

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 3, 2018



Town Administrator: This past week's activities included: Prepared for and attended the Select Board's monthly work session, prepared for and attended the first Select Board and Advisory Budget Committee session on Friday morning, met with the MPD CBA negotiations team, coordinated and attended the sale of Town tax deeded property bid opening, continued work on personnel matters and performance evaluations. This coming week's activities include: Meeting with the Recreation Director, prepare for and facilitate the monthly Department Head meeting, prepare for and attend the Regional Select Board meeting on Tuesday evening, prepare for and attend the regular Select Board meeting, prepare for and attend the second budget review session with the Select Board and ABC, continue work on the MPD CBA negotiations, continue to review and issue several RFPs for FY19 capital projects and equipment, address a number of personnel matters with the HR Manager. Have a great week!

Finance: Nothing to report this week.

Assessor: The 2018 updated property record cards are posted on Vision's website and the Tax & GIS Map on the Town's website. The sales information has been submitted to the NH Department of Revenue 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 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 the 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: Nothing to report this week.

Public Works & Facilities: The week began preparing the equipment and trucks for the pending storm. The team then continued with plowing, salting and sanding throughout Town taking care of the heavy wet snow, sleet and rain storm during the middle of the week. Everyone continued the week working together on maintenance and repairs. The week ended with cutting trees, plowing, salting and sanding during another wet snow, sleet and rain event.

Facilities & Grounds: This past week F&G removed the flags from the village and put up the holiday wreaths. With assistance from the Highway crew we decorated the village Christmas tree. We did a lot of storm cleanup.

Fleet: TRK11 2016 F350: Replaced plow control and repair harness; TRK9 2014 Kenworth - weld plow bolt; TRK4 2012 F350 - repair 2 way antenna; Ice rink snow blower - get running for the season; TRK4 2012 Ford F350 - swap out snow tires for the season; TRK3 2017 Dodge 3500 - replaced fuel filters and performed A-PM; TRK5 2015 Ford F550 - replaced sander spinner; TRK7 2011 International

- install injectors and harness; Perform administrative duties - plowed roads and school during storm on 11/27/18.

Transfer Station: Last week we shipped out 1-60 yd. container of mixed scrap metal, 1 container of municipal solid waste and 1 container of construction and demolition. The brush pile was burned. The used tire container was swapped out. The Facilities and Ground staff provided coverage at the Facility last week. Thanks to Bob and Dennis.

Moultonborough Police Department: The Police Department recorded 213 log entries, which included the following calls for service, 12 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 1 MV Accident, 0 MV Complaints, 8 residential alarms, 3 commercial alarms and 1 K-9 complaint.

Training: Nov. 28th - All officers attended Civil Liability training.

Moultonborough Fire Rescue: For the period of 11/23/18 to 11/29/18, there were 12 calls for service: 2 – Emergency medical incidents; 4 – Power lines down; 2 – Shorted, arcing electrical equipment; 1 – Assist the physically disabled; 1 – No incident found upon arrival at dispatch location; 2 – Alarm system malfunctions. Incidents Year to date: 714. Automatic Aid: Received 4 times from Center Harbor. Mutual Aid: None. Overlapping Incidents: 4 instances of 2 calls, 1 instance of 3 and 1 instance of 4 calls overlapping simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	2 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2 firefighters
	Average Night/Weekend/Holiday	2 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:47 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:57 mins/sec.
	Average Night/Weekend response time	08:47 mins/sec.

Operations: 11/27 - Chief Bengtson conducted a place of assembly inspection at a Whittier Highway restaurant. 11/28 - Department personnel receive training on the new NEC phone system at the Public Safety Building. 11/29 - Chief Bengtson attended the Selectmen's workshop session to discuss the donation of a hovercraft by the Mark O'Connell Foundation for Lake Winnepesaukee Safety. The goal of the foundation is to purchase safety and rescue equipment, provide training for first responders, improve public education about lake safety and make the lake a safer place for families to enjoy throughout all seasons of the year.

Land Use Office: Prepared for and attended Master Plan Steering Committee meeting concerning the draft Natural Resources Chapter of the Master Plan; prepared revisions to proposed West Village Overlay District amendment to Zoning Ordinance; prepared for and attended meeting with Conservation Commission Chair re wetlands permitting by NHDES and processing at local level; prepared for and attended Selectmen's meeting with NHDOT District Engineer re traffic calming for NH Route 25 in Moultonborough village; prepared for and attended Community Development Advisory Committee meeting; prepared for and attended Planning Board meeting, major business items were proposed amendment to Zoning Ordinance re West Village Overlay District and three other amendments to Zoning Ordinance re Article III (Minimum Lot Size) and Article VII (Non-Conforming Lots). These amendments are intended to be on the ballot for Town Meeting 2019.

Recreation Department: Youth basketball practices for grades 3-6 begin this week. Pre-season in-house games will start on Saturday, December 8. Regular season games will begin on January 5.

Grades K-1&2 have until December 11 to register for Youth Basketball and will begin their instructional practices on January 5. MRD is preparing for several holiday events coming up in December. The first, on Wednesday, December 5 is our Greetings from the North Pole event. Santa will be calling Moultonborough children to be sure they are on the “nice” list. Parents can sign their child up at the Recreation office. On Friday, December 7, the Recreation Dept. will host a Holiday Open House from 5-6:15 p.m. Families of all ages will enjoy playing a number of “Holi-Games” including *Candy Cane Catch*, *Christmas Tree Stack*, *Human Bowling*, and *Blast the Coal*, to name a few. We can’t wait to find out who can win it in a minute! There will also be an Ugly Sweater Contest! Participants will be able to enjoy several donated crock pot dinner dishes before venturing over to the Library for the tree lighting and sing a long event. On December 21, MRD and Castle in the Clouds are hosting a Winter Solstice Hike in the Meadows by Shannon Pond. The trail is a family friendly walk around the pond, under the light of a nearly full moon and stars. Guests will be able to warm up by the fire pits, enjoy light refreshments, roasting marshmallows and the company of others in a holiday setting. Santa will be taking time out of his busy schedule to make an appearance. The trail will be open from 5-7 p.m., dress for the elements and uneven terrain. This event is free, and guests of all ages are welcome.

Important Dates to Remember

Board of Selectmen’s Meeting & Public Hearing, December 6, 2018, 7 PM

Board of Selectmen’s & ABC Budget Work Session, December 7, 2018, 8:30 AM

Board of Selectmen’s & ABC Budget Work Session, December 14, 2018, 8:30 AM

Board of Selectmen’s Meeting & Public Hearing, December 20, 2018, 7 PM

Merry Christmas! All Non-Emergency Depts. Closed, December 25, 2018

Board of Selectmen’s Work Session, December 27, 2018, 4 PM

Department Head Meeting, December 4, 2018, 9 AM