

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 24, 2018



Town Administrator: Walter is attending a conference and will be in the office on Thursday. He can be reached via email if needed.

Finance: Nothing to report this week.

Assessor: The MS-1 was submitted to NH Department of Revenue Administration and is one of the necessary forms used to set the 2018 tax rate. DRA also receives reports from the School and County before setting the tax rate. Our office will be reviewing all Veteran Credit applications to ensure all qualify and comply with state laws/rules. Bids are due this week for the RFP for the 2019 assessing work. We encourage property owners to contact us with any questions or concerns regarding assessing.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway began hauling pavement to Robinson's gravel pit. R. DeDucca worked with GMI paving on Blacks Landing, Lee's Mills and Randall Roads. B. Gray and J. Nave attended excavator training class at Wakefield's DPW. J. Nave worked multiple days at the Transfer Station due to a staffing shortage. The week ended working on culverts and ditching on Red Hill Road.

Facilities & Grounds: Last week F&G crew continued to mow/trim Town properties, cemeteries, and the soccer field which was also striped. The equipment was serviced. We emptied the milfoil trailer.

Fleet Maintenance: TRK10 2007 Peterbilt: Cut out rusted supports, fabricate new ones, welded in new panels and repaint, searched for air leak; 15-R-3 2015 F550 EVO-MINI - performed PM-B service; TRK1 2006 GMC 2500HD - check for inspection, repair fuel door bracket; EQ34 MIKASA plate compactor - replaced muffler and spark plug, straightened handle; TRK24 2009 Freightliner - perform state inspection; EQ28 DOOLEY trailer - road call to Shannon Cemetery for low tire; Performed administrative duties; loaded trucks; unloaded delivery of erosion control silt socks.

Transfer Station: Last week we shipped out 10 containers of construction and demolition, 4 containers of municipal solid waste, and 3 single stream recycle.

Moultonborough Police Department: The Police Department recorded 300 log entries, which included the following calls for service, 9 motor vehicle stops, 0 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 8 complaints, 2 MV Accidents, 3 MV Complaints, 12 residential alarms, 6 commercial alarms and 2 K-9 complaints.

Moultonborough Fire Rescue: For the period of 09/14/18 to 09/20/18, there were 11 calls for service: 4 – Emergency medical incidents; 1 – Tree down blocking the road; 1 – Cover assignment (Tuftonboro);

1 – Investigation, authorized burning; 1 – Smoke investigation; 2 – Alarm system activation due to malfunction; 1 – Carbon monoxide detector activation, no carbon monoxide found. Incidents Year to date: 552. Automatic Aid: None. Mutual Aid: Aid was given to Tuftonboro twice, once to cover their station and once for a medical emergency while at cover. Overlapping Incidents: There were two instances when one or more incidents were ongoing simultaneously.

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| <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 | 2 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 09:24 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 08:23 mins/sec. |
| | Average Night/Weekend response time | 12:06 mins/sec. |

Operations: 9/18 - MFR responded to Tuftonboro to cover their Middle Road station while their companies were operating at a 2nd alarm building fire in Wolfeboro. While at cover, the crew responded to a medical emergency. 9/19 - Chief Bengtson attended the L.R. Mutual Fire Aid Board of Directors meeting at the Laconia Communications Center. 9/20 - EMS personnel attended continuing education training with paramedic John Burdette and reviewed airway adjuncts, management skills and an overview of the operational features of the Zoll X-Series monitor/defibrillator being used by Stewart's Ambulance.

Land Use Office: Prepared for and attended TRC meeting, reviewing Huggins Hospital Site Plan amendment and Kona Project for proposed 16-lot subdivision. Prepared for and attended ZBA meeting, reviewed continued Public Hearing re requested variance for addition to existing garage plus 2nd floor living quarters. Had on-site meeting with property-owner re proposed commercial/multi-family development of property on Lake Avenue and Lake Winnipesaukee. Contacted Sandwich Town Planner re procedures used by their Planning Board concerning on-site inspections.

Recreation Department: Our department is now able to take credit card payments at the window and will be able to accept on-line registrations after October 1st. We're still learning the process, finding some challenges with our software, but this will be more convenient for our customers. Youth soccer and volleyball are going well. The tournament soccer team will start shortly competing in both the Mt. Washington Valley Cup tournament in Conway, October 13th and the Carroll County Recreation Department's Youth Soccer Tournament is on October 27th. The Adult Fitness class with Rebecca Curvey ends this week, as does the outdoor Pickle ball Program. Pickle ball moves inside in conjunction and cooperation with the Meredith Parks and Recreation Department and will be played at the Meredith Community Center the 1st week of October. That program is filled to capacity and registrations are now closed. Plans are underway for Halloween activities including a Jack-o-Lantern Hike at the Castle on October 12th; an Adult Trip to the Witch Museum, Salem, MA, and Peabody-Essex Museum on October 18th. October 26th is our Halloween Party with the Haunted Hallway! Donna K. will be on vacation next week.

Important Dates to Remember

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

Board of Selectmen's Meeting & Public Hearing, October 4, 2018, 7 PM

Columbus Day, All Non-Emergency Departments Closed, October 8, 2018

Board of Selectmen's Meeting, October 18, 2018, 7 PM

Board of Selectmen's Work Session, October 25, 2018

Department Head Meeting, October 2, 2018, 9 AM