



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 13, 2018

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**Town Administrator:** This past week's activities included: Continued work on the FY19 budget, coordinated final election site preparations, continued work on the MPD CBA details, prepared for and facilitated the November Department Head meeting, prepared for and attended the Select Board's community center informational meeting, and reviewed pending facilities projects. This coming week's activities include: Final meetings with Department Heads on FY19 budget, meeting with the MPD CBA negotiations team, attending the Milfoil Committee monthly meeting, attending the States Landing dredging bid opening, preparing for and attending the Select Board meeting, attending the NHMA training and conference. Have a great week!

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

**Assessor:** The newly established 2018 values are posted on the Town's website. I entered and sent the sales information into the NH Department of Revenues Equalization Portal. This information is used to determine the overall ratio for the Town and to determine the accuracy of the assessments, such as the weighted mean, median ratio, coefficient of dispersion, and price related dispersion. The 2018 NH Municipal Association Conference is this week. Carol is scheduled to attend Wednesday and I am scheduled to attend Thursday. We are both registered for several sessions. 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 preparing property record cards 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 through Friday 7:30 a.m. to 4 p.m.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** The month of October 2018 the Town Clerk's office processed 984 Motor Vehicle Registrations, 2 Boat Registrations, 134 Titles, 9 Vital Records (Birth, Death, Marriage, Divorce), 1 Marriage license, 15 Dog Licenses, 6 Aqua Therm permits and various miscellaneous services. Last Tuesday we worked at the polls, which had a very high turnout for a general election. We finished entering all data into the statewide voter system for the 473 absentee ballots we assisted residents with.

**Public Works & Facilities:** Highway's week began with the cleanup of trees on Ben Berry, Ferry, Geneva Point, Kona, and Severance Roads. The team continued the week solving multiple drainage issues on Birch Lane, Cottage, Driftwood Drive, Fox Hollow, and Long Point Roads. R. DeDucca and S. Sorrell finalized the research and details for the purchase of equipment/trucks for the upcoming CIP Budget. The week ended preparing more trucks and equipment for the winter season.

**Facilities & Grounds:** This past week the F&G crew completed the fall clean-up of the cemeteries and painted the pedestrian symbols on the newly paved portion of the Neck Road Pathway. We successfully completed operations for voting day setup and continued with servicing winter equipment.

**Fleet Maintenance:** TRK10 2008 Peterbilt: Replaced steering u joint, replaced left front shock, installed tires, shortened sander chain and adjusted chain; Car 162 2016 Ford cruiser - mounted snow tires; Car 151 2015 Ford Explorer - mounted snow tires, replaced driver's rear wheel bearing assembly; Car 181 2018 Ford Explorer - mounted snow tires; Car 141 2014 Ford Explorer - mounted snow tires, replaced driver's side wheel bearing, and rear brakes; TRK15 2009 Ford F550 - made hydraulic hose for wing; TRK24 2009 Freightliner - installed on spots; performed administrative duties; reviewed bid specs for 3 new trucks.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 3 containers of single stream recycle and 6 containers of construction and demolition.

**Moultonborough Police Department:** The Police Department recorded 233 log entries, which included the following calls for service, 12 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 5 complaints, 4 MV Accidents, 2 MV Complaints, 7 residential alarms, 8 commercial alarms and 2 K-9 complaints.

**Training:** Nov. 5<sup>th</sup> – Nov. 9<sup>th</sup>, Sgt. Boucher attended FBI LEEDA training.

**Moultonborough Fire Rescue:** For the period of 11/02/18 to 11/08/18 there were 14 calls for service: 11 – Emergency medical incidents; 1 – Assist the physically disable; 1 – Unauthorized burning; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 672. Automatic Aid: Received once from Center Harbor. Mutual Aid: None. 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	07:52 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:47 mins/sec.
	Average Night/Weekend response time	11:30 mins/sec.

**Operations:** 11/8 - Inspection of oil burning equipment installation on Avon Shores Road. The Fire Chief and the Department would like to recognize the accomplishments of Scott Breault and Peter Conti in becoming Firefighter 1 certified. Starting in June these probationary firefighters began attending classes twice a week at the Center Ossipee fire station and monthly weekend classes at the NH Fire Academy. Firefighter 1 is a 212-hour course which provides students with required knowledge, skills and abilities to function safely and efficiently on the fireground as part of team. We thank them for their dedication, determination and their time spent working to achieve this important certification. Well done Scott and Pete! We are proud of you both.

**Land Use Office:** Attended Department Head's meeting. Prepared for and attended meeting with Chris Theriault and Ray Korber concerning Town's subdivision road standards. Prepared memo concerning Lions Club property for BOS re Town uses of the property. Prepared staff memos for Planning Board concerning: a) Toy Box Storage facility at corner of Redding Lane and NH Route 25, and b) Wiggin 2-lot subdivision. Met on-site with BI/CEO, Town Engineer and Mark Stephens concerning compliance with approved Site Plan as approved by Planning Board. Prepared memo concerning on-site inspection (aka "site walk") of the KONA property relative to proposed 16-lot subdivision.

**Recreation Department:** Last week, basketball clinics were held for grades 3-6 at Moultonborough Academy. The early bird registration for these grades is Tuesday, November 13. The registration deadline is on Tuesday, November 20. MRD will accept registrations through December 11 for players

in grades K-2. Dan Sturgeon attended a Playground Maintenance training session this past Thursday, November 8 and received a lot of valuable information. MRD has several holiday events coming up in December. Our first event will be the annual Greetings from the North Pole, where Santa will be calling children in Town to be sure they are on the “good” list. Rec. staff will be at the PTA Holiday Fair taking registrations for this event with phone calls being made in the evening on Wednesday, December 5th. The Holiday Open House will be on Friday, December 7, beginning at 5 p.m. with our fun filled “Holi-games”. After playing some silly minute-long games for the whole family to enjoy, guests will be able to have dinner at the Recreation Department before heading over to the Library for their tree lighting, holiday Sing-along, and visit from Santa. On December 21, MRD will host a Winter Solstice Hike in collaboration with Castle in the Clouds. The event will begin at 5 p.m. and will include a hike or snowshoe around Shannon Pond, a fire pit, light refreshments, a visit from Santa, and a whole lot of holiday cheer. Come celebrate the season with us under the stars and nearly full moon, on the shortest day of the year. Meet at the meadows by Shannon Pond. On December 27, MRD will host Bubble Ball Games on Ice for children in grades five and up, at Kraine Meadow Park Ice Rink. The fun begins at 6 p.m. Skating, roasted marshmallows, light dinner, and lots of fun are on the menu for this event. In the case that there is no ice, the event will be moved to Moultonborough Academy Gym. Additional details for all of our programs and events are available on the website.

### **Important Dates to Remember**

**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, December 4, 2018, 9 AM\***