

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 22, 2019



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**Town Administrator:** This past weeks activities included: a meeting with Mark and Sara Cotrupi on the Taylor house sale, facilitated the closing for the sale of tax deeded property on Ossipee Mtn. Road, attention to offers on the sale of tax deeded property on Geneve St., continued work on amendments to the employee handbook with the HR Manager and Finance Director, continue reviews of personnel evaluations, continued preparations for the Kraine Meadow Park pavilion and bathrooms project to the planning board, continued work with the HR Manager and Finance Director reviewing the Personnel Policies Handbook, and prepared for and attend the Select Board meeting. This coming week's activities include: prepare and distribute a request for capital items for the 2020- 2026 Capital Improvements Plan (CIP), continue the review and processing of personnel performance evaluations, prepare for and attend the Planning Board review of the Kraine Meadow Park pavilion project, prepare for and attend the Select Board's work session, and coordinating the States Landing beach and park improvements project with the Town Engineer and DPW Director. 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 the town 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 is now reviewing building permits and picking up new construction. Alison Rush, Assessing Technician is working in the field with WCG, working toward her certification as a DRA-certified measure and lister. Elderly and Disabled exemption reviews are complete. We are close to finishing the Veteran's Credits and Tax-Exempt applications to ensure documentation complies with state laws and rules. Subdivisions, Boundary Line Adjustments and Mergers are complete as of April 1, 2019, the new maps are being printed. We continue to data enter sketches and are verifying data in the new Avitar CAMA system. I measured and listed one of the two campgrounds to ensure they comply with RSA 72:7-d. I hope to measure and list the other campground by the beginning of May.

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

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

**Public Works & Facilities:** The week began with part of the crew doing grading, ditching, and rolling of gravel roads, while the rest of the crew worked on the fire hydrant at Long Island bridge. The week continued with additional grading, ditching and rolling of the gravel roads. The week ended with sign work and maintenance at the highway garage. R. DeDucca and J. Stendor attended T2-UNH gravel road maintenance class.

**Facilities:** The past week B&G crew did some spring clean ups at various town properties. We removed the aqua-therms from Lee's Mills, removed debris from Long Island Beach and States Landing Beach. We cleaned out the catch basin at States Landing, finish building shelves at Town Hall.

**Fleet Maintenance:** TRK15 09 F550 dump replaced lower battery terminal ends that were corroded. TRK7 2011 International 7400 dump reinstalled repaired fuel tank and replaced fuel sender. EQ23 2009 John Deere 772GP grader perform PM-b service changed oil and filters general check over. 15-R-3 2015 F550 MINI-EVO replaced rear brake pads and rotors, replaced wheel seals and torqued wheels. EQ17 MOBARK chipper performed PM-B service (yearly) changed oil and filters replaced blades, replaced break away switch. Start paint repair. CAR162 2016 POLICE INTERCEPTOR sedan performed state inspection, PM-B service swap out to summer tires. Replaced wiper blades. CAR132 2013 POLICE INTERCEPTOR utility stripped vinyl. EQ43 AMERICAN WOOD SPLITTER repaired wood tray assembly. Performed administrative duties. Cleaned shop. Picked up coach bus for lettering.

**Transfer Station:** This week we shipped 4 containers of construction and demolition, 2 containers of municipal solid waste and 2 containers of single stream recycle. Attendant Duffy Bengtson passed his weigh master class and is now a weigh master.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 172 log entries, which included the following calls for service, 18 motor vehicle stops, 1 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 2 MV Accident, 0 MV Complaints, 5 residential alarms, 2 commercial alarms and 3 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/12/2019 to 04/18/2019, there were 8 calls for service: There was: 3 – EMS incidents, 1 – Motor vehicle accident with injuries, 1 – Water evacuation from a building, 1 – Dispatched & Cancelled en route, 2 – Alarm system sounded due to malfunction. Incidents Year to date: 199. Automatic Aid: was received from Center Harbor for four incidents. Mutual Aid: none. Overlapping Incidents: two.

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

<b>Response Times:</b>	Overall average response time of first arriving unit	11:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:11 mins/sec.
	Average Night & Weekend response time	14:06 min/sec.

**Operations:** 4/16 - Follow up inspection at a Governor Wentworth Highway place of assembly 4/16 - The fire chief participated in a discussion on building heights with members of Planning Board and Zoning Board of Appeals. 4/18 - The fire chief with the assistance of the Facilities Team Leader conducted inspections of Town Hall, the Function Hall and the Recreation Department buildings. 4/18 - Department members participated in monthly EMS continuing education; this month's topic was environmental emergencies with Tim Rowell instructing. Personnel reviewed foods, plants, reptiles and insects that can cause allergic and potentially life threatening anaphylactic reactions, and the appropriate treatments for these reactions.

**Land Use Office:** Prepared for and met with Sheena and Richard Abbott regarding their request for variance and special exception for business-related equipment storage for an events business with storage to be located in existing out-buildings already on their residence property. Reviewed Annual Job Performance Evaluation with LUD Staff person Bonnie Whitney. Prepared for and met with Code Enforcement officer Steve Zalewski concerning land use regulations. Prepared for and attended a meeting with the land use task group. Prepared for and attended a meeting of Community Development Advisory Committee. Major items discussed were the trails around Moultonborough Village and organizing for the creation of a Moultonborough Business Association. Prepared for and attended meeting of Zoning Board of Adjustment. Major item discussed was a request for variance and special exception for business-related equipment storage for an events business. Storage is proposed to be located in existing out buildings located on their residence property. Attended meeting of the Center Harbor Community Development Association for networking for a speaker to present information in Moultonborough supporting the creation of Moultonborough Business Association.

**Recreation Department:** This vacation week twenty-nine eager Moultonborough children in grades 1-6 are enjoying STEM camp provided by Cody Outdoor Classroom/Camp Cody. On the first day the children enjoyed games and activities such as the ever popular gaga ball and worked in teams to make rollercoasters. They will be doing a variety of fun activities and learning about trees and tracking and many other fun activities. Youth softball and t-ball will get underway on Saturday May 4<sup>th</sup>. The Pitch, Hit and Run Competition starts at 11:30 AM on that day. Those who finish strong in our local competition may move on to the next level – the sectionals on May 26<sup>th</sup>. The summer brochure is available on line and we are already taking registrations for our many summer programs. We expect to have the summer brochure available in hard copy within the next week. We are in the process of securing our summer staff and establishing the training schedule. Day camps will be getting underway the last week in June. Moultonborough's Granite State Track and Field program will get underway in May. Those who participate in the track and field program have a chance to compete at the district and state level as well as in our local meets with surrounding communities. The Moultonborough Recreation Department is partnering with the Castle in the Clouds again to offer a Sunset Hike on the Castle grounds on Friday May 10<sup>th</sup> beginning at 6:00 PM. This is a great activity for all – families, youth, adults and senior adults. We'll have campfires after the hike with plenty of marshmallows for roasting and modified s'mores. Session 5 of Beyond the Bell gets underway on Monday April 29<sup>th</sup>.

**Important Dates to Remember**

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

**Board of Selectmen's Meeting, May 2, 2019, 7 PM**

**\*Department Head Meeting, May 7, 2019, 9 AM\***