



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 21, 2019



**Town Administrator:** This past week's activities included: Met with the Town Engineer on a FY 19 work plan, met with the Recreation Department staff on the proposed community center plans, attended the Joint Loss Management Committee meeting, met with the representative from Inception Technologies on the document management program, prepared for and attended the Select Board's regular meeting, continued work on the FY19 operating and capital budget, the 2019 Town Meeting Warrant and the 2018 annual report, met with the Code and Compliance Officer on pending matters, met with Police, Fire and DPW heads to coordinate cell phone coverage testing, and met with the Town Planner on pending matters. This coming week's activities include: Finalize draft budget and Warrant for Select Board work session, continue work on personnel evaluations, coordinate the informational meeting on the proposed community center, meet with Town Planner and Plan NH Director on MTAG application, prepare for and attend the Select Board's work session. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** The cyclical inspections are ongoing and will be for a while. 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. To schedule an appointment for WCG to view the interior of your home, please contact the Assessor's office for a time that works best for you. WCG will be measuring and listing properties and 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 State of NH DRA will be monitoring the contractor's work and will be in the field. The State will mail notices to property owners before a visit occurs. The 2018 Ratio Study results have been released from the DRA, the results are: Median Ratio = 94.81; PRD = 1.03 and the COD = 16.22. These results fall within the IAAO standards and the Town complies with the NH DRA's 2018 Assessment Review. Last week I reported a meeting was held on April 11, 2019, this was an error and should have been January 11, 2019 with the following in attendance: Steve Hamilton of WCG, Phil Bodwell and Adam Denoncour of NH DRA and the Town Assessor to review the process for the cyclical work, building permit review, the 2019 update, to ensure the Town has the proper documentation, and contracts are in order.

**Tax Collector:** We were able to close out 2018 payments on January 8, 2019. Deputy Pouliot and I spent the rest of the week working on balancing the accounts, preparing the final MS-61 and uploading same to DRA, as well as e-mailing a signed copy to DRA, Board of Selectmen and auditors. We prepared all the reports and documentation, e-mailed them to the auditor and e-mailed the final Tax Collector's Report to Alison for printing in the Annual Report. We also worked on balancing the year end on behalf of Bay Sewer District and forwarded the MS61 and final documentation to the Commissioners and the Treasurer. Worked with Avitar to move the deposit information to 2018 for payments made in December but not received until January, at which point we were able to "Close Out" 2018 and begin entering payments for the fiscal year 2019. We determined the schedule for the upcoming tax lien process and on Wednesday, January 16<sup>th</sup>, prepared and mailed approximately 425 Delinquency Notices for unpaid Town taxes and 14 Delinquency Notices for unpaid Bay Sewer Taxes.

Training continues, and is going well, with our Clerk, Megan Gray. She has taken on the responsibility of handling paperless billing and is now learning the Redemption process. We requested a meeting with Assessor Belville to solve issues we have been having due to how ownership names are entered into the system and to mitigate potential problems with our upcoming Notices of Intent to Lien as well as the recording of our notice at the Carroll County Registry of Deeds.

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

**Public Works & Facilities:** The Highway team began the week pushing back and shelving the snow banks throughout Town. The week continued with the crew trimming trees that have been issues due to the wet, heavy snow storms. The entire team ended the week doing preventative maintenance on trucks and equipment in preparation for the predicted major storm event.

**Facilities & Grounds:** This past week the F&G crew continued with winter maintenance at the Town properties and skating rink. Minor building repairs were made, and brush cut brush at the Taylor property.

**Fleet:** TRK7 2011 International 7400 - replaced EGR back pressure tube and sensor and retest, replaced wing mirror and driver side mirror base assembly. TRK4 2012 F350 - perform PM-B service; 15-R-3 2015 F550 - check oil issue and replaced air filter; TRK15 2009 F550 - replaced front driveshaft u joint, replaced spinner motor, replaced driver side mirror assembly due to plowing private roads that are not cut back properly, replaced lower wing arm; TRK10 2008 Peterbilt - adjusted brakes and auger chain, tightened up onspot heads, replaced left rear spotlight and straightened bracket; EQ23 2009 John Deere grader - helped with plow setup and replaced batteries; TRK1 2006 GMC 2500HD - clean valve assembly in plow pump; 2019 Western Star - took it to Viking-Cives for warranty follow up and then took to Western Star of Maine for warranty repairs; 2018 Volvo 145 excavator - fuel issue, was repaired under warranty by Chadwick-Baross. Helped with fuel tank set up for new pumps.

**Transfer Station:** Last week we shipped out 2 containers of construction and demolition, 1 container of municipal solid waste 2 containers of single stream recycle. The brush pile was burned, and we prepared for the weekend snow event.

**Moultonborough Police Department:** The Police Department recorded 239 log entries, which included the following calls for service, 15 motor vehicle stops, 6 assists to Fire/EMS, 14 Directed Patrols, 2 arrests, 5 complaints, 6 MV Accidents, 1 MV Complaint, 8 residential alarms, 3 commercial alarms and 1 K-9 complaint.

**Training:** Jan. 14<sup>th</sup> MPO/SRO Baker attended training at the PSTC.

**Moultonborough Fire Rescue:** For the period of 01/11/19 to 01/17/19, there were 8 calls for service: 2 – Emergency medical incidents; 2 – Motor vehicle accidents with no injuries; 1 – Assist the physically disabled; 1 – Hazardous materials release with no hazardous materials found; 1 – Smoke detector activation, no fire, unintentional; 1 – Detector activation, no fire, unintentional. 2019 Year to Date Incidents: 30. Automatic Aid: Twice from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Two instances occurred where two incidents transpired at the same time.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	06:14 mins/sec.

Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:13 mins/sec.
Average Night/Weekend response time	06:39 mins/sec.

**Operations:** Crews worked on checking access to dry hydrants and installed several Supra boxes. Chief Bengtson met with the Town Administrator, the Police Chief and DPW Director to discuss mapping out routes for gauging cellular service in Moultonborough. Using several cellular telephones provided by the LRPC, DPW, Police and Fire vehicles will traverse the roads in Moultonborough with the cell phones pinging area towers looking for 5 megabit service. The data will be collected to form maps depicting actual service levels within Moultonborough.

**Land Use Office:** Filed the proposed amendments to the Zoning Ordinance with Town Clerk; prepared for and attended CDAC meeting; prepared for and attended meeting with Kevin Kelly and Town Engineer Ray Korber concerning the Tamarack subdivision storm water management facilities; prepared for and attended Zoning Board of Adjustment meeting. Main agenda item was the requested variance from Robert Mytykiuk, 17 Mayflower Lane to allow construction of an Accessory Dwelling Unit which is larger than the 1,000 sf permitted by the Zoning Ordinance, granted; prepared for and held a conference call with Town Attorney Matt Serge concerning the proposed Kona Mansion subdivision and also the proposed zoning amendments with Town Attorney Matt Serge.

**Recreation Department:** The Starlight Hike by the Meadows at Castle in the Clouds took place despite the weather Saturday, January 19. Approximately 70 people came out to enjoy the hike, most using snow shoes, with light snow falling from the sky. The trail was opened early, so patrons could enjoy the event before the snow picked up in intensity. Our next collaborative event is the Cardboard Box Sled Derby. The Sledding Party will take place on February 2, from 2:30-4:30 p.m. by the Meadows. All generations are welcome to attend the free event. Light refreshments will be provided. On Saturday, January 26, MRD will host a basketball round robin at the MA Gym for players in grades 3-4. The following Saturday, February 2, grades 5 & 6 players will participate in a tournament hosted in Meredith. The Family Skating Party will take place on Sunday, January 26, at the Kraine Meadow Park Ice Rink, from 2-4 p.m. All ages are welcome to attend to enjoy the fresh air, light refreshments, and some fun skating around the rink.

#### Important Dates to Remember

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

**Selectmen's Community Center Options Update, MA Café, January 30, 2019, 6:30 PM**

**Board of Selectmen's Meeting & FY2019 Budget Public Hearing, February 7, 2019, 7 PM**

**President's Day, All Non-Emergency Depts. Closed, February 18, 2019**

**Board of Selectmen's Meeting, February 21, 2019, 7 PM**

**Board of Selectmen's Work Session, February 28, 2019, 4 PM**

**\*Department Head Meeting, February 5, 2019, 9 AM\***