

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 14, 2019



Town Administrator: This past week's activities included: 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, preparing draft of the 2019 Warrant, and reviewing a proposal received for the Taylor House RFP. This coming week's activities include: A meeting with the Town Engineer on a FY 19 work plan, a meeting with the Recreation Department staff on the community center plans, attending the Joint Loss Management Committee meeting, meeting with the representative from Inception Technologies on the document management program, preparing for and attending the Select Board's regular meeting, continuing work on the FY19 operating and capital budget and the 2019 Town Meeting Warrant and work on the 2018 annual report. Have a great week!

Finance: Nothing to report this week.

Assessor: Letters were mailed to property owners that are 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 and we will be happy to schedule a time that works best for you. The 2019 cyclical inspections began the beginning of January 2019. 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. The Assessing office hours are Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347. The State of NH DRA will be monitoring the contractor's work and will be in the field. Notices will be mailed to property owners before a visit occurs. The 2018 Ratio Study results have been released from the NH Department of Revenue Administration (DRA), the results are: Median Ratio = 94.81; PRD = 1.03 and the COD = 16.22. These results fall within the IAAO standards, the Town complies with the NH DRA's 2018 Assessment Review. A meeting was held on April 11, 2019 with the WCG, NH DRA and the Town Assessor to review the cyclical work, building permit process and the 2019 update. This meeting was to ensure the Town has the proper documentation and contracts in order.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week started out with the Highway crew doing maintenance in preparation for the upcoming storm event. The team continued with plowing, salting, sanding, and cutting trees during the snow storm event. The week ended scraping and sanding roads to ensure they were all set for the weekend.

Facilities & Grounds: The past week the F&G crew did a lot of plowing and treating roads and Town buildings. Some minor building repairs were made. Ice rink maintenance continues.

Fleet: TRK1 2006 GMC 2500HD pick up: Replaced plow blade and leaking swing piston, got plow working (stuck valve), replaced brake line to rear wheels and bleed brakes; EQ14 2015 CAT 926M loader - repaired hydraulic leak at the bucket; TRK7 2011 International - repaired driver side mirror bracket, ordered new one, replaced wing nut and cotter pin on wing plow; TRK6 2019 WESTERN STAR - set up jack for plow; TRK15 2009 F550 - check out power issue reset system. Performed administrative duties. Plowed and tree removal during snow events. Oversee tank repairs.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 4 containers of construction and demolition.

Moultonborough Police Department: The Police Department recorded 237 log entries, which included the following calls for service, 28 motor vehicle stops, 9 assists to Fire/EMS, 15 Directed Patrols, 2 arrests, 10 complaints, 6 MV accidents, 3 MV Complaints, 10 residential alarms, 2 commercial alarms and 5 K-9 complaints.

Training: January 7th SRO Baker attended training at NH Police Standards and Training.

Moultonborough Fire Rescue: For the period of 01/04/19 to 01/10/19, there were 16 calls for service: 1 – Woods fire-downed power line; 4 – Emergency medical incidents; 1 – Carbon monoxide incident; 1 – Arcing, shorted electrical equipment; 1 – Tree(s) on wires; 2 – Good intent; 1 - Dispatched & Cancelled en route; 2 – No incident found upon arrival at dispatched address; 3 – Alarm system activation due to malfunction. 2019 Year to Date Incidents: 22. Automatic Aid: 3 from Center Harbor. Mutual Aid: None. Overlapping Incidents: 8 instances occurred where 2 incidents transpired at the same time, 2 occasions of 3 incidents occurring simultaneously happened during this period.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:11 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:03 mins/sec.
	Average Night/Weekend response time	17:28 mins/sec.

Operations: 1/4 - Chief Bengtson and Administrative Assistant Kelly Marsh received webinar training on Emergency Reporting, the Department's new records management and fire reporting system. 1/8 - Chief Bengtson conducted a place of assembly inspection for an Ossipee Park Road business. 1/10 - Chief Bengtson met with John Beland and Jeff Jones, Public Health Emergency Preparedness and Response Coordinators for the Lakes Region Partnership for Public Health and the Carroll County Coalition for Public Health to discuss holding a CERT program in March at the Public Safety Building. The Community Emergency Response Team (LR-CERT) Program educates people about disaster preparedness and trains them in basic disaster response skills, such as fire safety, light search and rescue, and disaster medical operations.

Land Use Office: Attended Department Head meeting; Prepared for and attended public hearing re proposed Zoning Amendments; prepared for and attended Planning Board meeting. Main agenda item was the continued Public Hearing re the Kona proposed 16-lot subdivision; prepared for and held a conference call with Town Attorney Matt Serge and Code Enforcement Officer concerning the proposed Toy Box self-storage facility on corner of Redding Lane and NH Route 25; met with Brett Balise concerning the Zoning amendment Public Hearing, to which he requested a second Public Hearing saying it is needed due to minimal attendance by businesses located in the proposed West Village

Overlay District; discussed subdivision application procedures re Kona subdivision and proposed zoning amendments with Town Attorney Matt Serge.

Recreation Department: Despite the inclement weather we had in the middle of last week, the Northern New England Parks & Recreation Conference took place in North Conway. Dan attended the Pre-Conference Directors' Academy on Monday and Tuesday morning. Donna K. presented a session on Wednesday at the conference. Donna T. also attended on Tuesday and Wednesday. Some of the sessions MRD staff attended were: *Elevate Programming from Excellent to Unforgettable, Activities in a Pinch, 25+ Takeaways that will make your programs better IMMEDIATELY!, Parks & Recreation: Who Are We?, We Get to do This! Making a Difference for your staff Through Teamwork and Engagement, LWCF-Past Present & Future, and Educate, Connect, & Inspire.* MRD staff learned several techniques and ideas from these session and are anxious to incorporate some of them in our everyday work at the Recreation Department. The skating program was scheduled to begin on Tuesday, January 8. However, due to the weather and rink conditions, lessons were cancelled and rescheduled to start on Thursday, January 10. Coming up on Saturday, January 19, MRD and Castle in the Clouds is hosting a Starlight Hike/Snowshoe in the meadows by Shannon Pond. The trail will open from 5-7 p.m. Refreshments will be served, along with fire pits to roast marshmallows and warm up by, all while enjoying the starry winter sky. Headlamps are recommended. January 23 is the entry deadline for our Cardboard Box Sled Derby, also being hosted by MRD and Castle in the Clouds. Once all entries are received, winners in various categories will be chosen, and a power point slide show will be created. On Saturday, February 2nd, the two entities will host a sledding party for participants in the field on Castle grounds. After enjoying the snowy hill, we will head inside for refreshments, the slide show, and ribbons will be handed out to the winners of the virtual contest. As a reminder, details on all Recreation programs can be found on the Recreation page of the Town's website or by calling the office.

Important Dates to Remember

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

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

Department Head Meeting, February 5, 2019, 9 AM