

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 17, 2018



Town Administrator: This past week's activities included: prepared for and attended the open enrollment meeting for employees, a meeting with Chief Monaghan on personnel and budget matters, prepared for and attended a negotiations meeting with the MPD CBA team, continued review of personnel performance evaluations, prepared for and attended the third budget review session with the Select Board and ABC, finalized the transfer of tax sale properties to successful bidders and facilitated a DPW truck bid opening. This coming week's activities include: meeting with department heads regarding FY18 encumbrances, prepare the FY18 continuing appropriations and encumbrances request, meet with the HR Manager on numerous personnel matters, a meeting with MPD Union representative on final CBA language, attend the CDAC meeting, facilitate bid openings for the FD truck and SCBA Equipment, prepare for and attend the Select Board meeting, continue work on the FY19 capital and operating budgets. Have a great week!

Finance: Nothing to report this week.

Assessor: The Assessing office continues to review all Veteran Credit applications to ensure applicants qualify and comply with state laws and rules. Quite a few applicants had to submit additional documents, and we thank them for their cooperation. We continue to work on Assessing office procedures and policies. The State of NH Department of Revenue finished the 2018 Town Assessment Review. A letter with the results should follow. The 2019 cyclical inspections should begin sometime in January. Notices of the of the 2019 cyclical inspections will be mailed to those property owners included. Property owners with questions or concerns regarding assessing, are encouraged 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: Nothing to report this week.

Public Works & Facilities: The Highway team started out the week filling pot holes and working on ditching issues throughout Town. R. DeDucca finalized the details with Western Star, Viking Cives and Ossipee Mountain Equipment to coordinate the pick up the new truck #6. The crew spent the balance of the week cutting wood and preparing the equipment for the upcoming snow and sleet storms.

Facilities & Grounds: This past week the F&G crew continued to do ice rink maintenance and minor building repairs. The painters finished at the Public Safety Building and the Town Hall. The electrician started the LED light conversion at the Town Hall. We continue to monitor the aqua-therms at Lees Mills.

Fleet: EQ13 2000 Komatsu loader: Diagnosed, ordered and installed new starter, replaced batteries, also diagnosed fuel issue and ordered parts; TRK7 2011 International - adjusted clutch and freed up linkage to adjust free play; TRK11 2016 F350 - Diagnose dump body issue, ordered parts. Performed administrative duties; Picked up new TRK 6 from Viking-Cives on Monday.

Transfer Station: Last week we shipped out 1 containers of municipal solid waste, 4 containers of construction and demolition and 2 containers single stream recycle. The staff burned the brush pile.

Moultonborough Police Department: The Police Department recorded 240 log entries, which included the following calls for service, 12 motor vehicle stops, 7 assists to Fire/EMS, 1 Directed Patrols, 2 arrests, 1 complaint, 8 MV Accidents, 5 MV Complaints, 2 residential alarms, 2 commercial alarms and 2 K-9 complaints.

Training: December 12th Sgt. Beede attended Conflict Resolution for Supervisors training at Police Standards and Training in Concord.

Moultonborough Fire Rescue: For the period of 12/07/18 to 12/13/18, there were 12 calls for service: 1 – Building fire-Sandwich; 6 – Emergency medical incidents; 1 – Dispatched & cancelled en route; 2 – Authorized, controlled burning; 1 – Smoke investigation; 1 – Smoke detector activation, unintentional, no fire. Incidents Year to date: 740. Automatic Aid: None. Mutual Aid: Once given to Sandwich for a 1st alarm building fire. Overlapping Incidents: One instance of two calls overlapping simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:48 mins/sec.
	Average Night/Weekend response time	11:33 mins/sec.

Operations: 12/7 - Moultonborough Firefighters responded mutual aid to Sandwich for a barn fire at 651 North Sandwich Road. Companies assisting with overhaul were released after about a half hour. 12/13 - Chief Bengtson conducted the annual inspection of Moultonborough Academy. Under RSA 153:14, each local fire chief shall annually inspect all school buildings within his or her jurisdiction while school is in session and submit a written report to the state fire marshal on the condition of all such school buildings. A copy of the report is furnished to the school district superintendent and school board members.

Land Use Office: Prepared for and attended meeting with Ken Bickford, Chairman of ad hoc committee concerning gateway signage for Moultonborough village. Advised Ken that the Community Development Advisory Committee (CDAC) is ready and willing to assist with the efforts of the gateway signage committee. Prepared for and attended meeting re: FEMA flood mapping program for municipalities in the Moultonborough area. Contacted NH Department of Homeland Security re: National Flood Insurance Program (NFIP) mapping of flood hazard areas (as follow-up to FEMA meeting listed in previous item). Prepared for and attended meeting with Town Attorney Matt Serge re: amendment of Town Zoning Ordinance. Prepared for and attended Planning Board meeting. Business items included Site Plan Review hearing re: Toy Box self-storage condo.

Recreation Department: On Friday, December 21, MRD and Castle in the Clouds will host a Winter Solstice Hike/Snowshoe event in the Meadow by Shannon Pond. In addition to hiking the lighted trail, guests will be able to relax by the fire pit, enjoy refreshments, and visit with Santa. The trail will be open from 5-7p.m. At the time of this writing, the weather forecast is not favorable. If needed, event cancellation notices will be posted on our website and Facebook pages. The ice rink at Kraine Meadow Park opened for the season last week, thanks to the efforts of DPW staff. There will be time during the

winter that the rink will be closed due to warm conditions or inclement weather days. The CLOSED sign will be posted on those days. Next week, MRD is hosting Bubble Ball Games on Ice for kids in grades 5 and up. The fun will take place at Kraine Meadow Park ice rink on Thursday, December 27, from 6-9 p.m. Several crock pot dishes will be offered for snacking, along with music, drinks, and a fire pit. If the ice conditions are not good, the event will be moved indoors to the Moultonborough Academy Gym.

Important Dates to Remember

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

Board of Selectmen's Meeting, January 3, 2019

Department Head Meeting, January 8, 2019, 9 AM