

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 9, 2018



Town Administrator: This past week's activities included: A meeting and ongoing projects tour with the DPW Director, a meeting with the Heritage Commission Chair regarding the Taylor house and Grange building re-use RFPs, conference call meeting with representatives from Primex on personnel matters, prepared for and facilitated the monthly Department Head meeting, a meeting with the HR manager and Chief Monaghan on the new PD CBA, a negotiations meeting with the PD union representatives, a meeting with the VP of the local snowmobile club regarding trails over Town property, prepared for and attended the regular Select Board meeting, reviewed assessing contractor proposals with the Town Assessor. This coming week's activities include: A meeting with Library Trustee Chair Whitley regarding the FY19 budget schedule, a meeting with the HR Manager on pending personnel matters, a meeting and tour with Primex representatives on the closeout of the March 2017 storm claim, a meeting with Advisory Budget Committee (ABC) Chair Gray on the FY 19 budget preparation schedule, a meeting with MRI regarding details of the new finance software, a meeting with staff to coordinate the new document management system, and prepare for and attend the Select Board's work session. Have a great week!

Finance: Nothing to report this week.

Assessor: The proposals received for the 2019 RFP for assessing services have been posted on the Town's website. The 2018 Valuation Update Summary is also posted on the website. The following are the results reported by Vision Government Solutions: Overall residential values increased by 5%; residential homes increased by 5%; vacant land did not increase; commercial values increased by 3%; condominium properties increased by 8%; and waterfront increased by 4%. There was a total of 316 qualified sales utilized in the analysis from 4/1/2016 through 3/31/2018. The estimated overall median ratio is 100%. The Assessing office is in the process of 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: Nothing to report this week.

Town Clerk: The month of September 2018 the Town Clerk's office processed 692 - Motor Vehicle Registrations, 10 - Boat Registrations, 129 -Titles, 29 -Vital Records (Birth, Death, Marriage, Divorce), 7 - Marriage Licenses, 5 - Dog Licenses, 17 Aqua Therm permits and various miscellaneous services. We had several people register to vote and have accepted over 100 requests for absentee ballots for the November General Election.

Public Works & Facilities: Highway's week began working on drainage issues due to the heavy rain. R. DeDucca, Ken Filpula, M. Kepple, and C. Theriault held interviews for the truck driver/laborer position. R. DeDucca continued meeting with private road residents in preparation for the upcoming winter season. The team continued the week ditching, cutting and trimming on Red Hill Road. The week ended with a cremation at Holland Hill Cemetery.

Facilities & Grounds: This past week the F&G crew continued to mow, and trim Town facilities and start fall clean ups. We finalized some quotes for painting contractors as well as lighting contractors for LED upgrades for the Town Hall.

Fleet Maintenance: TRK1 2006 GMC 2500: Repaired evap. vent wiring issue, repaired brake light and state inspection; EQ34 skidsteer broom - replaced broom wafers; TRK4 2012 F350 pick up - replaced passenger side tie rod end, replaced front brake pads and rotors, replaced sending unit and fuel lines to pump assembly, reinstalled the fuel tank, mount and balanced 4 tires and performed state inspection; TRK24 2009 Freightliner - repaired tailgate and adjusted body; EQ32 2017 Eager Beaver 20T trailer - performed state inspection repaired, driver's side ramp, performed an A-pm service, installed registration holder; EQ12 John Deere backhoe - remount strobe light; TRK5 2015 F550 - fabricated mud flap setup for passenger side rear, repaired rear lights, performed state inspection; TRK15 2009 F550 - repaired blower hose. Performed administrative duties.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 7 containers of construction and demolition, and 3 containers of single stream recycle.

Moultonborough Police Department: The Police Department recorded 244 log entries, which included the following calls for service, 7 motor vehicle stops, 2 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 3 MV Accidents, 6 MV Complaints, 12 residential alarms, 5 commercial alarms and 1 K-9 complaint.

Moultonborough Fire Rescue: For the period of 09/28/18 to 10/04/18, there were 12 calls for service: 6 – Emergency medical incidents; 1 – Motor vehicle accident with injury; 1 – Propane leak; 1 – Diesel fuel spill; 1 – Animal rescue; 1 – Authorized controlled burning, investigation; 1 – Alarm system activation due to malfunction. Incidents Year to date: 576. Automatic Aid: Twice from Stewart's Ambulance and once from Center Harbor. Mutual Aid: None. Overlapping Incidents: One.

Staffing:	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
Response Times:	Overall average response time of first arriving unit	10:35 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:26 mins/sec.
	Average Night/Weekend response time	12:24 mins/sec.

Operations: 10/2 - Chief Bengtson attended the monthly Department Head staff meeting with the Town Administrator. 10/2 - Chief Bengtson and Administrative Assistant Kelly Marsh took part in a video conference of a demonstration of Emergency Reporting, a cloud-based fire and EMS data management system. 10/4 - The Department, along with Stewart's Ambulance responded to a minor motor vehicle accident on Blake Road at the intersection of the entrance to Moultonborough Academy involving a school bus and a passenger vehicle. All students on the bus were assessed by EMS personnel on scene and released to the school nurse. No patients were transported from the scene. Both vehicles sustained minor damage.

Land Use Office: Prepared for and attended the Department Head meeting. Met with Planning Board Chairman Scott Bartlett re proposed amendments to Zoning Ordinance. Attended meeting of LRPC/Transportation Technical Advisory Committee re Transportation Alternatives Program (TAP) applications. Reviewed and scored TAP proposals from Ashland (sidewalk), Belmont (scenic trail), Franklin (sidewalk), and Plymouth (sidewalk). Prepared for and attended Zoning Board of Adjustment

meeting, business items included proposed off-site directional signage for Ambrose Cove Marina. Attended conference of NH Housing Finance Authority re housing and economic development.

Recreation Department: MRD's Totally Toddler program started up for the fall session this past week. The Drop-In group meets every Tuesday and Thursday from 9:30-11 a.m. Youth Soccer resumes this week after taking the holiday weekend off. On Wednesday, October 10, MRD will be hosting a pumpkin carving party after school at MCS from 3-4:30 p.m. The jack-o-lanterns that are created will be transported to Castle in the Clouds, and used for our Jack-O-Lantern Lane event on the Shannon Pond trail happening on Friday, October 12, from 5:30-7:30 p.m. When guests complete walking the trail, there will be refreshments and fire pits welcoming them to enjoy some good old fashioned comradery. This Saturday, October 13, the Carroll County travel soccer team will compete in the Mt. Washington Tournament in Conway. Thirteen teams from 11 towns will be competing. Moultonborough's team is made up of 11 fifth and sixth graders, both boys & girls. Good luck to the team. There are still a couple of seats available on the adult trip to Salem, MA coming up on October 18. Our group will visit the Salem Witch Museum for a guided tour. After lunch, the group will explore the Peabody Essex Museum, before returning home.

Important Dates to Remember

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, November 6, 2018, 9 AM