



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 8, 2019



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**Town Administrator:** Prior to leaving on vacation activities included: A meeting with Mark and Sarah Cotrupi regarding the Taylor property purchase, an orientation meeting with new Select Board member Chuck McGee, a meeting with HR manager on the 2019 wage and merit scale recommendation, two meetings with Department Heads on personnel matters, a meeting with Inception Technologies representative on document management program, a meeting with the Town Planner and DPW Director on the pavilion/bathroom project at Kraine Meadow Park site plan application, prepared for and attend the Select Board's regular meeting. This past week's activities included: Meeting with the HR Manager on personnel matters, attending the milfoil committee meeting, meetings with Department Heads on personnel matters and ongoing projects, preparing for and attending the Select Board meeting, and meeting with representatives of Meredith Village Savings Banks, Town Treasurer and Finance Director on banking matters. This coming week's activities include: A review of the road program and tour of Ossipee Mtn. Rd. with the DPW Director, processing several personnel action forms (PAF) for wage adjustments, attending a Technical Review Committee meeting, meeting with HR Manager and Finance Director on proposed personnel handbook changes, attending the in-house active shooter training, attending Primex training session, and meeting with the Rec. Director on several matters. It's great to be back from the warm and sunny Southern California weather! ☺ Have a great week!

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

**Assessor:** Whitney Consulting Group (WCG), the Town's contract Assessor, continues to work in the field, measure and listing 20% of Town properties. Property owners with questions or concerns regarding this process, should 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. Alison Rush, Assessing Technician will begin her certification as a DRA-certified measure and lister. She is working in the field and will be assisting WCG. The 2019 current use values have been approved; tables have been updated for the first half billing. Our office is almost finished reviewing all the Veteran's Credits, Elderly & Disabled Exemptions and Tax-Exempt applications to ensure documentation complies with state laws and rules. We continue to data enter sketches and verify data in the new Avitar CAMA system. I will begin measure and listing campers in the two campgrounds to comply with RSA 72:7-d.

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

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway's week began with part of the team grading and raking roads, while the rest began rebuilding the sand/salt storage area at the Transfer Station. The week continued with trimming trees throughout Town due to winter storm damage. The week ended trimming trees and rebuilding the gravel access road at the Transfer Station.

Facilities & Grounds: This past week F&G crew started some spring clean-up at Shannon Cemetery and other Town buildings. The aqua therms were shut down for the season. On Thursday, Chris, Mike, Dennis, and Bob attended a NHDES Small Public Water Systems training class at the Conway Water District. The beaches and other cemeteries were checked for winter damage.

Fleet: CAR132 2013 police interceptor S.U.V. - check over for code enforcement officer; 15-E-4 2002 HME pumper - finish installing exhaust and wrapping pipe with heat wrap; TRK20 2007 F550 bucket truck - check over for power issue, ordered injector; EQ12 2009 John Deere back hoe - replaced hydraulic hoses to quick change bucket lock; 15-F-2 - Replaced defective selector valve, repaired fuel lines and replaced master toggle switch for pump motor; TRK4 2012 F350 pick up - repaired plow controls, replaced module and repaired wires, checked out front end; TRK6 2019 Western Star - drivability issue, sent to Western Star of Maine. Set up new York rake tines for the York rakes, welded on pieces to extend the life of them. Cleaned shop. Performed administrative duties.

Transfer Station: Last week we shipped out 1 municipal solid waste, 2 single stream recycle, 1 construction and demolition. The weekends are getting busy already with car counts over 300 on Saturday and just under 300 on Sunday.

**Moultonborough Police Department:** The Police Department recorded 221 log entries, which included the following calls for service, 15 motor vehicle stops, 7 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 4 complaints, 2 MV Accidents, 6 MV Complaints, 7 residential alarms, 4 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 03/29/19 to 04/04/19, there were 14 calls for service: 1 – Building fire; 1 – Brush fire; 1 – Dumpster fire, construction; 4 – EMS incidents; 1 – Arcing, shorted electrical equipment; 1 – Lockout, residential; 1 – Assist the physically disabled; 1 – Cover assignment – Tuftonboro; 1 – Alarm system activation due to malfunction; 1 – Alarm activation, no fire, unintentional; 1 – Severe Weather Damage Assessment. Incidents Year to date: 178. Automatic Aid: 3 times from Center Harbor and 2 times from Stewart’s Ambulance. Mutual Aid: Given once to Meredith and once given to Tuftonboro. Overlapping Incidents: 1.

<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	14:29 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:52 mins/sec.
	Average Night & Weekend response time	16:47 min/sec.

Operations: 3/29 - Moultonborough provided mutual aid station coverage to Tuftonboro while their department was operating at building fires in Wakefield and Alton. 4/1 - Chief Bengtson attended a rope and rigging class in Lee, NH as part of the rescue skills modules needed for Firefighter III course certification. 4/2 - Chief Bengtson attended the LRMFA Executive Committee meeting at the Communications Center in Laconia. 4/2 - Monthly Officer’s Staff meeting with Call Fire Officers. 4/3 - Oil burner inspection at a Lee Road residence. 4/3 - The Chief attended the second part of the ropes and rigging class in Lee, NH as part of the rescue skills modules needed for Firefighter III course certification. 4/3 - Moultonborough and Center Harbor were dispatched to a Heatherwood Drive residence for a reported building fire. Upon arrival Center Harbor Chief Manville found leaves and pine needles on the roof had ignited, damaging the

roof and siding on a dormer. The fire was quickly extinguished with minor damage to the structure. 4/4 - The Chief conducted a place of assembly inspection for Liquor Commission compliance at a Whittier Highway restaurant. 4/4 - Chief Bengtson and FF. Gravelle responded with the hovercraft to a request from Meredith Fire Chief Ken Jones to access Bear Island to check on a reported extinguished brush fire. Responding with the hovercraft from Shep Brown's Boat Basin to Bear Island with Chief Jones, crews found the fire was not extinguished. The hovercraft then transported more personnel and equipment to Bear Island. Crew operated for approximately four hours on scene.

**Land Use Office:** Meeting with Chris Theriault re site plan review of proposed pavilion project at Kraine Meadow Park; prepared for and attended LRPC TAC meeting re TAC project ranking of projects for NHDOT 10 Year Plan; Prepared for and attended Zoning Board of Adjustment. Major items discussed were proposed ice cream stand at Bob House Cottages property and 2-unit condominium of Big Goodwin Island. Worked on preparation of Land Use Department Improvement Plan.

**Recreation Department:** The registration deadline for softball and T-Ball is this Wednesday, April 10. Softball clinics began last Saturday and will continue this coming Saturday at the Academy Gym. Opening day for T-Ball and all levels of Softball is Saturday, May 4. This Friday, April 12, MRD is hosting a Mother/Son Evening of Fun from 6-8 p.m. at MCS. Dinner will be catered by Café Services. After dinner, games and Gaga ball are on the schedule for the boys and their moms to enjoy. The last session of indoor Pickleball in Meredith begins Tuesday, April 9 and will run until Friday, May 31. Outdoor Pickleball at Kraine Meadow Park begins on June 3. The Summer Brochure is scheduled to be uploaded to our website by the end of this week and sent to the printing company. Hard copies should be available by the first week of May. Registrations for summer programming will open next week on April 15. The deadline for summer camp registration is Wednesday, June 12.

**Important Dates to Remember**

**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\***