarms and 5 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 08/03/2018 to 08/09/2018, there were 16 calls for service: 10 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident with no injuries; 1 – Gasoline or flammable liquid spill; 1 – Assist the physically disabled; 1 – Alarm system activation, due to malfunction; 1 – Detector activation, unintentional, no fire. Automatic Aid: once from Stewart’s Ambulance. Mutual Aid: None. Overlapping Incidents: there was one instance 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	10:48 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:35 mins/sec.
	Average Night/Weekend response time	13:20 mins/sec.

**Operations:** 8/14 - The chief attended two Technical Review Committee meeting at Town Hall for review of proposals coming before the Land Use Boards. 8/14 - Oil burner inspection on Holland Street.

**Land Use Office:** Attended meeting with Town Administrator Walter Johnson regarding an emergency access/egress driveway from NH Route 25 to Moultonborough Academy property. Prepared for and attended TRC meeting regarding two proposals: Douglas Beane regarding self-storage condominium on the corner of Redding Lane; and KS Land Holdings regarding stone fabrication/storage building on NH Route 25. Attending a meeting with Huggins Hospital regarding long range development plans of the Family Medical Office in Moultonborough village. Prepared for and attended the ZBA meeting and Public Hearing regarding Colonial Pines Condo conversion of cottage colony. Prepared for and attended meeting of Community Development Advisory Committee (CDAC). The meeting was cancelled due to a lack of quorum. Followed up by sending email to CDAC members requesting best time of CDAC meetings.

**Recreation Department:** The lifeguards completed their last shift on Friday August 17<sup>th</sup>. College and some high school schedules are such that we lose the bulk of our guards. The facility is now a “No Lifeguard on Duty” swim at your own risk facility for the remainder of the season. Swim lines will remain out through the Labor Day weekend. The raft is tentatively scheduled to be removed next week. After three consecutive concert cancellations we were able to get the last one of the season in! Lindsey Schust and the Ragged Mountain Band performed on Wednesday August 15<sup>th</sup> at the gazebo. There was an ice cream social during the intermission. This Tuesday, August 21<sup>st</sup> will be our trip to Portsmouth and Isles of Shoals. The trip to the Boston Red Sox offered in conjunction with Meredith Parks and Recreation is September 7<sup>th</sup> as the Sox take on the 2017 World Series Champs, the Houston Astros. Our annual Pickle Ball Tournament will be held next Monday August 27<sup>th</sup> at Kraine Meadow Park. With the successful conclusion of our summer programs we are moving towards fall. The early bird

registration date for youth soccer was last Thursday and the deadline is August 23<sup>rd</sup> for grades 1-6 and Sept. 6<sup>th</sup> for Kindergarten. Youth soccer players in grades 3-6 will start with soccer clinics on Monday, Tuesday and Wednesday August 27-30<sup>th</sup>. First games will be played on September 8<sup>th</sup> which will also be the start date for the kindergarten and grade 1-2 soccer program. Youth Volleyball registration deadline is September 6<sup>th</sup>. Volleyball is open to children in grades 3-6. Beyond the Bell After School program is scheduled to begin the first day of school this year – September 4<sup>th</sup>.

**Important Dates to Remember**

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

**Board of Selectmen's Meeting, September 6, 2018, 7 PM**

**Election Day, Public Safety Building, September 11, 2018 7AM to 7 PM**

**Board of Selectmen's Meeting, September 20, 2018, 7 PM**

**Board of Selectmen's Work Session, September 27, 2018, 4 PM**

**\*Department Head Meeting, September 11, 2018, 9 AM\***