



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 28, 2019



Town Administrator: This past week's activities included: Continued work on the draft FY19 budget and Warrant for Select Board's work session, continued work on personnel evaluations, coordinated the informational meeting on the proposed community center, met with Town Planner and Plan NH Director on MTAG application, prepared for and attended the Select Board's work session, continued work on personnel performance evaluations and participated in a Primex webinar on facility use. This coming week's activities include: Prepare for and attend the public listening session on the community center, finalize the draft FY 19 budget and warrant, attend legislative hearings on education funding bills, prepare for and attend the Select Board's work session, finalize the MPD CBA with the MPD union representative, and review applications for the Assessing Technician. Have a great week!

Finance: Nothing to report this week.

Assessor: Letters were mailed to several property owners regarding the ongoing cyclical revaluation. The contract assessor, Whitney Consulting Group (WCG) is in the field measuring and listing properties. 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. 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 and will mail notices to property owners before a visit occurs.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The week started out with the entire Highway team pushing back snow banks and opening up catch basins and culverts for the upcoming rain event. The week continued with a major snow, sleet, and rain event. At the end of the week the entire team worked on drainage issues at multiple locations throughout Town due to the enormous amount of rain that was combined with major temperature fluctuations.

Facilities & Grounds: TRK15 2009 F550: Replaced main hydraulic line to pump, rebuild lower wing arm; TRK7 2011 International - road call to Long Island Beach for truck that quit, back at the garage, repaired wiring and replaced bad ECM relay; TRK10 2008 Peterbilt - losing power added 911 additive to fuel due to cold weather; TRK24 2009 Freightliner - repaired wing tower mount slide, straightened out lower hole; EQ23 2009 JOHN DEERE grader - get running due to a key pad issue; TRK2 2011 F550 - put together and sent to Irwin Ford for evaluation on the engine (blown engine, \$19,000 replacement cost); TRK3 2018 Dodge 3500 performed PM-B service; CAR 151 2015 Ford SUV - perform PM-B service, rotated tires and replaced wiper blades; EQ14 CAT 926M loader - diagnose rear axle issue; EQ12 2009 John Deere backhoe - ordered front tires, also got running due to dead batteries;

TRK4 2012 F350 pickup - diagnose transmission issue. Cleaned shop and assisted with sanding roads in Suissevale.

Fleet: This past week the F&G continued winter maintenance at the rink and Town properties and monitoring the aqua-therms at Lee's Mill.

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

Moultonborough Police Department: The Police Department recorded 212 log entries, which included the following calls for service, 16 motor vehicle stops, 4 assists to Fire/EMS, 0 arrests, 3 complaints, 7 MV Accidents, 2 MV Complaints, 5 residential alarms, 4 commercial alarms and 0 K-9 complaints.

Training: Jan. 23rd SRO Baker attended training at Portsmouth High School.

Moultonborough Fire Rescue: For the period of 1/18/19 to 1/24/19 there were 19 calls for service: 6 EMS calls; 2 Calls for public service; 2 Cancelled enroute; 2 No incidents found upon arrival; 2 CO incidents; 1 Vehicle accident, no injuries; 1 Alarm system malfunction; 1 Alarm system activation, unintentional; 1 Water evacuation; 1 Assist an invalid. Incidents year to date: 50. Automatic Aid: 1 - Center Harbor Fire Department, 1 – Tuftonboro Fire Department. Mutual Aid: None. Overlapping incidents: 4 – instances occurred where two incidents transpired at the same time.

<u>Staffing:</u>	Overall average staffing per incident	4 Firefighters
	Average Daytime (7 am-5 pm, Mon-Fri staffing)	4 Firefighters
	Average Night Staffing	4 Firefighters
	Average Weekend Staffing	5 Firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:16 mins/sec.
	Average Daytime (7 am – 5 pm, Mon-Fri) response time	09:24/mins/sec.
	Average Night response time	21:22 mins/sec.
	Average Weekend response time	13:15 mins/sec.

Operations: 1/18 – Supra Box Key Change, Bartlett Landing Rd; smoke detector inspection, Paradise Dr.; 1/21 – Supra Box Installation – Reedy Rd; 1/22 Chief, FF Frangelli & FF Gravelle travelled to Michigan to inspect the new fire truck.

Land Use Office: Prepared for and attended meeting with staff of PLAN NH concerning Moultonborough's Municipal Technical Assistance Grant (MTAG) application; prepared for and attended Planning Board meeting. Main agenda items were the Public Hearings re two applications: the Gagne/Lyon Boundary Line Adjustment Public Hearing which was approved by the Planning Board and the Camp Quinebarge amended Site Plan which was also approved by the Planning Board. The application for a proposed 16-lot subdivision of the Kona Mansion property was withdrawn by the applicant. Held meeting with Land Use Department staff concerning the withdrawal of the Kona application in an effort to improve the subdivision review process. The evaluation of the subdivision review process is underway with report to the Town Administrator to be delivered by January 31.

Recreation Department: The Family Skating Party at Kraine Meadow Park Ice Rink was held Sunday, January 26. Approximately 45 people came out to enjoy the ice, music, and fun games. Throughout the event, the snow was slowly falling which made for a cool experience. On Saturday, January 26, MRD hosted a basketball round robin at the MA Gym for players in grades 3-4. This Saturday, February 2,

grades 5-6 players will participate in a tournament hosted in Meredith. January 28 is the extended entry deadline for our Cardboard Box Sled Derby, 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 2, 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. Monday, February 4th, MRD will hold a Safe @ Home class which is put out by SafeSitter. The school has a teacher workday. The class is open to boys and girls in grades 4, 5, and 6. The class runs from 1 – 3 p.m. and costs \$25 per person. Participants will learn about indoor and outdoor emergencies, online safety, basic first aid, weather issues, what to do when you smell smoke or gas, and many more important emergencies.

Important Dates to Remember

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

Board of Selectmen's Work Session, January 31, 2019, 4 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