

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 25, 2019



Town Administrator: Walter is on vacation and will return Wednesday, April 3, 2019.

Finance: Nothing to report this week.

Assessor: The contract assessor, Whitney Consulting Group (WCG) continues to work in the field, measure and listing properties. 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 to 4:00pm, 603-476-2347. WCG will begin reviewing building permits and picking up any new construction for 2019. The office is reviewing all Veteran's Credits, Elderly & Disables exemptions and Tax-Exempt applications to ensure documentation complies with state laws and rules. The Avitar Assessing CAMA system has been installed, we are data entering sketches and verifying the data.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The crew spent the majority of the week grading and raking the dirt roads throughout town. The week ended with the team plowing and salting a wet snow, sleet, and rain storm event.

Facilities & Grounds: The past week the building and grounds crew continued winter maintenance on the roads and parking lots, checked on the aqua therms. We did some minor building repairs and cleaned up some trees and brush at the playground from winter storm damage. Dennis painted the entry way and the main hall way at the recreation department.

Fleet: 15-R-3 F550 Mini-EVO: fill D.E.F. tank; TRK24 209 Freightliner: finish up PM-B service. Perform follow up repairs, replaced tarp switch mount, replaced plow angle piston on plow, Replaced front sander bearing, adjusted auger chain, Lube sander replaced grease fitting, Replaced all hydraulic fittings on truck and sander that were bad; TRK10 2008 Peterbuilt: get tail gate mechanism unstuck, Was jammed; EQ17 Morbark chipper: install fuel gauge; 15-F-2 1985 Chevy K30: perform PM-B service, Serviced pump motor, started follow ups, replaced oil pressure switch, fuel selector and coolant temp gauge; TRK 6 2019 Western Star: straightened out conveyor door.

Transfer Station: This week we shipped out 2 containers of municipal solid waste, 1 container of construction and demolition and 1 container of single stream recycle. Staff burned the brush pile.

Moultonborough Police Department: The Moultonborough Police Department recorded 210 log entries, which included the following calls for service, 28 motor vehicle stops, 3 assists to

Fire/EMS, 0 Directed Patrols, 4 arrests, 3 complaints, 3 MV Accident, 2 MV Complaints, 11 residential alarms, 5 commercial alarms and 0 K-9 complaints.

Training: March 20th through March 22nd Sgt Boucher and Dispatcher Jones attended Group Crisis Intervention Training at the NH Fire Academy.

Moultonborough Fire Rescue: For the period of 03/15/2019 to 03/21/2019, there were 16 calls for service: 1 Excessive heat, scorch burns with no ignition, 3 EMS Calls, 1 Gas leak (Propane), 1 Water evacuation (basement), 5 Assist the physically disabled, 1 Standby, 1 Dispatched & Cancelled en route, 2 No incident found upon arrival at dispatched address, 1 Carbon monoxide detector activation, no CO found. Incidents Year to date: 155. Automatic Aid: None. Mutual Aid: None. Overlapping Incidents: 2 - Instances occurred where two incidents transpired at the same time

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	5 firefighters

<u>Response Times:</u>	Overall average response time of first arriving unit	13:49 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	14:03 mins/sec.
	Average Night & Weekend response time	13:10 min/sec.

Operations: 3/15 - Chief Bengtson was invited to speak at the Men's Club Breakfast at the Moultonborough Function Hall. The Chief gave a brief presentation about automatic external defibrillators also known as AED's, when to use them and how they work. Following the presentation, members engaged the Chief in a question and answer session about AED's and other first aid issues. Chief Bengtson was grateful for the opportunity and would like other community groups to know the he and the fire department are always willing to speak with groups on any fire department and EMS topic. 3/16 - Department personnel assisted the Fire Chief at Town Meeting with monitoring the exits at the Community Auditorium. Personnel were stationed at each exit to ensure that the means of egress did not become obstructed. The Department would like to thank all the voters and residents attending for their cooperation in keeping the exits clear during the meeting. Fire Department personnel were called away during the meeting for a reported building fire on Long Island, while en route units were cancelled when it was discovered that the smoke in the building was caused by an object being too close to a heat source. One engine continued to the scene to investigated, all other companies were returned to service. 3/20 - Chief Bengtson met with NH Homeland Security Emergency Management and a representative from FEMA to closeout projects from the March 2018 spring storm. 3/21- The Fire Chief and the CEO met to discuss several E-9-1-1 numbering issues. 3/21 - EMS personnel met for monthly training, this month's topic was crew resource management. John Burdette was the lead instructor for the session.

Land Use Office: Prepared for and had a conference call with Town Attorney Matt Serge concerning Toy Box self-storage facility and review process; prepared for and attended meeting of Land Use Task Group. Meeting was attended by PB Chair, ZBA Chair, PB Vice Chair, Code Enforcement Officer, Town Planner and BOS representative to PB. Discussion items were non-conforming lots, multiple buildings on non-conforming lots, building height, zoning definitions and zoning change for area in between Overlay Nodes; Prepared for and attended Community Development Advisory Committee (CDAC) meeting; Attended meeting with Town Administrator

concerning performance of Land Use (Planning) Department; Attended meeting with Town Administrator and DPW Director regarding the Kraine Meadow Park Pavilion; Inspection tour of Kraine Meadow Park concerning proposed pavilion and Planning Board site plan review process. Worked on preparation of “Improvement Plan” for the operations and performance of the Land Use Department.

Recreation Department: Last Saturday, Donna T. instructed a *Safe@Home* class for participants in grades four, five, and six. The curriculum is a pre-requisite for the babysitting class and promotes discussions about online safety, indoor and outdoor safety, as well as preventing and managing several different kinds of injuries. This class is a new offering by SafeSitter®, which is the company that we use for babysitting training. This Thursday, March 28, is the last day of the current Music and Movement session for toddlers. MRD will continue to host the toddler drop in on Tuesday and Thursday mornings. Softball and T-Ball early bird registrations are due in the office by next Wednesday, April 3. The deadline for registrations is April 10. Softball clinics for grades four, five, & six, are scheduled for April 6 and April 13, at the MA Gym. On April 12, MRD is hosting a Mother Son event from 6:00-8:00 pm, at MCS. Participants will enjoy dinner, prepared by Café Services, and several options for fun games. The registration deadline for this event is April 8. Interviews for summer staff will begin this Saturday, March 30.

Important Dates to Remember

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

Board of Selectmen’s Meeting, April 4, 2019, 7 PM

Board of Selectmen’s Meeting, April 18, 2019, 7 PM

Board of Selectmen’s Work Session, April 25, 2019, 4 PM

Department Head Meeting, April 9, 2019, 9 AM