



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 1, 2018

Town Administrator: This past week's activities included: Attending the annual ICMA conference, meeting with the Code and Compliance Officer and Town Planner on office operations, conducting the bid opening for the Assessing RFP, touring the former Lions Club building and Taylor property with Stewart Architect and CCI representatives, meeting with the Facilities Team Leader on several projects, meeting with the preferred document management vendor on the project implementation plan, preparing for and attending the Select Board's work session, continuing work on the new MPD Collective Bargaining Agreement, meeting with Chief Monaghan on personnel matters. This coming week's activities include: Meeting with the DPW Director and touring ongoing projects, meeting with the Heritage Commission Chair regarding the Taylor house and Grange building reuse RFPs, a conference call meeting with representatives from Primex on personnel matters, preparing for and facilitating the monthly Department Head meeting, meeting with the HR manager and Chief Monaghan on the new PD CBA, attending the negotiations meeting with the PD union representatives, meeting with the Vice President of the local snowmobile club regarding trails over Town property, preparing for and attending the regular Select Board meeting, reviewing Assessing contractor proposals with the Town Assessor. I will be out of the office on Friday this week. Have a great week!

Finance: Nothing to report this week.

Assessor: RFP's were mailed out for 2019 assessing services. The proposals were due and opened on Thursday, September 27th at 2pm. Walter Johnson, Town Administrator, Hope Kokas and I opened the bids. The Town received five proposals from the following companies: Vision Government Solutions, Inc., Cross Country Appraisal, Corcoran Consulting, Whitney Consulting Group and KRT. The bid sheet with each firm's proposal will be posted on the Town's website. The successful proposal will be posted upon the review and approval by the Board of Selectmen. The Assessing office will be reviewing all Veteran Credit applications to ensure applicants qualify and comply with state laws and rules. 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: The tax deeding process was completed September 13, 2018 and 4 parcels were deeded to the Town for unpaid 2015 real estate taxes. Deputy Pouliot successfully completed her 2nd of her 3-year certification course in August. I attended the NH Tax Collectors' Fall Conference in No. Conway and I received my 20 years certificate for membership in the Association. It was the 80th anniversary for the Association. As always, I have come back with new knowledge to share and new practices to institute in my office. In preparation for the October 4th public hearing on the potential sale of 13 parcels of tax deeded property, Deputy Pouliot and I spent approximately 4 hours each calculating the amount of lost revenues from the date of tax deeding forward for each of the parcels. There were parcels tax deeded for unpaid tax levies 2011 and earlier, with several of the parcels tax deeded for unpaid 2004 taxes. It was a real challenge to calculate the tax amounts that would've been due for each year as we first had to find the assessed value for each year. The Warrant lists and tax bills from the Vadar program marked the assessed value as 0 for each year once the Town became owners. Beginning in 2015 using the Avitar program, we're now able to view the assessed value of the Town owned property

going forward. We've been working with the Bay District Sewer Commissioner Ron Ulm to get the list and Warrant for the upcoming sewer bills. We're busy doing checks and balances so that we're ready for the upcoming 2018 final billing. Deputy Pouliot and I worked on the upcoming budget figures.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week started with trimming branches, removing debris, and ditching on Red Hill Road. R. DeDucca attended culvert maintainer re-certification class. Bruce Robinson Company worked on a portion of Shaker Jerry Road to prepare for paving. The week ended with the team working on multiple drainage issues due to the heavy rains and also with a full burial at Holland Hill Cemetery.

Facilities & Grounds: This past week the F&G crew continued to mow and trim Town properties and cemeteries, emptied the milfoil trailer, cleaned the gutters at the Neck Fire Station, and miscellaneous building maintenance. I met with the HVAC technician to start the heat at the Public Safety Building.

Fleet Maintenance: TRK10 2008 Peterbilt: Finish inspection, perform A-PM, adjust clutch, finish repairing air leak; TRK1 2006 GMC 2500HD - replaced passenger front wheel bearing and front upper and lower ball joints, mount and balance 4 tires, repair body for inspection; EQ17 Mobark chipper - repair tongue jack mount and ordered fuel gauge; TRK4 2012 Ford F350 - pull fuel tank to repair fuel leak, set up for inspection. Moved woodchips and cleaned up, performed administrative duties.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 7 containers of construction/demolition and 3 containers of single stream recycle. We had 43 units of Freon evacuated.

Moultonborough Police Department: The Police Department recorded 228 log entries, which included the following calls for service, 13 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 5 complaints, 5 MV Accidents, 3 MV Complaints, 6 residential alarms, 3 commercial alarms and 0 K-9 complaints.

Moultonborough Fire Rescue: For the period of 09/21/18 to 09/27/18, there were 12 calls for service: 2 – Excessive heat, scorch burns with no ignition; 4 – Emergency medical incidents; 1 – Motor vehicle accident with no injuries; 1 – Assist the physically disabled; 1 – Station coverage assignment; 1 – Good intent call; 1 – Dispatched and cancelled en route; 1 – Smoke detector activation due to malfunction. Incidents Year to date: 564. Automatic Aid: Twice from Stewart's Ambulance and once from Tuftonboro. Mutual Aid: Aid was given to West Ossipee to cover their station. Overlapping Incidents: None.

<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	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:49 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	15:07 mins/sec.
	Average Night/Weekend response time	13:49 mins/sec.

Operations: 9/21 - The Department personnel on duty attended the Town Health & Wellness Fair and received their flu shots. 9/26 All Department ladders were tested by New England Ladder Testing Company. Annual ladder testing is an NFPA requirement, all ladders passed.

Land Use Office: Attended Annual meeting of WEDCO. Prepared for and attended Planning Board meeting, business items included Public Hearings re: O'Halloran Boundary Line Adjustment/Approved, KS Land Holdings Site Plan/Tabled, and ACT Five LLC Site Plan Amendment/Approved. Attended meeting with Town Administrator Walter Johnson and Building Inspector Steve Zalewski re Building Inspector coverage of front counter.

Recreation Department: The adult fitness class wrapped up last week, as our instructor, Rebecca Curvey will be heading south for the colder months. We look forward to working with Rebecca again next summer. Due to patron requests, MRD is expanding the Totally Toddler program to two days per week this fall. Beginning October 2, the Recreation Department will offer space on Tuesdays and Thursdays from 9:30-11 a.m. for our littlest friends and their parent or special adult. There will be access to numerous toys including building blocks, Legos, and imaginative play toys. MRD will also supply crawl tunnels, mats, a balance beam and other things to help the toddlers develop their motor skills. This program is a free drop in program for toddlers and their parents. Indoor Pickleball begins on Tuesday, October 2 at the Meredith Community Center. Once again, MRD is collaborating with Meredith Parks & Recreation for this program. There are four Pickleball sessions scheduled on Tuesdays and Fridays 9 – 11 a.m. through the end of May. MRD has several events planned in October starting on the 10th, we will be hosting a pumpkin carving party at MCS, from 3-4:30 p.m. The jack-o-lanterns that are created will be transported to the Castle in the Clouds to be used for our Jack-O-Lantern Lane pumpkin walk on Friday, October 12. The trail will be lit up from 5:30 – 7:30 p.m. for all ages to enjoy. On October 26, MRD will host the annual Halloween Party, at MCS, from 6 – 8 p.m. There are still a few seats available for our October 18th adult trip to Salem, MA for the guided tour at both the Salem Witch Museum and the Peabody Essex Museum. Last week, MRD finalized the process to accept major credit cards and online registrations and are excited to offer this convenience to our patrons.

Important Dates to Remember

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 Work Session, October 11, 2018, 4 PM
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