

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 17, 2018



Town Administrator: This past week's activities included: Prepared for and facilitated the monthly Department Head meeting, assisted with Election activities as needed, met with the HR Manager and Finance Director on 2019 employee benefit options, prepared for and attended the first MPD union new CBA discussion, prepared for and attended the Select Board's work session, attended the 2018 Health Trust Health Summit on Thursday and Friday, attended the 2018 NHMA Policy Conference. This coming week's activities include: Attention to several personnel matters, prepare and review personnel performance evaluations, attend two TRC meetings, finalize FY19 budget request to Department Heads, Boards and Committees, attend a PELRB hearing, attend the regional Select Boards group meeting, prepare for and attend the regular Select Board meeting, continue work on the new MPD Collective Bargaining Agreement, assist with preparations for the employee health fair. Have a great week!

Finance: Nothing to report this week.

Assessor: The MS-1 is complete and will be submitted to NH DRA this week. The MS-1 is one of the necessary forms used to set the 2018 tax rate. The DRA also receives reports from the School and County before setting the tax rate. Taxpayers should review their property record card information to ensure it is accurate. The Assessing office will be reviewing all Veteran Credit applications to ensure applicants qualify and comply with state laws and rules. 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 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: The Highway team worked on Red Hill Road changing culverts between Brick Kiln and Sibley Roads. R. DeDucca began meeting with associations about the conditions of their roads in preparation of the upcoming plowing season. The week ended with a cremation burial at Middleneck Cemetery. Road work began on Shaker Jerry Road with GMI performing the reclamation of the roadway in preparation for the reconstruction of the roadway.

Facilities: The past week F&G crew mowed and striped the soccer field, mowed and trimmed cemeteries and other Town properties. We set up the poles for the election on Tuesday. The public beaches were raked and cleaned.

Fleet: 15-R-1 2012 HME: Scan system, found code PO721 V.S.S. and reset system; 15-E-1 fire truck - checked out leaking valve stem left rear; TRK15 2009 F550 - performed state inspection replaced wiper blades and repaired lights; TRK9 2014 Kenworth dump - replaced seat base assembly and front tires, state inspection; TRK20 2007 F550 - perform state inspection; TRK2 2011 F550 - state inspection,

repair rear lights and wiring; EQ12 John Deere backhoe - replaced fuel filter; TRK3 2017 Dodge 3500 - Perform state inspection; TRK 10 2007 Peter Built dump - repair hydraulic leak, check for air leaks, and get ready for state inspection. Performed administrative duties and cleaned the shop.

Moultonborough Police Department: The Police Department recorded 269 log entries, which included the following calls for service, 9 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 4 complaints, 4 MV Accidents, 7 MV Complaints, 3 residential alarms, 0 commercial alarms and 0 K-9 complaints.

Moultonborough Fire Rescue: For the period of 09/07/18 to 09/13/18, there were 18 calls for service: 1 – Building fire (clothes dryer); 6 – Emergency medical incidents; 1 – Motor vehicle vs. pedestrian accident; 1 – Oil/combustible liquid spill; 1 – Power/electric line down; 1 – Residential lockout; 1 – Assist the Police; 1 – Assist the physically disabled; 1 – Investigation/authorized burning; 1 – Alarm system activation due to malfunction; 1 – Carbon monoxide alarm activation due to malfunction; 1 – Smoke detector activation, unintentional, no fire; 1 – Detector activation, unintentional, no fire. Automatic Aid: Was received twice from Center Harbor. Mutual Aid: None. Overlapping Incidents: there were two instances 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	5 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:31 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:05 mins/sec.
	Average Night/Weekend response time	09:49 mins/sec.

Operations: 9/11 - Chief Bengtson attended the monthly Town Department Head staff meeting with the Town Administrator at Town Hall. 9/13 - Chief Bengtson attended a meeting of the Central NH Hazardous Materials Oversight Committee. The Central NH Hazardous Material Team is a cooperative effort of the Capital Area Mutual Aid Compact and the Lakes Region Fire Mutual Aid Association. The Team provides technical response and support to the Capital Area and Lakes Region fire departments. The Team lacks a dedicated funding source and relies heavily on recovering costs to fund team needs. Primary needs of the Team are mandated annual physical exams and training. 9/13 - Monthly Department meeting with Call staff.

Land Use Office: Attended Department Head meeting; Prepared for and attended Planning Board meeting, business items reviewed were Boundary Line Adjustment, Conditional Use Permit and 3-Lot Subdivision, all three applications were approved. Had conference with ZBA Chairman Bob Stephens and Town Attorney Matt Serge concerning non-conforming lot provisions in the Zoning Ordinance. Prepared for and attended CDAC meeting. Matters informally discussed were West Village Overlay District initiative, meeting with Lakes Region Community Developers, meeting with and working with large property owners adjacent to Moultonborough Village, Moultonborough Village “path project”, Lions Club building project, and Moultonborough Business Association. Prepared for and held Land Use Department staff meeting.

Recreation Department: At the NHRPA state conference and awards luncheon on Thursday September 13th Donna Tatro and Stephanie Poole from the Castle in the Clouds were honored with the “High 5” Award for their collaborative efforts in bringing successful special event recreation programs to Moultonborough. Also, at that time Dan Sturgeon began his term as a member of the Executive Board of the NHRPA. He was elected last spring and had tough competition! We are still looking for additional help for Beyond the Bell, our after-school program. Donna K. will be presenting to the

Southern Maine Parks and Recreation Professionals at their SMART Workshop tomorrow, September 18th in Falmouth. They requested the presentation done at the Northern New England Park and Recreation Conference last January on “Overcoming Racism: Why Professionalism Matters in Parks and Recreation”. We are hosting the fall meeting of the Carroll County Recreation Department’s next Wednesday September 26th. We are continuing to move forward with our plans to “go live” with on line registrations and credit card payments on October 1st. To that end we have another conference call scheduled with our software company this coming Thursday, September 20th. “Totally Toddlers” a child – parent activity group will get underway on October 4th at the Recreation Dept.

Important Dates to Remember

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

Board of Selectmen’s Meeting & Public Hearing, September 20, 2018, 7 PM

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

Department Head Meeting, October 2, 2018, 9 AM