



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 24, 2018



**Town Administrator:** This past week's activities included: Met with Department Heads regarding FY18 encumbrances, prepared the FY18 continuing appropriations and encumbrances request, met with the HR Manager on numerous personnel matters, met with MPD Union representative on final CBA language, attended the CDAC meeting, facilitated the bid openings for the FD truck and SCBA equipment, prepared for and attended the Select Board meeting, continued work on the FY19 capital and operating budgets. This coming week's activities include: Preparing for year-end closeout, continue work on personnel evaluations, continue work on FY19 budget and Town Meeting Warrant, prepare final draft of new MPD CBA for Board review with HR Manager and update continuing appropriations and encumbrances. Merry Christmas and 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 of the applicants have had to submit additional documents, and we thank them for their quick replies and cooperation. Letters were mailed to property owners that will be part of the 2019 cyclical inspections. It is important that if you are home to allow the contract assessor to view the interior in order to assure the data is accurate. If you would like to schedule an appointment for the contract assessor to view the interior of your home, please contact the Assessor's office and we will be happy to schedule a time that works best for you. The 2019 cyclical inspections should begin in January. If property owners have any questions or concerns regarding Assessing, please contact our office during normal working hours, Monday - Friday 7:30 a.m. to 4 p.m. Have a safe and happy holiday season!

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

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

**Public Works & Facilities:** The Highway team started out the week with a wet snow, sleet, and freezing rain event. The week continued with everyone working together on preventative maintenance on the trucks and equipment. We ended the week with another sleet and freezing rain event.

**Facilities & Grounds:** Last week the F&G crew did some storm clean up and some minor building remodeling at the Recreation building. We did a walk through with the HVAC contractors at the Public Safety Building for the new hot water boiler.

**Fleet:** TRK11 - replaced dump lowering solenoid and tried to free up dump hinge pins. EQ25 2004 CASE skid steer - swapped tires, performed pm-b service. TRK9 2014 Kenworth dump truck - performed PM-B service inspect for check engine light on. TRK24 2009 Freightliner dump - replaced front tires due to a cut tire. TRK9 Kenworth dump - adjusted sander chain. TRK7 2011 dump - put truck back together. TRK5 2015 F550 - repaired tail light issues and headlight issues. TRK2 2011 F550 dump - road call to Trexler's Marina. Performed administrative duties.

**Transfer Station:** Last week we shipped out 1 container of municipal solid waste, 2 containers of construction and demolition, 2 containers of single stream recycle and 1-60 yard container of mixed scrap metal. The brush pile was burned.

**Moultonborough Police Department:** The Police Department recorded 188 log entries, which included the following calls for service, 9 motor vehicle stops, 7 assists to Fire/EMS, 12 Directed Patrols, 1 arrest, 0 complaints, 6 MV Accidents, 2 MV Complaints, 6 residential alarms, 0 commercial alarms and 1 K-9 complaints.

**Training:** None.

**Moultonborough Fire Rescue:** For the period of 12/14/18 to 12/20/18, there were 10 calls for service: 6 – Emergency medical incidents; 1 – Dispatched & cancelled en route; 1 – Alarm system malfunction 1 – Smoke detector activation, unintentional, no fire; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 750; Automatic Aid: 2 from Stewart’s Ambulance; Mutual Aid: None.

**Overlapping Incidents:** None.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:14 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:27 mins/sec.
	Average Night/Weekend response time	14:02 mins/sec.

**Operations:** 12/14 - Chief Bengtson presented the FY 2019 Fire Department budget to the Select Board and Advisory Budget Committee. 12/14 - Chief Bengtson conducted the annual inspection of Moultonborough Central School. 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. 12/18 - The Fire Department assisted a group of preschoolers from the Central School who were looking for some missing gingerbread boys. The children with the assistance of Firefighter Frangelli, found three gingerbread boys hiding in the station. 12/18 - Chief Bengtson attended a TRC meeting with the Land Use Department. 12/20 - Bids were opened for the Initial Attack Apparatus and SCBA, Chief Bengtson is reviewing the proposals. 12/20 - EMS continuing education training was conducted on Sepsis and Hypothermia; Kelly Marsh was the instructor.

**Land Use Office:** Nothing to report this week.

**Recreation Department:** Unfortunately, the heavy rain on Friday December 21<sup>st</sup> forced the cancellation of the Winter Solstice Hike scheduled at the Castle in the Clouds. Our next event in collaboration with and at the Castle will be the Starlight Hike on January 19<sup>th</sup>. “Bubble Ball on Ice”, a teen event, will be held this Thursday December 27<sup>th</sup> at the ice rink at Kraine Meadow Park, depending on ice and weather conditions. If the weather and ice conditions don’t cooperate the event will be adapted and moved inside to Moultonborough Academy. The full schedule of youth basketball will begin on Saturday January 5<sup>th</sup>. Grades 3-4 and 5-6 teams will begin their schedule with games with Moultonborough, Meredith and Wolfeboro teams. Grades K-2 basketball will meet on Saturday mornings for fun skill development and adapted games. The Recreation Department’s Skating Program will get underway at the rink at Kraine Meadow Park with “Learn to Skate” and “Beginning and

Intermediate Figure Skating" starting on Tuesday January 8<sup>th</sup> and running Tuesdays and Thursdays through January 24<sup>th</sup>. Dan, Donna T. and Donna K. will all be attending the Northern New England Park and Recreation Conference January 8-10. Dan will also be attending the Pre-Conference, Director's Academy, Monday the 7<sup>th</sup> and Tuesday morning. Donna K. will be one of the speakers offering a session entitled – Parks and Recreation: Who Are We? Winter Days activities held in conjunction with the Moultonborough Central School will be getting underway on Friday January 11<sup>th</sup>.

**Important Dates to Remember**

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

**Cancelled - 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\***