

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 7, 2019



Town Administrator: This past week's activities included: A meeting with the construction consultants on a possible community center project budget, several meetings with Department Heads on personnel matters, facilitated the bid opening for the ice rink dasher boards, the dispatch center communications equipment, and the PSB boiler replacement, continued updates to the FY18 encumbrances and the proposed FY19 budgets, and prepared for and attended the Select Board's regular meeting. This coming week's activities include: Finalizing the proposed FY19 operating and capital budgets for a work session with the Select Board and ABC, preparing for and facilitating the January Department Head meeting, preparing for and attending the Select Board's work session on a community center cost estimate prepared by CCI, prepare a draft of the 2019 Warrant, a meeting with the Town Engineer on a FY19 work plan, and review any proposals received from the Taylor House RFP. Have a great week!

Finance: Nothing to report this week.

Assessor: 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 contact the Assessor's office to schedule a time that works best for you. The 2019 cyclical inspections began last 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 do not hesitate to contact the Assessing Office or the Police Department. As of January 1st, Carol Fucarile resigned from her position with the Town of Moultonborough, this position will be filled in time. We wish Carol luck with her future plans. The Assessing office hours are 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: The entire Highway team began the week doing maintenance on trucks to prepare for the New Year's Day storm. The week continued plowing, salting, and sanding during the storm event. The week ended salting and sanding many of the roads throughout Town in preparation for the weekend, along with trucking and mixing salt and sand for the upcoming storms.

Facilities & Grounds: The past week the F&G crew did some winter storm maintenance, sanding and plowing Town properties and roads. I assisted the electrician with finishing the LED change over at Town Hall. We continue making ice at the skating rink and monitoring the aqua therms at Lee's Mill docks. The crew is working on a small remodel at the Recreation Department.

Fleet: TRK24 2009 Freightliner - replaced broken exhaust clamp and reseal; TRK15 2009 F550 - perform PM-B service; TRK9 2014 Kenworth - replaced headlight assemblies; TRK8 2003 F350 - drain

and refill plow pump, replaced plow chain u bolts; CAR171 2017 F150 - performed PM-B service; TRK6 2019 WESTERN STAR - perform state inspection, install fire extinguisher and triangles, and upgraded wiper blades; TRK5 2015 F550 - diagnose plow power issue, replaced defective solenoid; EQ16 CAT skid steer - free up hydraulic fittings; TRK9 2014 Kenworth - repair plow, weld plow, cut leveler chain, replaced leveler; TRK7 2011 International - adjust passenger wing mirror, ordered new one; CAR152 2015 SUV - Perform PM-B service; 15-CAR-1 - perform PM-B service; TRK 11 2016 F350 - replaced wiper blades. Performed administrative duties.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 5 containers of construction and demolition, 3 containers of single stream recycle, and 2 containers of shingles. 21 Freon containing appliances were recovered.

Moultonborough Police Department: The Police Department recorded 186 log entries, which included the following calls for service, 10 motor vehicle stops, 6 assists to Fire/EMS, 1 Directed Patrol, 0 arrests, 7 complaints, 4 MV Accidents, 3 MV Complaints, 8 residential alarms, 3 commercial alarms and 0 K-9 complaints.

Moultonborough Fire Rescue: For the period of 12/21/18 to 01/03/19, there were 25 calls for service: 1 – Cooking fire, confined to container; 1 – Excessive heat, scorch burns with no ignition; 11 – Emergency medical incident; 2 – Motor vehicle accident with injuries; 1 – Motor vehicle accident, no injuries; 1 – Water evacuation; 1 – Dispatched and cancelled en route; 2 – No incident found upon arrival at dispatched address; 1 – Smoke detector activation due to malfunction; 1 – Smoke detector activation, no fire, unintentional; 2 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. 2018 Incidents: 780. Automatic Aid: Once from Stewart's Ambulance, once from Center Harbor and once from Sandwich. Mutual Aid: once given to Sandwich. Overlapping Incidents: Six instances occurred where two incidents transpired at the same time, one occasion of three incidents occurring simultaneously happened during this period.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:53 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:13 mins/sec.
	Average Night/Weekend response time	15:33 mins/sec.

Operations: 12/21 - Chief Bengtson and Administrative Assistant Kelly Marsh attended a seminar on Emergency Reporting, a web-based records management system that the Fire Department will be moving to in 2019. 12/21 - Supra box installed at a Reedy Road residence. 12/27 - Dry hydrant maintenance was performed by the day shift personnel at Lee's Mills.

Land Use Office: Prepared for and attended meeting of the Master Plan Steering Committee. The main agenda item was the continued review of the draft Master Plan Chapter V/Natural Resources Chapter as prepared by the Conservation Commission. Discussed subdivision application procedures re Kona subdivision with Town Attorney Matt Serge and proposed Zoning amendments.

Recreation Department: Dan, Donna T. and Donna K. are all attending the Northern New England Park and Recreation Conference this week (January 7–10th) as such we will have limited office hours on Monday and Tuesday, with the office closing at 2:45 p.m. We will have regular office hours on Wednesday and Thursday. Beyond the Bell will continue as scheduled this week. The full schedule of youth basketball got underway last Saturday. Games were played in Moultonborough and Meredith.

The program continues through the middle of February. Grades 5-6 travel teams will get underway towards the end of the regular season and will continue through February Vacation Week. Skating Lessons will begin this Tuesday January 8th. We have 12 children registered for the program at this time. The Recreation Advisory Board will be meeting tonight, January 7th, at Town Hall. The Recreation Department and Castle in the Clouds will be holding a Starlight Hike on Saturday January 19th at the Castle in the Clouds from 5-7 p.m. This session of Pickle Ball, held in conjunction with the Meredith Parks and Recreation Department, continues until February 1st. The next session gets underway on February 5th.

Important Dates to Remember

Board of Selectmen's Work Session, January 9, 2019, 4 PM

Board of Selectmen's & ABC Budget 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