



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 10, 2018



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**Town Administrator:** This past week's activities included: Met with the HR Manager in preparation for the pre-negotiations meeting, attended the pre-negotiations team meeting, met with a contractor on the Lions Hall condition/needs, prepared for and attended the Select Board meeting, continued work on numerous personnel performance evaluations, met with the Town Planner on several pending projects and personnel matters, completed a project site tour with the DPW Director, worked on several projects with the Town Engineer. This coming week's activities include: Prepare for and facilitate the monthly Department Head meeting, assist with Election activities as needed, meet with the HR Manager and Finance Director on 2019 employee benefit options, prepare for and attend the first MPD union new CBA discussion, prepare for and attend the Select Board's work session, attend the 2018 Health Trust Health Summit on Thursday and Friday, attend the 2018 NHMA Policy Conference. Have a great week!

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

**Assessor:** 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 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. Some of the values have increased or decreased based on information from the informal hearings. Taxpayers should review their property record card information to ensure it is accurate. All data has been entered into the Vision CAMA system. We are working on filing the MS-1 to set our new 2018 tax rate. The Town mailed Request for Proposals (RFP's) for 2019 assessing work. We will begin 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 assessing, 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:** The month of August 2018 the Town Clerk's office processed 818 - Motor Vehicle Registrations, 32 - Boat Registrations, 167 - Titles, 25 - Vital Records (Birth, Death, Marriage, Divorce), 3 Marriage Licenses, 41 - Dog Licenses and various miscellaneous services. We had several people register to vote and have accepted many requests for absentee ballots for the September primary and the November general election. In August the Town Clerk's office started processing vanity plates so residents will no longer have to go to the state for them.

**Public Works & Facilities:** Highway's week began by removing brush, debris, and rocks from Harvard Camp, Old Harvard and Pratt Roads. The week continued removing a culvert, adjusting the position, and building head walls on Old Red Hill Road. R. DeDucca attended the Household Hazardous Waste Meeting in Meredith. J. Latulippe and B. Gray attended Grader Operation Training. The week ended grading and rolling sections of Evans, Far Echo, Old Red Hill, Red Hill, and Sibley Roads. Congratulations goes out to Joshua Latulippe for achieving the Status of Road Scholar I in the UNHT2 Road Scholar Program.

**Facilities & Grounds:** The past week F&G crew mowed and trimmed cemeteries and Town properties. We continue to dump the milfoil trailer and rake the beaches. We mowed, trimmed, and striped the soccer field and the playground.

**Fleet Maintenance:** TRK7 2012 International: Mount rear tires, repaired lights and back up alarm for state inspection; E16 262d skid steer - fabricated step for forks; 15-U-1 F350 - performed PM-B service; TRK15 2009 F550 - start state inspection, set up front blower hose bracket assembly to hold blower hose for ditch work; TRK9 2014 Kenworth - pull front tires. Perform administrative duties; deliver Code Enforcement car131; TRK19 2018 Dodge 1500 - sent to OME to install radio and lights.

**Transfer Station:** Last week we shipped out 3 containers of municipal solid waste, 5 containers of single stream recycle and 10 containers of construction and demolition. We will be burning brush this week. We shipped out 22 pallets of mixed electronics.

**Moultonborough Police Department:** The Police Department recorded 270 log entries, which included the following calls for service, 9 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 6 arrests, 6 complaints, 3 MV Accidents, 6 MV Complaints, 6 residential alarms, 3 commercial alarms and 1 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 08/31/18 to 09/06/18, there were 12 calls for service: 5 - Emergency medical incidents; 2 - Motor vehicle accident with injuries; 1 - Motor vehicle accident with no injuries; 1 - Watercraft Rescue; 1 - Assist the physically disabled; 1 - Unauthorized burning; 1 - Alarm system activation, unintentional, no fire. Automatic Aid: Received three times from Center Harbor and twice from Tuftonboro. 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                | 5 firefighters  |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) staffing        | 5 firefighters  |
|                        | Average Night/Weekend/Holiday                        | 5 firefighters  |
| <b>Response Times:</b> | Overall average response time of first arriving unit | 10:40 mins/sec. |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 10:45 mins/sec. |
|                        | Average Night/Weekend response time                  | 10:36 mins/sec. |

**Operations:** 9/4 - Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Communication Center Executive Committee meeting at the dispatch center in Laconia. 9/5 - Chief Bengtson observed a fire/evacuation drill at the Moultonborough Central School. 9/6 - Life Safety Code consultation with Camp Tecumseh staff.

**Land Use Office:** Attended meeting with attorney Steve Nix re Helen Olden property at 312 Redding Lane; prepared for and attended Job Performance Evaluation meeting with staff; prepared for and attended LRPC/TAC committee meeting re: LRPC's Transportation Data Collection Services, LRPC's RSMS (Road Surface Management System) program, NHDOT's Transportation Assistance Program, and NHDOT's 10-Year Plan. Attended meeting with Town Administrator concerning Planning Board activities and projects; prepared for and attended Zoning Board of Adjustment meeting. Variance request from Paul Robinson was discussed by ZBA and they voted that no variance was needed. Reviewed zoning interpretation of "Non-Conforming Lot" provision of Zoning Ordinance ([Article VII (C)] with Town Attorney Matt Serge as pertains to Paul Robinson property and proposed 2-family dwelling construction on "non-conforming lot".

**Recreation Department:** On Friday, September 7, with the help of the Fire Department and their fire boat, we took the raft at Long Island Beach over to Trexler's Marina to be stored for the season. A big thank you to the Fire Department. The lines were taken out at the beach as well. States Landing lines will be taken out this week. Opening day for all levels of soccer was held on Saturday, September 8. Kindergarten ran from 9-9:45 a.m., Grades 1/2 ran from 10-11 a.m., and we hosted two games against the Inter-Lakes Soccer League out of Meredith. The youth volleyball skill developing program will begin practices this week on Tuesday from 4:30-6 p.m. in the MCS gym. The first session of Beyond the Bell after school program got off to a good start. The program runs Monday through Thursday afternoons, 2:45-4:30 p.m. and is open to students in K-6. We currently have 12 registrants and we have 4 on the wait list and can accommodate them when we hire an afterschool part-time counselor. MRD, in collaboration with Meredith Parks & Recreation, offered a trip to see the Red Sox take on the World Series Champion Houston Astros, last Friday September 7, at Fenway Park. They unfortunately didn't win, but the participants had a good time. On Thursday, September 13, Donna K., Dan, and Donna T. will be attending the NHRPA State Conference and Awards in Concord, NH. The office will be closed at 1 p.m. and will reopen at 8 a.m. on Friday, September 14.

**Important Dates to Remember**

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

**Board of Selectmen's Work Session, September 12, 2018, 4 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\***