



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 19, 2018

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**Town Administrator:** This past week's activities included: Held final meetings with Department Heads on FY19 budget, met with the MPD CBA negotiations team, attended the Milfoil Committee monthly meeting, prepared for and attended the Select Board meeting, attended the NHMA training and conference, met with CAI representative Tim Fountain, Bob Ward and Chris Theriault regarding the Town's GIS program, and met with Steve Zalewski and new intermittent deputy Code and Compliance officer Ken Paul. This week's activities include: Attend the States Landing dredging bid opening, attend the 2019 crack sealing bid opening, review several FY19 RFPs, finalize department FY19 proposed budgets (budget books are ready to be picked up by the Select Board and ABC at the Administration office), meet with Norm O'Neil on personnel matters, planned to attend the CDAC meeting (canceled), meet with Architect Peter Stewart on the proposed community center sketches. Town offices and non-emergency departments will be closed on Thursday and Friday this week for the Thanksgiving holiday. Have a Happy Thanksgiving!

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

**Assessor:** The newly established 2018 values are posted on the Town's website. The sales information was 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. Carol and I attended several sessions at the 2018 NH Municipal Association Conference. 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 getting ready and 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 7:30a.m. to 4 p.m.

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

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

**Public Works & Facilities:** Highway's week started out with trees down and a sleet/freezing rain, and snow storm to start the winter season. R. DeDucca worked with GMI Paving to resolve some residential concerns on Paradise Drive. The week ended with the entire team plowing, salting, and sanding throughout the Town during the snow storm.

**Facilities:** This past week the F&G crew distributed shovels and salt materials for winter maintenance to Town buildings. All the docks have been removed at the Lee's Mill boat ramp. John Pendexter of 16 Summit View Drive kindly donated the Town's Christmas tree which we transported to the Taylor property and set up. With the plowable snow this past Tuesday and Friday, the crew plowed and treated Town property and Town roads.

**Fleet Maintenance:** TRK10 Peterbilt: Replaced wing piston hydraulic hose and the grate center beam, and set up grate hinges, and also repaired the cross bar; CAR161 Police Interceptor SUV - Mounted snow tires and performed PM-B service; EQ13 Komatsu wa180 loader - performed PM-B service on loader, checked bucket pins and bushings, repaired mirror; 15-R-1 HME firetruck - repaired on spots; TRK15 2009 Ford F550 - Swapped out snow tires; TRK2 2011 F550 - repaired broken ground that runs the plow lights, also replaced the fuel cap. Performed administrative duties and plowed snow on Friday.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 3 containers of construction and demolition, and 2 containers of single stream recycle. Weather permitted staff to burn brush. Cub scout pack 369 took a tour of the Transfer Station provided by staff of the facility. The boys, as well as their parents asked many great questions. Staff gave a demonstration of the equipment which they enjoyed very much.

**Moultonborough Police Department:** The Police Department recorded 236 log entries, which included the following calls for service, 10 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 3 MV Accidents, 0 MV Complaints, 10 residential alarms, 5 commercial alarms and 4 K-9 complaints.

**Training:** Detective John and Officer O'Brien attended Background Investigation on Nov. 14<sup>th</sup>. Sergeant Boucher attended NIBRS training on Nov 14<sup>th</sup>.

**Moultonborough Fire Rescue:** For the period of 11/09/18 to 11/15/18, there were 13 calls for service: 1 – Cooking fire, confined to container; 4 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 2 – No incident found at dispatch location; 1 – Hazardous materials release investigation, no hazardous materials found; 3 – Detector activations. Incidents Year to date: 685. Automatic Aid: Received once from Center Harbor. Mutual Aid: None. Overlapping Incidents: One.

<b><u>Staffing:</u></b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	13:08 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:46 mins/sec.
	Average Night/Weekend response time	14:37 mins/sec.

**Operations:** 11/9 - Chief Bengtson conducted a place of assembly inspection at a Whittier Highway restaurant. 11/14-11/15 Chief Bengtson attended the NH Municipal Association conference in Manchester and attended seminars on How to Handle Voluminous Right to Know Records Requests, Supervising Multi-Generations, Determining Conflict of Interest, Sexual Harassment Prevention, Wage & Hour Pitfalls, New Rules of the Retirement System Road, and Minimizing Online Security Threat in your Municipality. 11/15 - The fireboat at Lee's Mills was taken out of service for the season. The Fire Department maintains a smaller boat on a trailer at the Moultonboro Neck fire station.

**Land Use Office:** Prepared for and attended meeting of Master Plan Steering Committee concerning the draft Natural Resources Chapter of the Master Plan; prepared for and attended meeting with Tim Fountain of Cartographic Associates, Town Administrator Walter Johnson, DPW Director Chris Theriault re GIS services for Town departments; prepared for and attended the November 14<sup>th</sup> Planning Board meeting. Business items included Wiggin 2-lot subdivision (Approved), Toy Box self-storage

condominium (Tabled), and Kona property 16-lot subdivision (Continued); attended NHMA conference in Manchester; prepared memo concerning site visit of the Kona property.

**Recreation Department:** MRD is preparing for several holiday events coming up in December. The first, on December 5 is our Greetings from the North Pole event. Santa will be calling children in Moultonborough to be sure they are on the “nice” list. Parents must sign their child up at the Recreation office or stop by our table at the PTA Holiday Fair on Dec 1. Friday, December 7, the Recreation Department 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! We will also be having an Ugly Sweater Contest! There will be several donated crock pot dinner dishes for guests to enjoy 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 and enjoy light refreshments, roast a marshmallow or two, and enjoy 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., please dress for the elements and uneven terrain. This event is free, and guests of all ages are welcome. Donna T. and Mary teamed up with several entities in the village and created the 2018 Holiday Happenings Flyer. For the second year in a row the flyer highlights several events and open houses that are happening in the Moultonborough Village area. Flyers and post cards are located at participating entities in the village, including the Library, Town Hall, and the Recreation Department. Be sure to check out some the events, open to the public.

#### **Important Dates to Remember**

**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\***