

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 29, 2019



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**Town Administrator:** This past week's activities included: Prepared and distributed a request for capital items for the 2020-2025 Capital Improvements Plan (CIP), continued the review and processing of personnel performance evaluations, prepared for and attended the Planning Board review of the Kraine Meadow Park pavilion project, prepared for and attended the Select Board's work session, and coordinated the States Landing beach and park improvements project schedule with the Town Engineer and DPW Director. This coming week's activities include: Prepare for and attend the first staff meeting for the Hazard Mitigation Plan update, meet with the HR Manager on pending matters, meet with the Town Planner on the status of the Stephens Landscaping site plan compliance, meet with the Code and Compliance Officer on compliance matters, attend a Technical Review Committee review on a proposed site plan amendment, attend the NH Retirement System Group I information session, prepare for and attend the Select Board meeting, attend the NHGFOA conference day two. Have a great week!

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

**Assessor:** Fifty percent of the measure and listing for the 2019 cyclical work has been data entered in Vision and the Avitar CAMA systems. We are getting ready for the first half tax bills to be mailed in May. The contract assessor, Whitney Consulting Group (WCG) continues to work in the field. 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. to 4 p.m. WCG is reviewing building permits and picking up new construction. Alison Rush, Assessing Technician is working in the field under the supervision of WCG, working toward her certification to become a DRA-certified measure and lister. We are close to finishing the Veteran's Credits 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.

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

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

**Public Works & Facilities:** The Highway team split up into two groups. Part of the team worked on multiple erosion and drainage issues throughout Town, while the rest of the crew continued grading and rolling gravel roads. The road weight limit signs were taken down on Wednesday the 24<sup>th</sup>. The week ended working on signage issues.

**Facilities:** The past week the F&G crew did spring cleanup at Lee's Mills, States Landing and Long Island boat ramps. We trimmed hedges at the Lions Club. Mike assisted with the cleaning of the generator switch gear with Power Up at the Academy. We finished the week assisting the Highway crew with preparing for a burial.

**Fleet Maintenance:** EQ39 2018 Volvo 145 excavator - performed first 500 hour service, replaced filters and oil as required. Performed administrative duties. Cleaned shop. Attended a training class in E. Hartford, Conn for semi-annual training put on by N.E.P.W.A. for mechanics/technicians on lubrication and Cummins and Western Star and Freightliner issues.

**Transfer Station:** This week we shipped out 7 containers of construction and demolition, 3 containers of single stream recycle and 2 containers of municipal solid waste. The brush pile was burned. We've received many deposits of yard waste this week .

**Moultonborough Police Department:** The Police Department recorded 209 log entries, which included the following calls for service, 30 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 9 complaints, 0 MV Accidents, 4 MV Complaints, 6 residential alarms, 3 commercial alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/19/19 to 04/25/19, there were 12 calls for service: 6 – EMS incidents, 1 – Arcing, shorted electrical equipment, 2 – Assist the physically disabled, 1 – Unauthorized burning, 1 – No incident found upon arrival at dispatched location, 1 – Smoke detector activation due to malfunction. Incidents Year to date: 211. Automatic Aid: Received from Stewart's Ambulance for 1 incident. Mutual Aid: None. Overlapping Incidents: 1.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:25 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:24 mins/sec.
	Average Night & Weekend response time	09:35 min/sec.

**Operations:** 4/19 - Fire Chief and Code Enforcement Officer met to review plans for code compliance for a Bean Road occupancy. 4/23 - The Fire Chief conducted a life safety compliance inspection of a child care occupancy on Whittier Highway for compliance with NH DHHS requirements. 4/23 - A Fire Department Inspection was conducted by the Fire Chief of a foster care home on Red Hill Road. 4/24- Department personnel worked with a diver to complete repairs on the dry hydrant at Long Island Bridge. The hydrant was tested and was able to provide a sustained flow of 1,250 gallons per minute. 4/24 - The fireboat was put into service for the season. The boat is kept at the Town Dock's at Lee's Mills, 26' Eastern with a 1,000-gallon per minute pump, and thermal imaging search camera. 4/25 - Chief Bengtson met with Glenn Davis of Lakes Region Fire Apparatus to complete a line by line review of the order of the new initial attack apparatus approved under Article 12 at Town Meeting.

**Land Use Office:** Prepared for and met with Pat Tarpey and other Moultonborough people re the Moultonborough Bay Septic Assessment Study; Met with Town Administrator re status of Site Plan review of the Stephens Landscaping/Avery property; Prepared for and attended Planning Board meeting. Major items of business included Toy Box self-storage facility Site Plan, Big Goodwin Island proposed condominium subdivision, Site Plan review for Camp Tecumseh and Kraine Meadow Town Park pavilion. Met with Town Administrator re Town Planner Improvement Plan; Met with Land Use Department staff re staff communication and program coordination.

**Recreation Department:** Last week, Cody Outdoor Classroom joined MRD and offered a STEM Camp over the school vacation week. Children in grades 1-6 participated in the camp, learning

how to survive in the woods and start a fire. Many engineering techniques were taught and used to create homemade roller coasters. Friday was a mini science fair, which allowed the participants to experience several science experiments. In between each session, the 29 participants enjoyed games and activities, as well as free time. Summer Brochures are now available in hard copy at the Recreation Office, Public Library, and Town Hall. Registration for summer day camps and lessons is now open and will be accepted through June 12. MRD is gearing up for the spring youth sports program. Opening day for grades K-1 T-Ball and all levels of Softball is this Saturday, May 4. Following the practices and games, MRD will host the MLB Pitch, Hit, and Run local competition at 11:30 a.m., at the MCS field. The competition is open to athletes ages 7–14. Winners in each category will advance to the Sectional Competition, being held in Manchester on May 26. MRD will be offering a “High Five” T-Ball program for five year old’s at 10 a.m. on Saturdays at Kraine Meadow Park from May 11 - June 1.

**Important Dates to Remember**

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

**Board of Selectmen’s Meeting, May 16, 2019, 7 PM**

**Board of Selectmen’s Work Session, May 23, 2019, 4 PM**

**Memorial Day, All Non-Emergency Departments Closed, May 27, 2019**

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