



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



Town Administrator: This past week's activities included: Met with some department supervisors on personnel evaluations, prepared for and facilitated the monthly Department Head meeting, worked on the Town Meeting visual presentation, continued review of personnel performance evaluations, responded to follow up questions from the auditors, and prepared for and attended the Select Board's regular meeting. This coming week's activities include: Assist with coordinating Town election day preparations, assist with election day activities as needed, attend the bid opening for a portion of the 2019 Road Program, continue review of several personnel performance evaluations, coordinate and attend a pre-plan meeting for Town Meeting day facility logistics, and finalize Town meeting visual presentation. 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 don't hesitate to contact the Assessing Office or the Police Department. The Assessing office hours are Monday through Friday 7:30 a.m. to 4 p.m., 603-476-2347. WCG will begin reviewing building permits and picking up any new construction for 2019. 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. March 1st was the deadline for filing abatements, there were 27 abatements filed for 2018, which include property, land use and utilities. Alison Rush is the Assessing Technician and new to our office. The Avitar Assessing CAMA system has been installed, we are entering sketches and verifying the data.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week started out with the team plowing, salting, and sanding a snow sleet and freezing rain storm event. R. DeDucca, C. Dunn, and C. Theriault, M. Kepple, and R. White attended a flagger certification class at Primex. The crew teamed up to do preventative maintenance on the trucks and equipment. The week ended with plowing, salting, and sanding another snow, sleet, and freezing rain storm event.

Facilities & Grounds: This past week F&G continued to provide winter maintenance on Town properties, plowing and treating. We made ice for the rink one last time on Friday as the weather is starting to change toward Spring.

Fleet: TRK15 2009 F550 - replaced snapped fitting on the plow; TRK10 2008 Peterbilt - repaired brake pedal mount pin was seized, tightened up plow pivot pin and reweld, repaired plow guide plate; TRK9 2014 Kenworth - tightened up plow pivot and re-secured, lube plow; TRK15 209 F550 - rebuilt wing arms, replaced wing rear mount assembly and piston; TRK11 2016 F350 - repaired dump body wiring to the solenoid repaired corroded wires; TRK5 2015 F550 - welded new upper wing arm assembly and installed on truck; 15-R-3 2015 F550 Mini-Evo - performed A-PM service; TRK4 2012 F350 - repaired directional light issue; TRK5 2015 F550 - replaced spinner shaft spinner bearing. Performed administrative duties. Plowed shop and Transfer Station during Monday's storm.

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

Moultonborough Police Department: The Police Department recorded 216 log entries, which included the following calls for service, 15 motor vehicle stops, 8 assists to Fire/EMS, 2 Directed Patrols, 2 arrests, 8 complaints, 3 MV Accidents, 2 MV Complaints, 2 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Moultonborough Fire Rescue: Nothing to report this week.

Land Use Office: Prepared for and attended Department Head meeting; Met with architect Vaughn Dugan and Building Inspector concerning proposed demolition and reconstruction of existing 2-car garage with residential space on 2nd floor. Proposed project located at Bald Peak; Prepared for and attended meeting of Lakes Region Planning Commission/Transportation Advisory Committee. Main agenda items were the State Pedestrian & Bicycle Transportation Plan and also recreational trails in the Lakes Region; Held meeting with Town staff concerning proposed un-merger of lot in Balmoral development. On recommendation of Town Attorney, the ad hoc staff committee advised the property owner that the property is not eligible for un-merger as per RSA 674:39-aa; Coordinated receipt of technical report from the Town Engineer concerning the proposed site plan for the Toy Box Self-Storage facility on corner of NH 25 and Redding Lane.

Recreation Department: Youth Softball and T/Ball registration are now open, and an information sheet has been distributed to the students at MCS. Early bird registrations will be accepted until April 3, with a deadline of April 10. MRD is offering a Safe@Home class on Saturday, March 23, for students in grades 4, 5, & 6. This class was created by SafeSitter®, the entity that we use for our babysitting classes. The Safe@Home class is a great pre-requisite for the babysitting class, as it teaches students tips about online safety, outdoor and indoor safety, basic first aid, and many other helpful hints for being home alone. A new session of Music & Movement for toddlers began last Thursday. MRD partners with the Public Library for this program. We had some new participants, as well as our regulars. Information regarding the summer day camps will be distributed to students at MCS this week. Registrations will open on April 15. MRD staff is looking forward to another busy summer, and our planning is in the works.

Important Dates to Remember

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

Cancelled Board of Selectmen's Work Session, March 28, 2019

Department Head Meeting, April 9, 2019, 9 AM