



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 4, 2019



Town Administrator: This past week's activities included: Prepared for and attended the public listening session on the proposed community center, worked on finalizing the draft FY 19 budget and warrant, attended legislative hearings on education funding bills, prepared for and attended the Select Board's work session, finalized the MPD CBA with the MPD union representative, met with the potential buyers of the Taylor house, and reviewed applications for the Assessing Technician. This coming week's activities include: Finalize the FY19 proposed budget and Town Meeting Warrant, prepare for and facilitate the monthly Department Head meeting, attend a conference call with the Coalition of Communities members on pending education funding legislation, prepare for and present the FY 19 budget and warrant at the budget hearing, prepare for and attend the Select Board meeting, attend interviews for the Assessing Technician position with HR Manager and Assessor. Have a great week!

Finance: Nothing to report this week.

Assessor: 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 in the field monitoring the contractor's work and will mail notices to property owners before a visit occurs. The office continues to review the Veteran's Credit and Elderly Exemption applications to ensure documentation complies with state laws and rules.

Tax Collector: Nothing to report this week.

Town Clerk: The month of January 2019 the Town Clerk's office processed 808 - Motor Vehicle Registrations, 40 - Boat Registrations, 118 - Titles, 30 - Vital Records (Birth, Death, Marriage, Divorce), 2 - Marriage licenses, 103 - Dog Licenses, 147 Aqua Therm permits and various miscellaneous services. The office has been working on various March election material and absentee ballot requests.

Public Works & Facilities: Highway's week began pushing back and sanding necessary roads due to temperature fluctuations and small amounts of overnight wet snow and sleet. R. DeDucca brought the loader to Milton Cat of Londonderry for repairs and brought back a loader to use until the repairs are finished. The team continued the week salting, sanding, and plowing during the snow storm. Everyone worked together to end the week sanding roads to ensure they were all set for the weekend.

Facilities & Grounds: This past week the F&G crew continued storm cleanup and winter maintenance. We have also been making ice at the rink on a daily basis. We worked on minor building repairs. The crew continues to monitor the aqua therms at Lee's Mills.

Fleet: TRK10 2008 Peterbilt: Repair running issue, replaced fuel filters and check diagnostic codes; 15-U-1 2015 F350 pickup - replaced damaged trip arm spring assembly and straightened plow; EQ12 2009 John Deere backhoe - replaced front tires; TRK7 2011 International 7400 - weld trip edge, replaced plow headlight bulb, and weld hook on wing arm for safety chain. TRK1 2006 GMC 2500 - repaired plow wires, performed PM-B service and replaced throttle body assembly due to going into fail safe mode. Replaced front air bag sensor to clear light; CAR 162 2016 FORD Taurus - perform PM-B service and rotate tires; TRK11 2016 F350 - perform PM-B service; TRK19 2018 Dodge 1500 - perform PM-B service. Plowed garage area during storm clean up. Performed administrative duties.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 3 containers of construction and demolition and 2 containers of single stream recycle. Transfer Station staff cleaned up after the snow event on Wednesday. Freon was recovered on 13 units. Attendant Duffy Bengtson attended the DES Solid Waste Operator Training for Principal Operator.

Moultonborough Police Department: The Police Department recorded 209 log entries, which included the following calls for service, 12 motor vehicle stops, 3 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 5 complaints, 2 MV Accidents, 4 MV Complaints, 11 residential alarms, 6 commercial alarms and 0 K-9 complaints.

Moultonborough Fire Rescue: For the period of 1/25/19 to 01/31/19, there were 14 calls for service: 8 – EMS calls; 1 – Motor vehicle accident with no injuries; 1 – Residential lockout; 1 – Authorized controlled burning; 1 – alarm system activation due to malfunction; 2 – Alarm system activation, no fire, unintentional. Incidents Year to date: 64. Automatic Aid: 1 – Center Harbor Fire Department. Mutual Aid: None. Overlapping Incidents: 3 - instances occurred where 2 incidents transpired at the same time.

Staffing:	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night & Weekend Staffing	3 firefighters
Response Times:	Overall average response time of first arriving unit	08:47 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:49 mins/sec.
	Average Night & Weekend	09:24 mins/sec.

Operations: 1/25 - Oil burner inspection on Pleasure Lane; 1/27 - Firefighters Gravelle, Breault and Chief Bengtson traveled to Parry Sound Ontario, Canada to the Air Rider Hovercraft company to obtain training on the operation of the hovercraft being donated to the Fire Department by the Mark O'Connell Foundation for Lake Winnipesaukee Safety. The firefighters received instruction on the care and maintenance of the craft and then individual instruction on the operation and control of the hovercraft on Parry Sound. 1/30 - Firefighter Frangelli and Chief Bengtson began Rescue Skills training at the NH Fire Academy. 1/31 - John Selvey of Air Rider Hovercraft delivered the new Air Ranger AR-45 hovercraft. Work began immediately to get radio equipment installed in the hovercraft to get it operational for Pond Hockey weekend.

Land Use Office: Prepared for and attended meeting with Master Plan Steering Committee to review Conservation Commission's draft of Natural Resources Chapter of Master Plan (Chapter V); attended BOS meeting re Community Center; held second 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: On Saturday, February 2, the MRD 5th and 6th grade boys and girls team played in a double elimination basketball tournament at the Inter-Lakes High School and Elementary School Gym. The teams fought well in both brackets but fell short of making it to the championship round. The regular season of the youth basketball program wraps up this weekend for all levels. Next week starts the Carroll County Basketball Tournament Experience. We play in a double elimination tournament for boys and girls. The boys play in Tamworth and girls play in Bartlett. This team is first opened to any 6th grader that wants to play, then if we don't have a full roster, we ask 5th graders to participate. This isn't an all-star team as we pick the remaining players out of a hat. This tournament runs from Feb. 25 – Mar. 1. On Saturday, February 2, MRD and The Castle in the Clouds hosted a sledding party for participants and other families in the field on the Castle grounds. There were around 30 participants for the sledding party and 4 entries for the Cardboard Box Sled Derby. After they enjoyed the snowy hill, they headed inside for refreshments, the slide show, and ribbons were handed out to the winners of the virtual contest. Monday, February 4th, the 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 p.m.-3 p.m. and costs \$25 per person. This class 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

Department Head Staff Meeting, February 5, 2019, 9 AM

Board of Selectmen's Meeting 6:30 PM & FY2019 Budget Public Hearing, February 7, 2019, 7 PM

Board of Selectmen's Public Hearing, Bond for Proposed Com. Center, February 14, 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