



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 31, 2018



Town Administrator: This past week's activities included: Preparing for yearend closeout, continued work on personnel evaluations, continued work on FY19 budget and Town Meeting Warrant, prepared the final draft of new MPD CBA for Board review, updated continuing appropriations and encumbrances. This coming week's activities includes: A meeting with the construction consultants on a possible community center project, several meetings with Department Heads on personnel matters, facilitating the bid opening for ice rink dasher boards, the dispatch center communications equipment and the PSB boiler replacement, continue updates to the FY 18 encumbrances and the proposed FY19 budgets, and prepare for and attend the Select Board's regular meeting. Happy New Year and have a great week!

Finance: Nothing to report this week.

Assessor: Some 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, Whitney Consulting Group (WCG) to view the interior to assure the data is accurate. If you would like to schedule an appointment for WCG to view the interior of your home, please don't hesitate to contact the Assessor's office and we'll be happy to schedule a time that works best for you. The 2019 cyclical inspections should begin this week. WCG will be measuring and listing properties, they will carry a photo ID and a letter from the Assessor granting permission to do the work. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. The Assessing office hours are 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: Highway's week started off with a wet snow, sleet, and rain event. The team continued the week doing preventative maintenance on trucks, equipment and taking care of the ice on roads due to the temperature fluctuations. The week ended, again, as it began with another wet snow, sleet, and rain event.

Facilities & Grounds: This past week the F&G crew continued to try and maintain the ice at the rink. We are monitoring the aqua therms at Lee's Mills and continue winter maintenance at Town properties.

Fleet: TRK10 2007 Peterbilt dump - repaired hydraulic leaks on plow frame; TRK2 2011 F550 check out motor issue; TRK7 2011 International dump - repair hydraulic leaks at the plow, change out leveling arm; EQ13 2000 Komatsu loader - install fuel shut off and hood struts; TRK10 2007 Peterbilt road call to Shaker Jerry Rd., replace rear tire; TRK6 2018 Western Star - replaced wiper blades and adjust mirror, recalibrate sander; TRK24 Freightliner - replaced cutting edge; TRK20 2007 F550 bucket truck - diagnose fuel issue and replace fuel pump. Performed administrative duties. Plowed roads.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 containers of construction and demolition, and 1 container of single stream recycle.

Moultonborough Police Department: The Police Department recorded 164 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, 3 MV Complaints, 2 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Moultonborough Fire Rescue: Nothing to report this week.

Land Use Office: Nothing to report this week.

Recreation Department: Last Thursday, December 27, the Bubble Ball on Ice event for grades 5 and up went off without a hitch. We had 32 children participating, and approximately 20 adults/parents stayed as spectators. The weather was seasonably perfect for the outdoor event, and the rink conditions were phenomenal. A great time was had by all. A new session of Beyond the Bell, after school program, begins on Wednesday, January 2 and will run until the February school vacation week. Registrations for skating lessons are now being accepted at the office and online. Two programs will be offered: Learn to Skate and Beginner/Intermediate Figure Skating. Lessons will take place at the Kraine Meadow Park Ice Rink on Tuesday and Thursday afternoons from January 8 - January 24, with make ups scheduled for January 29 and 31. Youth Basketball opening day is scheduled for Saturday, January 5 for all levels. Grades 3-6 will resume their weekly practice schedule during this week, and will compete on Saturdays against teams from Meredith, Sandwich, and Wolfeboro. Players in Grades k-2 will begin their skill session practices on Saturday at MCS. Tuesday through Thursday, January 8, 9, and 10, Donna K., Dan, and Donna T. will attend the Northern N.E. Recreation and Parks Conference in North Conway. Session topics will include coaching, public speaking, to improving programming, just to name a few. During the conference, the Recreation Office will have limited hours and the hours will be posted on the door, when finalized. The after school program will continue as scheduled.

Important Dates to Remember

Happy New Year! All Non-Emergency Depts. Closed, January 1, 2019

Board of Selectmen's Meeting, January 3, 2019, 7 PM

Board of Selectmen's Work Session, January 10, 2019, 4 PM

Board of Selectmen's Meeting, January 17, 2019, 7 PM

Board of Selectmen's Work Session, January 24, 2019, 4 PM

Department Head Meeting, January 8, 2019, 9 AM