



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 11, 2019



Town Administrator: This past week's activities included: Finalized the FY19 proposed budget and Town Meeting Warrant, prepared for and facilitated the monthly Department Head meeting, attended a conference call with the Coalition of Communities members on pending education funding legislation, prepared for and presented the FY19 budget and warrant at the budget hearing, prepared for and attended the Select Board meeting, attended interviews for the assessing technician position with the HR Manager and Assessor. This coming week's activities include: Prepare the final budget and warrant for the Select Board's signature, attend additional interviews for the assessing technician position, attend the Squam watershed planning meeting, meet with the potential buyers of the Taylor house, prepare for and attend the Select Board meeting and bond hearing, continue work with local brokers on listing the remaining tax deeded property, continue work on staff performance evaluations and continue work with the Coalition of Communities. Have a great week!

Finance: Nothing to report this week.

Assessor: The contract assessor, Whitney Consulting Group (WCG) continues working in the field, measuring and listing properties. If you received a letter and 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 through Friday 7:30am – 4 p.m., 603-476-2347. The State of NH DRA will be monitoring the contractor's work in the field and will mail notices to property owners before a visit occurs. The office continues to review all Veteran's Credit and Elderly exemption applications to ensure documentation complies with state laws and rules. Tax-Exempt forms (A-9 & A-12) have been mailed as a courtesy to all applicants who file as a Religious/Charitable or Educational entity.

Tax Collector: Nothing to report this week.

Town Clerk:

Public Works & Facilities: Highway's week began with the entire team cleaning the fleet of trucks and equipment, both inside and out. R. DeDucca and C. Theriault attended the LRPC meeting on Disposal and Uses of Glass in transportation. The week continued with a sleet and freezing rain storm event. The crew ended the week sanding the roads, due to the temperature fluctuations, throughout the entire Town.

Facilities & Grounds: This past week the F&G crew continued winter maintenance, plowing and treating the schools and Town properties. Minor building repairs were made.

Fleet: TRK19 2018 Dodge 1500 repaired fuel filler neck leak; EQ39 Volvo excavator - charge batteries;

TRK5 2015 F550 - cut out links and readjust auger chain; TRK10 2008 Peterbilt - performed PM-B service adjusted clutch, replaced rear tires and torque wheels; TRK4 2012 F350 pick up - repaired sander control system, replaced hinges on sander cover; TRK11 2015 F350 - repaired plow harness; TRK9 2014 Kenworth - tightened plow pin bolt and reweld the bolt; EQ12 2009 John Deere backhoe - check front tires for an air leak, cleaned out radiator due to dirt build up and replaced missing teeth on backhoe bucket; 15R3 2015 F550 Mini-Evo - replaced back up alarm; 15U1 2016 F350 pick up - performed PM-B service installed new mud flaps and brackets. TRK 4 2012 F350 pick up - came back from Irwin Motors after a transmission module replacement and reflash. Performed administrative duties.

Transfer Station: Last week we shipped out a 60 yard container of mixed scrap metal, 1 container of municipal solid waste, 1 container of construction and demolition and 2 containers of single stream recycle.

Moultonborough Police Department: The Police Department recorded 253 log entries, which included the following calls for service, 17 motor vehicle stops, 4 assists to Fire/EMS, 1 Directed Patrol, 0 arrests, 4 complaints, 2 MV Accidents, 1 MV Complaint, 11 residential alarms, 0 commercial alarms and 1 K-9 complaints.

Training: February 4th, all officers attended Implicit Bias training. February 5th, all officers attended Servant Leadership training. Officers attended Firearms Qualifications.

Moultonborough Fire Rescue: For the period of 1/25/19 to 01/31/19, there were 11 calls for service: 6 – EMS calls; 1 – Motor vehicle accident with no injuries; 1 – Dispatched and cancelled; 1 – No incident found upon arrival at dispatch location; 1 – Authorized burning investigation; 1 – Hazardous materials release investigation, no hazardous materials found. Incidents Year to date: 75. Automatic Aid: 1 – Center Harbor Fire Rescue; 1 – Tuftonboro Fire Rescue. Mutual Aid: None. Overlapping Incidents: 1 instance occurred where 2 incidents transpired at the same time.

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| <u>Staffing:</u> | Overall average staffing per incident | 5 firefighters |
| | Average Daytime (7 AM-5 PM, Mon-Fri) staffing | 5 firefighters |
| | Average Night & Weekend Staffing | 4 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 10:00 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 09:53 mins/sec. |
| | Average Night & Weekend | 10:22 mins/sec. |

Operations: 2/1 - Crews began training with the new hovercraft. It's first training evolution included a run to Meredith Bay where the Pond Hockey Tournament was taking place. The Mark O'Connell Foundation for Lake Winnipesaukee Safety was sponsoring a booth at the tournament. The family was able to see the craft and ride in it. Another crew trained on Saturday and returned to the tournament again to help raise awareness for the Foundation's mission. 2/5 - Chief Bengtson attended the Department Head monthly staff meeting with the Town Administrator. 2/7 - Chief Bengtson attended the public hearing on the 2019 Town Warrant. Only one question was raised by a resident regarding Article 10 and the purchase of fire apparatus and why the purchase was not being fully funded from the Firefighting Equipment Capital Reserve Fund. The Town Administrator informed the resident that a withdrawal had been made FFE CRF to pay for the new engine that had been purchased in FY 2018, the resident was satisfied with the answer and no further questions regarding the fire department were received.

Land Use Office: Prepared for and attended Department Head meeting; Prepared for and attended meeting of Lakes Region Planning Commission/ Transportation Advisory Committee; Prepared for and attended Zoning Board of Adjustment meeting, primary agenda item was Appeal of Administrative Decision made by Code Enforcement Officer. This appeal was denied by the ZBA.

Recreation Department: Youth Basketball wrapped up this past weekend for most teams. The season went well. The older teams played teams from Meredith, Sandwich, and Wolfeboro. The Carroll County teams will continue practices to prepare for the Carroll County Basketball Tournament, scheduled during February School Vacation Week. Also, last week, Donna T. offered a Safe@Home class for 4th, 5th and 6th graders. The curriculum is provided by SafeSitter® and it was the first time MRD offered the Safe@Home class. The class was well attended. This Friday, February 15, is the Father/Daughter Dance. The dance will take place at MCS, and will include dinner, music, flowers, a craft and loads of dancing fun. MRD staff is looking forward to another year of making memories.

Important Dates to Remember

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 & (2) Public Hearings, February 21, 2019, 7 PM

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

Department Head Meeting, March 5, 2019, 9 AM