



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 15, 2019



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**Town Administrator:** This past week's activities included: Reviewed the 2019 road program and toured Ossipee Mountain Road with the DPW Director, processed several personnel action forms (PAF) for wage adjustments, attended a Technical Review Committee meeting, met with HR Manager and Finance Director on proposed personnel handbook changes, attended the in house Active Shooter training, attended a Primex training session, met with Mark and Sarah Cotrupi on the Taylor property sale, prepared for and facilitated the monthly Department Head meeting, and met with the Recreation Director on several matters. This coming week's activities include: Meeting with Mark and Sara Cotrupi on the Taylor house sale, facilitating the closing for the sale of tax deeded property on Ossipee Mountain Road, attention to offers on the sale of tax deeded property on Geneve Street, continued work on amendments to the employee handbook with the HR Manager and Finance Director, continue to review personnel evaluations, continue preparations for the Kraine Meadow Park Pavilion and Bathrooms project to the Planning Board, and prepare for and attend the Select Board's 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, measure and listing 20% of Town properties. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. The Assessing office hours are Monday - Friday 7:30 a.m. – 4 p.m., 603-476-2347. WCG began reviewing the building permits and picking up new construction. Alison Rush, Assessing Technician has started working toward her certification as a DRA-certified measure and lister. We finished reviewing the Elderly exemptions and are close to finishing the Veteran's Credits, Disabled Exemptions and Tax-Exempt applications to ensure documentation complies with state laws and rules. We continue to data enter sketches and are verifying data in the new Avitar CAMA system. I started to measure and list the campers in the campgrounds to ensure they comply with RSA 72:7-d.

**Tax Collector:** After sending the required notices, we executed liens for unpaid 2018 taxes on approximately 114 properties on April 10, 2019. The total Real Estate Tax Lien was \$109,845.56 of which \$100,643.40 was for unpaid 2018 taxes and the remainder was for interest and costs. I am happy to report that this is the lowest amount lienied in the 21 years that I have been the Tax Collector. We also executed a lien for the unpaid Bay District Sewer Taxes. Thereafter the required Affidavits were signed under oath, the Affidavit and list of properties was forwarded to the Selectmen and the Commissioners, the Reports of Liens were forwarded to the Carroll County Registry of Deeds for recording and also forwarded to the abstractor along with a request to search for mortgagees on each of the properties. We emailed the delinquent lists to three banks/tax services. Deputy Ashley Pouliot and Office Clerk Megan Gray will be attending the Tax Collector's Spring Workshop in Portsmouth on Wednesday, April 17, 2019.

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

**Public Works & Facilities:** Highway's week started with a heavy wet snow, sleet, and rain storm event. The week continued with what we believe is our last heavy wet snow, sleet, and rain storm event of the 2018/2019 winter season. The week ended removing the final sanders and doing maintenance on trucks and heavy equipment. The team also attended the Active Shooter Training hosted by PD.

**Facilities & Grounds:** This past week the F&G continued with spring clean-up at the cemeteries and Town buildings after contending with yet another winter storm event at the beginning of the week. F&G staff attended active shooter training hosted by PD.

**Fleet:** TRK5 2015F550 - rebuilt wing arms; EQ13 2000 Komatsu WA180 loader - repaired rear lights, checked out other d.v.i.r. issues and order parts; EQ25 Case 60XT skid steer - repaired wiper blade arms, checked out other reports; TRK6 2019 Western Star - swapped around trailer brake airlines and glad-hands, worked on setting up inner plate and door; TRK9 2014 Kenworth - checked over for d.v.i.r. issues, ordered parts; TRK15 2009 F550 - test batteries for charging issue and pulled lower battery to test connections; TRK7 2011 International 7400 - found fuel tank leaking, pulled tank and sent out to be repaired. TRK4 2012 F350 - oiled sander and checked out for repairs. Cleaned shop, performed administrative duties. Attended the Active Shooter Class at Town Hall.

**Transfer Station:** Last week we shipped out 1 municipal solid waste and 1 construction and demolition. The intake of C&D appears to be increasingly greater than years past. Similar to last week, the weekend was busy with car counts over 300 on Saturday and just under 300 on Sunday. We burned brush over the weekend to keep the incoming debris at a manageable level.

**Moultonborough Police Department:** The Police Department recorded 210 log entries, which included the following calls for service, 10 motor vehicle stops, 2 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 2 complaints, 5 MV Accidents, 2 MV Complaints, 7 residential alarms, 1 commercial alarm and 3 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/05/19 to 04/11/19, there were 13 calls for service: 6 – EMS incidents; 1 – Motor vehicle accident with no injuries; 3 – Assist the physically disabled; 2 – Dispatched & Cancelled en route; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 191. Automatic Aid: Once by Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: 1.

<b><u>Staffing:</u></b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	3 firefighters
	Average Night & Weekend Staffing	4 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	08:33 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:40 mins/sec.
	Average Night & Weekend response time	09:52 min/sec.

**Operations:** 4/9 - Chief Bengtson attended the monthly Department Head staff meeting with the Town Administrator. 4/9 - A Place of Assembly inspection was conducted by Chief Bengtson at a Governor Wentworth Highway restaurant. 4/9 - The Fire Chief participated in a Land Use Department technical review of a site plan. 4/11 - The Fire Chief conducted a fire protection assessment for several properties on Brown Point Road. 4/11 - Department meeting with Call firefighting staff.

**Land Use Office:** Prepared for and attended Department Head meeting; Prepared for and attended TRC meeting re Abbott Site Plan Review; Attended “Active Shooter” training session; Prepared for and attended Planning Board meeting. Main item was Blackadar boundary line adjustment application, which was approved by the Planning Board; Attended Group 1 / NH Retirement workshop in Laconia; Met with CEO Steve Zalewski concerning preparation for the Land Use task group; Prepared draft Improvement Plan and submitted same to Walter Johnson; Held staff meeting with Land Use Department staff; Met with Walter Johnson re improvement to Land Use Department staff performance.

**Recreation Department:** The registration deadline for Youth Softball and T-Ball was last week. The numbers are strong at all levels. The last softball clinic was this past Saturday. Opening day for softball and T-ball is Saturday, May 4. MRD will also be hosting the MLB Pitch, Hit, & Run competition on May 4, beginning at 11:30 a.m. Athletes will compete in their respective age group, for a chance to move on to the sectional competition at Livingston Park in Manchester, on May 26. Last Friday night Moms and their sons in grades 2-6 enjoyed a night out together at the Mother/Son Evening of Fun event. The duos enjoyed dinner, gaga ball, bowling, corn hole, and a competitive game of dodgeball: Moms vs. Sons! Participants had loads of fun and made lots of memories. MRD is offering a STEM Camp over the school vacation week, April 22-26. The camp will be facilitated by Camp Cody Outdoor Classroom, and runs each day from 9 a.m. until 4 p.m., at MCS. The 2019 Summer Brochure is now available on MRD’s website. Hard copies should be available in early May. Summer Camp registration is now open, both online and in the office. We are looking forward to another great camp season.

**Important Dates to Remember**

**Neighboring Towns Selectmen’s Meeting, April 16, 2018, 6:30 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, May 7, 2019, 9 AM\***