



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 29, 2018



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**Town Administrator:** This past week's activities included: Prepared for and attended the Select Board's work session, met and went on a project tour with DPW Director, met with a 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, met with the Union representatives on the new CBA, met with Chief Bengtson, Donna K., Chris T. regarding their proposed FY19 budgets, finalized 2018 tax rate with the Department of Revenue, and attended the Lakes Region Managers monthly meeting and training. This coming week's activities include: Meet with our document management company on scheduling the project work, continue work on the MPD CBA items, continue meeting with department heads on FY 19 budgets, prepare for and attend the regular Select Board's meeting, coordinate the informational meeting on the former Lions Club building. Have a great week!

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

**Assessor:** The newly established 2018 values are posted on the Town's website. The Town's tax rate has been set and tax bills will be mailed soon. 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 Town awarded the 2019 assessing services to Whitney Consulting Group, LLC. I am working on updating the 2019 Data Collection Manual. 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:** Deputy Pouliot and I have started training our new Office Clerk, Megan Gray. With tax bills being mailed soon, she will be doing some training under fire! For the time being she will work Wednesdays and Fridays. We received the Warrant from Bay District Sewer in the amount of \$112,467.00. After manually updating ownership changes and sewer tax amounts we prepared 141 sewer tax bills. The sewer bills were mailed October 24, 2018 and are due December 3, 2018. The Director of DRA forwarded the approved final tax rate to me on Monday, May 22, 2018. We immediately began the task of verifying the commitment amounts and printing the Warrant and list. Once the Selectmen signed the Warrant we began the process of preparing the tax bills, verifying the paperless accounts, sent the tax file to the printer, as well as the various tax services and uploaded the bill files to the tax kiosk. We also uploaded the Warrant, signed Tax Commitment Verification, Tax Totals page and a copy of a tax bill to the DRA portal to complete the tax rate setting process. The tax bills should be mailed no later than October 30, 2018 and are due December 5, 2018. I prepared several abatements and refund requests due to the assessed value and tax rate being lowered.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway's week started with the crew changing a culvert and taking care of a few ditching issues on Ben Berry Road. The team continued doing some ditching between 75 and

101 Sheridan Road. R. DeDucca attended “A Good Road is a Safe Road” class. The week ended with the first snow/sleet/freezing rain storm of the 2018/2019 winter season and cutting and removing trees due to the high winds.

Facilities & Grounds: This past week F&G continued fall cleanups at the cemeteries and Town properties. We removed all the picnic tables and barbeque grills from the beaches. We dumped the milfoil trailer for the last time this season. We serviced the mowers to store them for the winter.

Fleet Maintenance: TRK10 2008 Peterbilt: Reinstall on-spot system, set up spinner assembly and replaced spinner head and fittings; TRK9 2014 Kenworth - adjusted front brakes and tightened passenger side fender mirror per D.V.I.R.; TRK9 2014 Kenworth - installed snow tires; TRK2 2011 F550 - wired up new electric sander; TRK4 2012 F350 - rebalanced front driver side tire; TRK7 2011 international dump - diagnose starter issue. Attended Dossier training online.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 4 containers of construction and demolition, 3 containers of single stream recycle. The scrap metal vendor came to the facility with a grapple truck and two 50 yd. containers and cleaned out most of the scrap metal, and 2 containers of roofing shingles. Saturday, we had our first snow fall of 2” during hours of operation which needed to be plowed by the facility staff.

Moultonborough Police Department: The Police Department recorded 270 log entries, which included the following calls for service, 14 motor vehicle stops, 10 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 5 complaints, 5 MV Accidents, 2 MV Complaints, 7 residential alarms, 0 commercial alarms and 0 K-9 complaints.

Training: October 25<sup>th</sup> all units attended firearms training.

Moultonborough Fire Rescue: For the period of 10/19/18 to 10/25/18, there were 13 calls for service: 6 – Emergency medical incidents; 4 – Fire alarms; 1 – Motor vehicle accident with injuries; 1 – Smoke investigation; 1 – Service call-residential lockout. Incidents Year to date: 626. Automatic Aid: Received twice from Center Harbor. Mutual Aid: None. Overlapping Incidents: One.

<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	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:28 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:14 mins/sec.
	Average Night/Weekend response time	14:00 mins/sec.

Operations: 10/19 - Chief Bengtson and SRO Baker accompanied Middle School Principal Joe Lane to Montview Middle School in Goffstown to observe the 8<sup>th</sup> Grade Firefighter Challenge. The Firefighter Challenge is an event where 8<sup>th</sup> grade students, working in teams compete in performing firefighting skills. The event is set up on the baseball field, each competitor race is a course in which they must extinguish a fire with a fire extinguisher, raise a ladder, drag a dummy from first to third base, hauling a hose line up a tower, carry a ladder 50 feet, pound a sledge hammer 50 times, extend a hose line 100 feet, crawl across beams and carry a roll of hose around the outside of the ballfield. The team with the best overall course for their six team members wins. Principal Lane hopes to bring a similar event to Moultonborough in the spring. Chief Bengtson is extremely interested in participating in this event, with the hope that it will eventually lead to a pool of potential Fire Department explorers. 10/24 - Chief Bengtson attended the Lakes Region Mutual Fire Aid Association Board of Directors meeting in

Laconia. 10/25 - Chief Bengtson met with the Town Administrator Johnson to review the Fire Department budget for FY 2019.

**Land Use Office:** Prepared Staff Memo for Kona Subdivision; Prepared for and attended Planning Board meeting. Business included public hearings concerning Steinsky Site Plan, Huggins Hospital Site Plan Amendment, and Kona 16-lot subdivision. The first two applications (Steinsky & Huggins) were approved and the third application (Kona) was continued; Set up and prepared for meeting with DPW Director Chris Theriault and Town Engineer Ray Korber re Kona subdivision road standards;

**Recreation Department:** Last Friday, October 26, MRD held the annual Halloween Party at MCS. Approximately 300 people including children, parents, and volunteers came together to celebrate Halloween. There were games, goodies, lots of great costumes, and even a Haunted Hallway for all to enjoy. The Carroll County Soccer Tournament, scheduled for October 27 in Moultonborough, was cancelled due to the nor'easter storm that came in over the weekend. Thursday, November 1, a new session of Music & Movement for toddlers will begin. The program is a collaboration between the Recreation Department and the Public Library, where all toddlers and pre-school age children are invited to participate with an adult. The program will meet on most Thursdays, at the Recreation Department, at 10 a.m. through December 13. Youth Basketball registrations are currently open for all grades. Clinics for grades 3-6 are scheduled at the Academy gym on November 7 - 8. The clinic schedule is available on MRD's website. On Friday, November 2, MRD will kick off the season with members of the PSU men's and women's basketball teams at our annual Basketball Hoopla event. After a quick meet and greet, the PSU teams will run skills station for participants, raffle off PSU basketball swag, and then wrap up the evening by signing autographs. The fun begins at 5:30 p.m. at the Academy Gym. All are welcome to attend.

**Important Dates to Remember**

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

**Election Day, Public Safety Building, November 6, 2018, 7 AM to 7 PM**

**Informational Session, Lions Club Renovation &/or Reconstruction, MA Café Nov. 8, 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\***