



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 4, 2018

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**Town Administrator:** This past week's activities included: Met with a candidate for the Tax Collector's office, continued work on staff performance evaluations, attended two project Technical Review Committee sessions, attended an Avitar Assessing and Building Permit software presentation, continued working on the finance software development with MRI and continued work with the DPW Director and Town Engineer on several active projects, met with the HR Manager on several pending personnel items and was out of the office on Thursday and Friday. This coming week's activities include: Meeting with the HR manager in preparation for the pre-negotiations meeting, attending the pre-negotiations team meeting, meeting with a contractor on the Lions Hall condition/needs, preparing for and attending the Select Board meeting, continue working on numerous personnel performance evaluations. Have a great week!

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

**Assessor:** Notices of the hearing results will be mailed to taxpayers this week. A list of the 2018 newly established preliminary values and properties that sold are still available at the Town Assessor's office and the Library for the public to review. The preliminary values are also 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. All the data has been entered into the Vision CAMA system, form MS-1 will be filed in September as we work toward setting our new 2018 tax rate. The Request for Proposals (RFP's) for 2019 assessing work was mailed to vendors. We will start the cyclical process (a percent of the Town yearly will be measured and listed) to ensure the data is accurate. If any property owner has any questions or concerns regarding their assessment, please do not hesitate to contact our office during normal working hours, Monday - 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 began working with NHEC and Top Notch Tree Service to adjust a telephone pole and anchor, allowing for additional ditching along Red Hill Road. The week continued with grading and rolling on Greenes Basin, Old Red Hill and Sibley Roads. We ended the week with sweeping the bike path and fixing a few drainage concerns on Kona Farm Road, Paradise Drive and Randall Road.

**Facilities & Grounds:** The past week the F&G crew mowed cemeteries, the playground and various Town properties. We said good-bye to our seasonal help! There were some minor building repairs done, we emptied the milfoil trailer, and did some maintenance on the mowing equipment.

**Fleet Maintenance:** TRK15 2009 F550: Diagnose electrical issue; EQ40 2018 Volvo roller - install mirror; TRK9 2014 Kenworth - rebuilt tarp system, checked engine light on fuel issue, replaced fuel

filters, installed boot brush; TRK7 2011 international - work on replacing rear brakes; CAR141 2014 Ford utility - performed PM-B service, replaced passenger rear wheel bearing assembly; CAR 131 2013 Ford Sedan - performed PM-B service state inspection, pull off old vinyl and lettering; EQ30 single axle utility trailer - free up tailgate; TRK18 2010 Dodge Grand Caravan - perform PM-B, state inspection, repair valve stem passenger rear tire; CAR132 2013 Ford Utility - check out front end noise, repaired loose sway bar link; EQ13 Komatsu loader - get glass set up for replacement for 09/05/18. Performed administrative duties.

Transfer Station: Last week we shipped out 1 municipal solid waste, 6 single stream recycle and 5 construction and demolition. J.J. was promoted from seasonal to a part time position at the Transfer Station.

**Moultonborough Police Department:** The Police Department recorded 297 log entries, which included the following calls for service, 42 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 5 arrests, 4 complaints, 2 MV Accidents, 3 MV Complaints, 3 residential alarms, 1 commercial alarm and 3 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 08/24/18 to 8/30/18, there were 15 calls for service: 9 – Emergency medical incidents; 1 – Alarm system activation, unintentional, no fire; 1 – Watercraft rescue; 1 – Tree in roadway; 1 – Dispatched and canceled en route; 2 – Smoke detector activation. Automatic Aid: Received once each from Center Harbor, once from Meredith, and twice from Tuftonboro. 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	10:21 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.

**Land Use Office:** Prepared for and attended TRC meeting re proposal for Andrew Teich Site Plan. Prepared for and attended Joint Land Use Boards meeting. Primary agenda item was follow-through on the recommendations made at the recent Charrette event. Contacted Town Attorney Matt Serge re zoning interpretation of “non-conforming lot” provision of Zoning Ordinance, Article VII (C). Responded to numerous emails from Planning Board Chairman Bartlett re various planning matters.

**Recreation Department:** The bacteria advisory for Long Island Beach was short lived as we “passed” the second water test on Monday August 27<sup>th</sup>. However, the beach remained under advisory from Friday late afternoon until late Monday afternoon. The raft and swim lines are scheduled to be removed next week, although the hot weather may delay that slightly for the safety of those that may choose to swim. The teams for our soccer program for youth in grades 3-4 and 5-6 have been established, uniforms ordered, and coaches selected. The clinics were successful and team practices get underway next week. There is a parent-player meeting with the Recreation Dept. on Friday September 7<sup>th</sup>. Games get underway on Saturday September 8<sup>th</sup>, as does the first session of the Kindergarten program and the 1-2 group. This year our teams will be playing against teams from Meredith and Carroll County. The Adult Pickleball group will continue outside play through the end of September. We are partnering with Meredith again to be able to offer indoor pickle ball at their community center. The Fitness with a Difference program is also scheduled to continue through the end of September. We are moving forward with being able to accept on-line registrations and credit card payments. Our goal is to be up

and running with that process by October 1<sup>st</sup>. The next Recreation Advisory Board Meeting is scheduled for Monday September 10<sup>th</sup> at 7:00 PM. Dan, Donna T. and Donna K. will all be attending the New Hampshire Recreation and Park Association Annual Conference and Awards Luncheon and Banquet on Thursday September 13<sup>th</sup>. The office will close at 1 p.m. that day. Donna K. will be on vacation next week, September 4-10.

**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\***