



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 5, 2018



Town Administrator: This past week's activities included: A meeting with our document management company on scheduling the project work, continued work on the MPD CBA items, continued meeting with Department Heads on FY 19 budgets, continued work on the FY19 capital budget, prepared for and attended the regular Select Board meeting, coordinated informational meeting on former Lions Club building and assisted with preparations for the 11/6 elections. This coming week's activities include: Continue work on the FY19 budget, coordinate final election site preparations, continue work on the MPD CBA details, prepare for and facilitate the November Department Head meeting, prepare for and attend the Select Board's community center informational meeting, and review pending facilities projects. 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 the final 2018 tax bills have been mailed. Vision estimated the overall median ratio to be 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. I am working on updating the 2019 Data Collection Manual and preparing for the 2019 cyclical inspections. If property owners have any questions or concerns regarding assessing, please do not hesitate to contact our office during normal working hours, Monday - Friday 7:30 a.m. to 4 p.m.

Tax Collector: Nothing to report this week.

Town Clerk: Town Clerk, Barbara Wakefield, Deputy Town Clerk Kathy Remson and Office Assistant Julia Marchand attended the 93rd NH City and Town Clerk's Conference last week. There were speakers and trainings from the state department including Department of Motor Vehicles on registrations and titles, Secretary of State's Office on Elections and the Help America Vote Act Requirements, and Vital records. Corey MacDonald, Esq. did a presentation on municipalities using Social Networking for their town's and the positive and negative problems. Brian Burford from the NH State Archives did a presentation on Issues in Public Record Keeping and Digital Records. There was much discussion on new legislation for the departments the Town Clerk's Office will be implementing.

Public Works & Facilities: Highway's week started out with the crew taking care of many downed trees on High Haith, Red Hill, and Sibley Roads. R. DeDucca and S. Sorrell went to multiple locations in both Maine and NH doing research on trucks and equipment for the upcoming CIP Truck purchases. C. Dunn and B. Gray graded Greenes Basin and Wentworth Shores Roads. The team ended the week cutting, chipping, and removing trees on Geneva Point Road.

Facilities & Grounds: This past week the F&G crew continued to do fall cleanup and service the F&G equipment and minor building maintenance.

Fleet Maintenance: TRK7 2011 International: Replaced starter assembly, install on spot heads, replaced leaking fittings, adjust trip block edge; CAR152 - swap snow tires; 15 C1 2017 Ford Explorer - swap snow tires; CAR132 2013 cruiser - swap snow tires; CAR 151 2015 police utility - swap snow tires and start to replace left rear wheel bearing; Traveled to Viking-Cives in Lewiston to check set up of new TRK6 for new equipment; Went to the towns of Bartlett and Jackson to evaluate Dodge 5500 for truck purchase. Performed administrative duties. Ran loader to push back piles.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 3 containers of single stream recycle, 6 containers of construction and demolition, and 1-60 yard container of mixed scrap metal.

Moultonborough Police Department: The Police Department recorded 186 log entries, which included the following calls for service, 14 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 4 complaints, 2 MV Accidents, 2 MV Complaints, 3 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Training: Nov. 1st, SRO Baker attended Juvenile Mirror Project Training.

Moultonborough Fire Rescue: For the period of 10/26/18 to 11/01/18, there were 28 calls for service: 1 – Excessive heat, scorch burns with no ignitions; 8 – Emergency medical incidents; 3 – Motor vehicle accidents with injuries; 2 – Power lines down; 1 – Arcing, shorted electrical equipment; 3 – Public service; 1 – Tree on wires, no fire; 3 – Trees down blocking roadway; 1 – Dispatched & cancelled en route; 1 – No incident found upon arrival; 1 – Hazardous material release investigation with no hazardous material found; 2 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no carbon monoxide detected upon metering. Incidents Year to date: 657. Automatic Aid: Received seven times from Center Harbor, once from Sandwich. Mutual Aid: Three times from Center Harbor. Overlapping Incidents: Fifteen instances on two incidents occurring simultaneously

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:35 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:57 mins/sec.
	Average Night/Weekend response time	09:22 mins/sec.

Operations: 10/27 - The Nor'easter storm that occurred on Saturday caused quite a bit of activity for the Fire Department. Personnel responded to 15 incidents during the storm, with several times where multiple incidents were happening simultaneously. Center Harbor and Sandwich Fire Departments were called upon to respond to incidents in the Bean Road area while Moultonborough companies were mitigating incidents in other areas of Town. The majority of the incidents were wind related with trees and utility wires being downed. 11/1 - Chief Bengtson attended the annual Fire Service Symposium at the NH Fire Academy. The Symposium training program was provided by Primex. This year's program featured Tiger Schmittendorf speaking about how to engage and communicate with an online generation of employees. 11/1 - Chief Bengtson and Select Board Chair Jean Beadle attended a meeting of the Joint Inter-Municipal Service Board that was held at the Public Safety Building. No business was conducted due to a lack of a quorum, but Board members met with representatives of Tuftonboro and Stewart's Ambulance to discuss Tuftonboro potentially joining the four-town group. Justin Van Etten of Stewart's Ambulance provided an update on Stewart's operations and the EMS landscape in the state.

Land Use Office: Prepared for and attended meeting with Chris Theriault and Ray Korber concerning Town's subdivision road standards; Prepared for and attended meeting with Planning Board Chairman Scott Bartlett concerning proposed zoning amendments and proposed West Village Overlay District; Prepared for and conducted conference call with Planning Board Chairman Scott Bartlett and Town Attorney Matt Serge re KONA property proposed development; Prepared for and attended Joint Land Use Boards meeting. Primary business was the proposed "West Village Overlay District" amendment and other proposed amendments to the Zoning Ordinance; Met with BI/CEO concerning compliance of approved developments with specific approval conditions set by land use board; Prepared for and attended on-site inspection (aka "site walk") of the KONA property concerning proposed 16-lot subdivision; Met with Bay District Sewer Commissioners Ron Ulm and Mark Borrin concerning exact service area for sewer service; Met with TA Walter Johnson re FY 2019 Planning Board budget.

Recreation Department: Youth Basketball registrations are flowing into the office. Clinics for grades 3-6 are scheduled November 7 and 8 and will take place at the Academy Gym. Early bird registrations with a discounted fee will be accepted until November 13. The registration deadline is November 20. Registrations for K - grade 2 will be accepted through December 11, with an early bird deadline of December 6. Last Friday, the PSU Men's & Women's Basketball teams traveled to Moultonborough Academy for the annual Basketball Hoopla. This event has kicked off our basketball season since 2009. There were games, skill stations, a raffle, and an autograph session during the course of the evening. Well over 100 people enjoyed the event! The fall session of Music & Movement began last Thursday, November 1, with a good turnout. MRD and the Library staff work together to create a fun atmosphere for toddlers. The drop in program will take place most Thursdays at 10 a.m., from now through December 13. Dan will be attending a Playground Maintenance training this Thursday, November 8.

Important Dates to Remember

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

Veterans' Day, All Non-Emergency Depts. Closed, November 12, 2018

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

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

Board of Selectmen's Work Session, November 29, 2018, 4 PM

Board of Selectmen's Budget Work Session, November 30, 2018, 8:30 AM

Department Head Meeting, November 6, 2018, 9 AM