

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 15, 2018



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**Town Administrator:** This past week's activities included: A review of the Assessing contractor proposals with the Town Assessor, a meeting of ongoing projects with the DPW Director, a meeting with the HR Manager on pending personnel matters, a meeting with Primex representatives on the closeout of the March 2017 storm claim, a meeting with Advisory Budget Committee (ABC) Chair Gray on the FY19 budget preparation schedule, a meeting with MRI regarding details of the new finance software, and prepared for and attended the Select Board's work session. This coming week's activities include: Prepare for and attend the Select Board's regular meeting, attend the Joint Loss Management Committee meeting, meet with Highway truck driver candidate, meet with NH DRA representative regarding the 2018 tax rate, assist with the coordination of the annual volunteer's appreciation picnic, continue work on the MPD CBA proposal and attend the monthly MMANH meeting. Have a great week!

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

**Assessor:** The 2018 Valuation Update Summary is posted on the Town's 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. We continue to work on Assessing office procedures and policies. We are waiting for the 2018 tax rate to be set by the NH Department of Revenue Administration, so the second half tax bills can be mailed. 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:** Highway's week began with some ditching and culvert replacement on Old Red Hill Road. We continued with grading Ben Berry, Blake, Bodge Hill, Lees Mills, and Randall Roads. The week ended changing a culvert on Sibley Road and cutting/removing some trees and debris due to the heavy winds. GMI Paving finished the top coat of pavement on the section of Shaker Jerry Road.

**Facilities & Grounds:** This past week the F&G crew started the fall cleanups of the cemeteries and Town properties. I continue to work with the engineer on the replacement design for the HVAC at the Public Safety Building as well as the LED lighting at Town Hall. We continued to empty and monitor the milfoil trailer as that season is ending.

**Fleet Maintenance:** TRK4 2012 F350: Finish radio repair and road-test; EQ17 Mobark chipper - repair lights, perform A-PM service, perform state inspection; EQ31 Hudson 8 Ton trailer - perform state inspection, ordered tires, repaired wiring; TRK8 2003 F350 - replaced exhaust, replaced driver side ball joints, and replaced tires, replaced driver seat cushion and cover, perform B-PM service, and state inspection; TRK5 F550 dump - replace blown hydraulic hose to plow; 15-R-1 2012 HME Rescue truck - perform A-PM service, tightened leaking hose clamp; 15-F-2 1985 GMC 3500 - diagnose gauge issues and fuel selector.

**Transfer Station:** Last week we shipped out 3 containers of municipal solid waste, 9 containers of construction and demolition and 4 containers of single stream recycle. Yard waste and brush has been coming into the facility due to the fall season.

**Moultonborough Police Department:** The Police Department recorded 231 log entries, which included the following calls for service, 19 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 7 MV Accidents, 4 MV Complaints, 7 residential alarms, 3 commercial alarms and 4 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 10/05/18 to 10/11/18, there were 15 calls for service: 7 – Emergency medical incidents; 1 – Motor vehicle accident with injury; 1 – Motor vehicle accident with no injury; 1 – Search for missing person on land; 1 – Assist the physically disabled; 2 – Smoke detector activation due to malfunction; 1 – Smoke detector activation, unintentional, no fire; 1 – Carbon monoxide detector activation, no carbon monoxide found. Incidents Year to date: 591. Automatic Aid: Received twice from Center Harbor, once from Tuftonboro, and eight times from Stewart’s Ambulance. Mutual Aid: Once to Sandwich. Overlapping Incidents: None.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	11:46 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:34 mins/sec.
	Average Night/Weekend response time	15:16 mins/sec.

**Operations:** 10/6-10/8 Columbus Day weekend activities – Firefighters Frangelli and Luff provided assistance to Sandwich Fire Rescue during the fair. Deputy Buckler with Engine 4 participated in the parade on Sunday. 10/11 - Moultonborough Firefighters responded to Sandwich to assist with a search for a missing person. The person was located by Police within several hours.

**Land Use Office:** Prepared for and attended meeting of ad hoc committee re proposed zoning amendments and draft proposal for “West Village Overlay District”; met with Nicole Roseberry of Ames Associates re Wild Meadows Paddlesports’s concerning proposed site plan to add walkway from commercial building to Lake Winnepesaukee; prepared for and attended Community Development Advisory Committee, also prepared minutes of CDAC meeting for distribution and posting; prepared for and attended Planning Board meeting, business items included continued public hearing re KS Land Holdings’ proposed site plan.

**Recreation Department:** Last Friday, October 12, MRD hosted a Jack-O-Lantern Lane event in collaboration with the Castle in the Clouds and the Lakes Region Conservation Trust. Patrons enjoyed over 50 carved pumpkins along the trail, trick or treating, refreshments, and two fire pits. Young patrons wore their Halloween costumes for the event and enjoyed s’mores by the fire when they came

off the trail. The event was a huge success with over 1,200 people attending. We can't wait to host this event again next year! On Saturday, October 13, the Carroll County Soccer Team competed in the Mt. Washington Valley Cup Tournament in Conway, NH. The team was 1-0-2 after "pool" play, allowing no goals scored against them. However, they came up one point short of moving on to the final round. A great effort was put forth by all players. A soccer round robin is scheduled for Saturday, October 20, in Meredith. Players in grades 3-6 will be participating with their team. MRD is offering a trip to the Salem Witch Museum and the Peabody Essex Art Museum this Thursday, October 18. The group will learn about the Salem Witch Trials of 1692 and observe a demonstration of what life was like in Salem during this time period in history. On October 26, MRD will be hosting the annual Halloween Party for grades 4 and under, from 6-8 p.m. and will take place at the Moultonborough Central School. Older students and adults are needed as volunteers for this event. We are also accepting donations of bagged candy, which can be dropped off at the Recreation Department.

**Important Dates to Remember**

**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\***