

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 22, 2018



Town Administrator: This past week's activities included: Prepared for and attended the Select Board's regular meeting, attended the Joint Loss Management Committee meeting, met with Highway's truck driver candidate, met with NHDRA representative regarding the 2018 tax rate, assisted with the coordination of the annual volunteer's appreciation picnic, continued work on the MPD CBA proposal and attended the monthly MMANH meeting. This coming week's activities include: Meeting and project tour with DPW Director, meeting with NHEC representative and contractors on the new power service line along MA emergency access drive, continued work on staff performance evaluations, continued work on the MPD CBA negotiations, meeting with the Union representatives on the new CBA, meeting with Chief Bengtson, Chief Monaghan, Donna K., and Chris T. regarding their proposed FY19 budgets, preparing for and attending the Select Board's work session, finalizing the 2018 tax rate, and attending the Lakes Region Managers monthly 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 list of qualified sales has been posted on the Town's website. The estimated overall median ratio is 100%. The Assessing office continues to review 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. The 2018 tax rate has been set. If property owners have 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 started the week with repairs to Old Red Hill and Sibley Roads. The crew graded Ferry, Glidden, and Sibley Roads. The rest of the week the entire team worked on preparing for winter operations with the installation of sanders and plow frames on multiple trucks.

Facilities & Grounds: This past week F&G crew continued fall clean ups and maintaining the soccer field. The irrigation is almost complete on the ballfield. There were some minor building repairs.

Fleet Maintenance: TRK18 2010 Dodge Grand Caravan: Replaced wiper blades; TRK 5 2015 F550 - replaced multiple hydraulic lines and check set up for plow and sander; EQ26 2006 CASE skid steer - replaced hydraulic hoses for grapple; EQ34 plate compactor - replaced drive belt and valve cover and gasket; TRK4 F350 - got sander running; TRK11 F350 - got sander running; EQ40 2018 Volvo excavator - replaced hydraulic hoses to thumb; TRK10 2008 Peterbilt - replaced leaking compressor

gasket and p/s hoses to p/s cooler; perform administrative duties; cleaned the shop, hauled metal and tires to the Transfer Station.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 4 containers of construction and demolition, and 1 container of single stream recycle. Weather permitted staff to burn brush.

Moultonborough Police Department: The Police Department recorded 238 log entries, which included the following calls for service, 25 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 6 complaints, 3 MV Accidents, 5 MV Complaints, 12 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Training: Oct 15 - Oct 19 Primex training for all personnel.

Moultonborough Fire Rescue: For the period of 10/12/18 to 10/18/18, there were 22 calls for service: 13 – Emergency medical incidents; 5 – Fire alarm activation; 1 – Building fire (1st Alarm); 1 – Motor vehicle accident with injury; 2 – Trees on utility wires burning. Incidents Year to date: 613. Automatic Aid: Received once from Stewart’s Ambulance. Mutual Aid: Received from Center Harbor, Holderness, Meredith, Sandwich and Tuftonboro. Overlapping Incidents: One.

<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	3 firefighters
<u>Response Times:</u>	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: 10/12 - The Day shift installed a new smoke detector at a Holland Street residence. 10/18 - The Department was dispatched to an Orchard Drive residence for the report of a house “filling with smoke”. Firefighter Adam Gravelle was the first to arrive and met with the occupant, whom stated he thought the house was on fire. Firefighter Gravelle performed a 360° size-up of the building and determined that there was a fire in the basement. He then requested a 1st Alarm mutual aid assignment. Engine 1 arrived on scene within 5 minutes and a hose line was deployed into the basement through the rear bulkhead door and the fire was quickly extinguished. A second line was deployed into the attic and a small fire was extinguished there around the chimney. Crews then opened the wall around the chimney and wet down hot spots in the wall. There were no injuries reported. The home sustained an estimated \$50,000 damage. Mutual aid assistance was received from Center Harbor, Sandwich, Meredith and Tuftonboro. Holderness covered the Public Safety Building station and responded to one fire alarm activation while covering.

Land Use Office: Prepared Staff Memos for Steinsky Site Plan and Huggins Family Practice amended Site Plan. Met with Bernard Christopher and his attorney Bernard Walker concerning proposed purchase of three lots at 103 Burton Road. Prepared for and attended Zoning Board of Adjustment public hearing, business included request for variance for Toy Box Condo self-storage facility which was approved. Reviewed draft of Natural Resources Chapter of Master Plan as prepared by Conservation Commission. Attended conference in Concord re “Complete Streets”.

Recreation Department: This Saturday October 27th Moultonborough will be hosting the Carroll County Youth Soccer Tournament. We’ll be using the Moultonborough Academy fields. Teams from across Carroll County (and some Maine teams as well) will be competing in the tournament, including

the Moultonborough Tournament Team. This tournament has been held for more than 40 years and the Moultonborough Recreation Department has directed the tournament for at least 33 of those years. This Friday, October 26th, will be our annual Halloween Party including the Haunted Hallway, games, trick-or-treat candy and prizes, refreshments and costume judging. This event is held at the Central School and begins at 6 p.m. Last week's trip to the Peabody Essex and Salem Witch Museum, was a success. Dan and Donna K. supervised the trip with transportation provided by a 14 passenger bus loaned to us by Patsy's (the company we are getting the 24 passenger bus from). Dan was the driver for the day. This served as a "practice run" for when we have a bus for our use. We had 11 people signed up, but 2 individuals cancelled due to illness. This Wednesday, October 24th, Dan will be attending a training session at Primex, "Communication Skills for Public Sector Employees". Next Friday, November 2nd will be our annual Basketball Hoopla event with the men's and women's teams from Plymouth State University coming to offer an evening of basketball related games, skills and fun! The event will be held in the Moultonborough Academy gym beginning at 5:30 p.m.

Important Dates to Remember

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

Board of Selectmen's Meeting & Public Hearing, November 1, 2018, 7 PM

Board of Selectmen's Meeting, November 15, 2018, 7 PM

Thanksgiving November 22 & 23, 2018, All Non-Emergency Depts. Closed

Department Head Meeting, November 6, 2018, 9 AM