

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



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**Town Administrator:** This past week's activities included: Posted the Town Warrant and Budget forms, prepared for and met with Town auditors during the week as needed, prepared Town Meeting Newsletter, continued work on personnel performance evaluations, met with Town Moderator, Town Clerk and Town Counsel to review Town Warrant, prepared for the Select Board's work session, prepared for and attended a mediation session with NH Electric Co-op regarding 2015-2017 property tax appeals. This coming week's activities include: A meeting with supervisors on personnel evaluations, prepare for and facilitate the monthly department head meeting, prepare the Town Meeting visual presentation, continue review of personnel performance evaluations, respond to follow up questions from the auditors, and prepare for and attend the Select Board's regular meeting. Have a great week!

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

**Assessor:** The contract assessor, Whitney Consulting Group (WCG) continues to work 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 - 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 office continues to review all Veteran's Credit and Elderly exemption applications to ensure documentation complies with state laws and rules. We would like to welcome Alison Rush as the Assessing Technician to our office. I look forward to working with her. Avitar Assessing CAMA system has been installed and data entry, including sketches and verifying the data has begun.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** The month of February 2019 the Town Clerk's office processed 744 - Motor Vehicle Registrations, 37 - Boat Registrations, 77 - Titles, 15 -Vital Records (Birth, Death, Marriage, Divorce), 1- Marriage license, 81 - Dog Licenses, 2 Aqua Therm permits and various miscellaneous services. The office has been working on various March Election material, new voter registration and absentee ballot requests. On February 20<sup>th</sup> the Town Clerk completed the test for the ballot counting machine. The ballot clerks counted the ballots received for the election. On March 1, Town Clerk Wakefield, Deputy Remson and office assistant Julia Marchand participated in a conference call training with the Secretary of State's Office. The Town Clerk's office worked with Interware Development Software Company and Lakes Region Computer to solve various computer issues.

**Public Works & Facilities:** Highway's week started with the team plowing, salting and sanding a snow, sleet and freezing rain storm event. The week continued with the crew pushing back and shelving snow banks, along with preventative maintenance on the trucks and equipment. They continued the week plowing, salting and sanding a small snow storm event. The week ended preparing for the upcoming storms predicted for the weekend.

**Facilities & Grounds:** The past week the F&G crew continued winter maintenance, plowing and treating parking lots and sidewalks, and maintaining the ice rink. Monitoring the aqua therms continues at Lee's Mills.

**Fleet:** TRK10 2008 Peterbilt: Replaced passenger rear air can assembly due to its rupturing, tightened rear u bolts and repaired on spot brackets; CAR 141 Ford police cruiser - performed PM-B service; Trk11 2016 F350 Swenson spreader - straightened out lower frame work, welded support brackets to strengthen sander, adjust auger chain; TRK11 F350 - plow quit, replaced solenoid ; TRK4 2012 F350 pickup - rebuild plow pin mounting on the blade assembly; TRK 15 2009 F550 - repair plow issue with the hydraulics; Turned blade on EQ12. Performed administrative duties. Cleaned the shop.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 containers of construction and demolition and 1 container of single stream recycle. Ken Filpula and Bruce Purinton attended a DES work shop on Pay as You Throw to learn how it works and would it work at our facility. The staff worked on improving the single stream area by closing in the open studded walls with sheathing.

**Moultonborough Police Department:** The Police Department recorded 220 log entries, which included the following calls for service, 27 motor vehicle stops, 4 assists to Fire/EMS, 12 Directed Patrols, 2 arrests, 5 complaints, 2 MV Accidents, 2 MV Complaints, 19 residential alarms, 3 commercial alarms and 4 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 02/22/19 to 02/28/19, there were 16 calls for service: 1 – Overpressure rupture of steam pipe or pipeline; 5 – EMS Calls; 1 – Lock-out; 2 – Water Evacuation; 1 – Tree on wires (No fire); 1 – Dispatched and cancelled enroute; 2 – Alarm system sounded due to malfunction; 1 – CO detector activation due to malfunction; 1 – Alarm system activation, no fire – unintentional; 1 – CO detector activation, no CO. Incidents Year to date: 117. Automatic Aid: 1 – Center Harbor FD, 9 – Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: 3 - Instances occurred where 2 incidents transpired at the same time.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night Staffing	3 firefighters
	Average Weekend Staffing	6 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:60 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:21 mins/sec.
	Average Night response time	14:06 min/sec.
	Average Weekend response time	09:27 mins/sec.

**Operations:** 2/22/19 – Kelly Marsh conducted a car seat inspection at the station for a resident. 2/25/19 – Fire Department training on Apparatus and Equipment review was held. 2/27/19 – Lt. Barb Beede attended training on Pediatric Emergency Assessment & Stabilization.

**Land Use Office:** Prepared for and attended Planning Board meeting. Major item under consideration was the Site Plan application of the Toy Box Self-Storage Condominium. This application was continued to the Planning Board meeting on March 13.

**Recreation Department:** Last Wednesday, MRD hosted a Sledding Party under the lights at Kraine Meadow Park. We had 20 kids, parents, and grandparents come out for some sledding fun, hot cocoa

and snacks. A new session of Music & Movement begins March 7th for toddlers. The program is hosted in conjunction with the public library and will meet on Thursdays in March, at 10 a.m., at the Recreation Department. Session 4 of Beyond the Bell begins on March 4<sup>th</sup> and will continue, Monday through Thursdays at MCS, until the April school vacation week. The boys and girls tournament teams played hard last week during their Carroll County tournament. The girls lost their first game which made them drop to the loser's bracket. They kept winning and made it all the way back to the championship game, playing an undefeated Conway Rec. team and came up short, taking 2<sup>nd</sup> in the tournament. The boys team won their first two games which put them up against Fryeburg (beat them in their first game of the tournament by 1). Their run ended there as they lost to Fryeburg and took 3<sup>rd</sup> in the tournament. Correspondence has been made with returning summer staff, and the interview process will begin this week. Applications for new summer employees are also being accepted at this time. Donna K. and Donna T. are meeting with Charlie Macomber from the Gibson Center of Conway, NH this week to learn more about becoming an AARP age friendly community.

**Important Dates to Remember**

**Board of Selectmen's Meeting, March 7, 2019, 7 PM**

**Election Day, Tuesday, Public Safety Building, March 12, 2019, 7 AM - 7PM**

**Annual Town & School Meeting, Saturday, Academy Auditorium, March 16, 2019, 9 AM**

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

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

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