

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 27, 2018



Town Administrator: This past week's activities included: Attended the Milfoil Committee meeting, prepared for and attended the Planning Board meeting regarding the Academy emergency access drive, prepared for and attended the Select Board's monthly work session, continued work on staff performance evaluations, met with the Facilities Team Leader on several buildings and grounds matters, met with the DPW Director, Highway Foreman and a NH DES representative on drainage and plowing concerns at the base of Jennifer's Path, met with Chief Monaghan on a personnel matter, and issued an RFP for assessing services. This coming week's activities: Meet with a candidate for the tax collector's office, continue work on staff performance evaluations, attend two project Technical Review Committee sessions, attend an Avitar Assessing and Building Permit software presentation, continue working on the finance software development with MRI and continue work with the DPW Director and Town Engineer on several active projects. I will be out of the office on Thursday and Friday this week. Have a great week!

Finance: Nothing to report this week.

Assessor: The informal hearings ended last week. Notices of the hearing results will be mailed to taxpayers within a week or two. A list of the 2018 newly established preliminary values are still 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; 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. We are data entering any necessary changes into the Vision CAMA system and working toward setting our new 2018 tax rate. 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: Highway's week started with the entire team working on ditching, changing a culvert and paving at the intersection of Aldrich and Winaukee Roads. R. DeDucca and B. Gray attended Solid Waste Facility Operator training. The week continued with the crew ditching and grading Martha's Lane and Red Hill Road. The week ended with R. DeDucca working with GMI Asphalt Paving during the final grading and paving of Ben Berry, Evans, and Red Hill Roads.

Facilities & Grounds: Last week F&G crew continued building maintenance, mowed and trimmed Town properties and cemeteries, raked beaches and trimmed around the boat ramps.

Fleet Maintenance: EQ14 2015 CAT loader: Make hydraulic hose for bucket that let go; TRK7 2011 7600 International - addressed parking brake issue, started replacing rear brake assemblies; TRK10 2007

Peterbilt - addressed noise complaint, found backing plate rubbing, removed rocks stuck in between tires, checked for air leaks, adjusted tailgate; TRK15 2009 F550 - checked out shifting issue; perform administrative duties; TRK2 2011 F550 - came back from Irwin Ford from warranty work.

Transfer Station: Last week we shipped out 3 municipal solid waste containers, 3 single stream containers, 9 construction and demolition containers, 60 yard container of mixed scrap metal and a containers of tires. Attendant Ralph Mitchell cut the grass on the old land fill and Matt and Trevor from Facility and Grounds trimmed the grass around the facility. Weather permitted to burn brush.

Moultonborough Police Department: The Police Department recorded 256 log entries, which included the following calls for service, 17 motor vehicle stops, 7 assists to Fire/EMS, 4 Directed Patrols, 2 arrests, 10 complaints, 5 MV Accidents, 5 MV Complaints, 6 residential alarms, 0 commercial alarms and 5 K-9 complaints.

Moultonborough Fire Rescue: For the period of 08/17/18 to 07/23/18, there were 12 calls for service: 1 – Excessive heat, scorch burns with no ignition; 5 – EMS incidents; 3 – Motor vehicle accident without injuries; 1 – Watercraft rescue; 1 – Tree in roadway-removal; 1 – Assist the physically disabled. Automatic Aid: Received three times from Center Harbor and once from Meredith. Mutual Aid: None. Overlapping Incidents: There were two (2) times when one or more incidents were ongoing simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:41 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:01 mins/sec.
	Average Night/Weekend response time	08:50 mins/sec.

Operations: 8/17 - Chief Bengtson and Firefighter Wakefield traveled to the National Fire Academy in Emmitsburg, Maryland to attend the annual Three State Weekend. Firefighters from Alabama, New Hampshire and Vermont strengthened their education through personal networking and a shared collegial experience. Students are offered the opportunity to grow professionally through a quality educational experience and to increase their knowledge and skills to provide a safe and effective response to their communities. Firefighter Wakefield attended the Youth Firesetter Intervention Specialist course and Chief Bengtson attended an Executive Skills Series course on exercising leadership in the community. 8/21 - Chief Bengtson performed a tent inspection at a Whittier Highway business. The State requires all tents to be inspected. 8/23 - Chief Bengtson introduced Andrew Brown, the Department's newest fulltime firefighter to the Select Board. 8/23 - Bergeron Protective Clothing measured five firefighters for new protective clothing. The firefighters should receive their new personal protective clothing in approximately six weeks.

Land Use Office: Prepared for and attended Planning Board meeting re the following proposals: a. Felicia Steriti Farmers Market Site Plan; b. Taylor Property Emergency Access/Egress Driveway; c. State Freight Plan. Attended a meeting with developer and consulting engineers for the Kona proposed project. Prepared for and attended meeting with Ingrid Ratsep and Linda Ratsep re proposed uses for their property adjoining Moultonborough village. Responded to numerous emails from Planning Board Chairman Bartlett re various planning matters.

Recreation Department: Long Island Beach was closed this past weekend due to high levels of bacteria. The NH DES will retest the water today, and we anticipate receiving the results tomorrow, August 28. We are hopeful the water will be safe for swimming during the upcoming heat wave. The fall youth soccer program registration deadline has passed. Clinics for grades 3-6 begin tonight, August 27. The MA Varsity and JV teams will be helping with the clinics on Monday, Wednesday, and Thursday afternoons. Teams will be made, and team practices will begin next week. Opening day for all levels of soccer will be on Saturday, September 8. Youth Volleyball registrations are open until September 7, for grades 3-6. The skill developing program will begin practices after Labor Day. The first session of Beyond the Bell after school program will begin on Tuesday, September 4. The program runs Monday through Thursday afternoons from 2:45-4:30 p.m. and is open to students in grades K-6. MRD, in collaboration with Meredith Parks & Recreation, is offering a trip to see the Red Sox take on the World Series Champion Houston Astros, on Friday September 7, at Fenway Park. The bus will make pick up stops in both towns. Patrons can call the Recreation office to sign up.

Important Dates to Remember

Happy Labor Day! All Non-Emergency Depts. Closed, September 3, 2018

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

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

Neighboring Towns Selectmen's Meeting, Center Harbor Town Hall, September 18, 2018, 6 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