

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 10, 2018



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**Town Administrator:** This past week's activities included: Meeting with the Recreation Director, preparing for and facilitating the monthly Department Head meeting, preparing for and attending the Regional Select Board meeting on Tuesday evening, preparing for and attending the regular Select Board meeting, preparing for and attending the second budget review session with the Select Board and ABC. Work continues on the MPD CBA negotiations, reviewing and issuing several RFPs for FY19 capital projects and equipment, addressing a number of personnel matters with the HR Manager. This coming week's activities include: Preparing for and attending the open enrollment meeting for employees, meeting with Chief Monaghan on personnel and budget matters, preparing for and attending a negotiations meeting with the MPD CBA team, continuing to review personnel performance evaluations, preparing for and attending the third budget review session with the Select Board and ABC, finalizing the transfer of tax sale properties to successful bidders and facilitating a DPW truck bid opening. Have a great week!

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

**Assessor:** The 2018 updated property record cards are posted on the Town's website, Tax & GIS Maps. The Assessing office continues to review all Veteran Credit applications to ensure applicants qualify and comply with state laws and rules. Quite a few of the applicants have had to submit additional documents and I thank them for such quick replies. We continue to work on Assessing office procedures and policies. The State of NH Department of Revenue finished the 2018 Town Review. A letter with the results should follow. 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:** Highway started the week taking care of a few tree issues on Harvard Camp and Red Hill Road. The balance of the week was trimming trees at multiple locations throughout Town, sanding icy roads due to temperature fluctuations, and cutting wood at the Highway Garage.

**Facilities & Grounds:** This past week F&G installed aquatherms at Lee's Mills boat ramps and docks. The team continued doing winter maintenance, minor building repairs, and rink repairs on the boards and glass.

**Fleet:** TRK7 2011 International Workstar: Finished up injectors, adjusted clutch and pulled dash apart to replace mode selector servo; TRK2 2011 F550 - replaced wing mirror and installed sander diverter; TRK9 2014 Kenworth - adjusted brakes, replaced tailgate control valve and fittings, repaired loose connection for sander control; TRK15 2009 F550 - replaced rear brake rotors and pads. Performed administrative duties.

**Transfer Station:** Last week we shipped 2 containers of municipal solid waste, 2 containers of single stream recycle, 3 containers of construction and demolition and 1-60 yard container of mixed scrap metal. We had 31 Freon containing units evacuated of the Freon gas. The appliances will go to scrap metal to be recycled.

**Moultonborough Police Department:** The Police Department recorded 188 log entries, which included the following calls for service, 17 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 7 MV Accidents, 5 MV Complaints, 8 residential alarms, 1 commercial alarm and 1 K-9 complaint.

**Training:** None this week.

**Moultonborough Fire Rescue:** For the period of 11/30/18 to 12/06/18, there were 14 calls for service: 1 – Building fire-Meredith; 10 – Emergency medical incidents; 1 – Power line down; 1 – Dispatched & cancelled en route; 1 – No incident found upon arrival at dispatched address. 728 Incidents year to date. Automatic Aid: Received once from Stewart's Ambulance. Mutual Aid: Once given to Meredith for a second alarm building fire. Overlapping Incidents: Three instances of two calls overlapping simultaneously.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	12:24 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:26 mins/sec.
	Average Night/Weekend response time	12:35 mins/sec.

**Operations:** 11/30 - Chief Bengtson conducted a place of assembly inspection at a Bean road occupancy. 11/30 - Moultonborough firefighters responded mutual aid to Meredith for a second alarm building fire on Water Street. Companies were released and put in service after two and half hours. 12/3 - Monthly Officer's meeting; 12/4 - Chief Bengtson attended the Department Head staff meeting with the Town Administrator. 12/4 - Chief Bengtson attended the Lake Region Mutual Fire Aid Executive Committee meeting at the Communication Center in Laconia.

**Land Use Office:** Attended NHDES public hearing re wetlands permitting process in Concord NH; Prepared for and attended Department Heads meeting; Prepared for and attended meeting of LRPC/TAC re NHDOT Ten-Year Plan funding for local projects (NOTE: Redding Lane intersection is ranked #2 of 12 project nominations to NHDOT from LRPC/TAC); Prepared for and attended ZBA meeting. Variance requests were considered and approved for King (Castle Shores Road) and Ehman (Jacks Road). Request for Re-Hearing (filed by Abutter Andy Teisch) concerning the "Toy Box" self-storage condo proposal on corner of Redding Lane was denied by ZBA. Prepared for and attended Budget Hearing re Land Use Department's budget.

**Recreation Department:** Last Wednesday, Santa contacted over 50 children from 28 families in Moultonborough during our "Greetings from the North Pole" event. Santa reminded the kids to be sure they are on the "good list", and also listened to their last minute wishes. Last Friday, MRD hosted the annual Holiday Open House. Guests, young and old had some good old fashioned fun playing Holi-games, and ended their visit with a meal made up of several donated crock pot dishes. Youth basketball for grades 3-6 started up last week with team practices and in-house scrimmages on Saturday. The teams will continue to prepare for opening day on January 5, 2019 for all levels. MRD and Castle in the

Clouds are teaming up again: On December 21, we will offer a hike/snowshoe under the nearly full moon to welcome the arrival of the winter solstice. The trail, located near Shannon Pond is easy to moderate, and great for all ages to get outside and enjoy the fresh air. The fire pit will be fired up with refreshments available, along with a telescope to view the night sky. The trail will be open from 5-7 p.m. Over the holiday break, MRD is offering Bubble Ball Games on Ice for grades 5 and up. The event is scheduled to take place on Thursday, December 27, from 6-9 p.m. at the Kraine Meadow Park Ice Rink. Free skating, bubble ball games, food, a fire pit and fun are all on the agenda for the evening. In case the rink conditions are not optimal, most of the event activities will be moved to the MA gym. Youth skating lessons will be offered in January. Information will be distributed to MCS students when the details are finalized.

**Important Dates to Remember**

**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**  
**Happy New Year! All Non-Emergency Depts. Closed, January 1, 2019**  
**\*Department Head Meeting, January 8, 2019, 9 AM\***