

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 6, 2019



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**Town Administrator:** This past week's activities included: Prepared for and attended the first staff meeting for the Hazard Mitigation Plan update, met with the HR Manager on pending matters, met with the Town Planner on the status of the Stephens Landscaping site plan compliance, met with the Code and Compliance Officer on compliance matters, attended a Technical Review Committee review on a proposed site plan amendment, attended the NH Retirement System Group I information session, prepared for and attended the Select Board meeting, attended the NHGFOA conference day two, reviewed several personnel performance evaluations. This coming week's activities include: Prepare for and facilitate the monthly Department Head meeting, continue working with the HR Manager and Finance Director on revisions to the personnel policy manual, prepare for and attend the second Hazardous Mitigation Plan update, continue review and preparation of performance evaluations, meet with the Code, Compliance & Health Officer on several matters and staffing. 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 into Vision and the Avitar CAMA systems. 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. We are preparing for the first half tax bills to be mailed in May. The Assessing office hours are Monday through Friday 7:30 a.m. to 4 p.m., 603-476-2347. WCG is measure and listing building permits, picking up new construction and will be reviewing properties that sold since April 1, 2017. Alison Rush, Assessing Technician is 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 Veterans' 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:** The month of April 2019 the Town Clerk's office processed 893 - Motor Vehicle Registrations, 199 - Boat Registrations, 160-Titles, 22 -Vital Records (Birth, Death, Marriage, Divorce), 1-Marriage license, 373 - Dog Licenses, and various miscellaneous services. I joined the Statewide Boats Online Committee. Our goal is to establish online registration renewals for boat owners. This month I discussed and prepared for my June meeting.

**Public Works & Facilities:** Highway's week began with part of the crew working on an extremely wet burial at Middle Neck Cemetery, while the rest of the crew graded and rolled gravel roads on the west side of Town. The team continued fixing and replacing signs and delineators. R. DeDucca attended Confined Spaces class with UNH T-2. R. DeDucca has achieved Road

Scholar 2 and Safety Champion with the UNH T-2 Road Scholar Program. The week ended with a burial at Shannon Cemetery.

**Facilities & Grounds:** This past week the F&G crew continued with spring maintenance at all the facilities and cemeteries, including performing start-up operations and testing the water system at Kraine Meadow Park.

**Fleet:** 15-F-2 1985 GMC 3500 4x4: Pulled dash apart to replace leaking heater core, then reassembled; EQ38 Front Mount York Rake - replaced worn out tines, made a lock bolt for guide wheels; EQ31 6 TON HUDSON trailer - mount and balance 4 tires, lube trailer, replaced break away battery and break away switch, replaced 7 way trailer plug; TRK1 2006 GMC 2500 pick-up - repaired coolant leak at fire wall coupler; CAR141 2014 Ford Interceptor Utility - performed a 4 wheel complete brake job, mount and balance summer tires, performed state inspection; CAR 181 2018 Ford Interceptor Utility - performed PM-B service, mount and balance summer tires.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 5 containers of construction and demolition. The brush pile was burned. Yard waste is coming in at a steady rate. On Wednesday the facility was visited by the MCS kindergarten class and we gave a talk on trash and recycling. The class weighed in on the truck scale 2,780 lbs. A demonstration was given on how we process construction and demolition using the loader and skid steer. The class had many great questions and they left with swag bags and smiles.

**Moultonborough Police Department:** The Police Department recorded 248 log entries, which included the following calls for service, 16 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 6 complaints, 3 MV Accidents, 1 MV Complaint, 4 residential alarms, 3 commercial alarms and 5 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/26/19 to 05/02/19, there were 4 calls for service: 1 – EMS incident; 2 – Unauthorized burning; 1 – Dispatched & cancelled en route. Incidents Year to date: 215. Automatic Aid: Received twice from Center Harbor and once from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: One.

<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	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	07:52 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:01 mins/sec.
	Average Night & Weekend response time	05:35 min/sec.

**Operations:** 4/29 - The Fire Chief attended the kick-off meeting of the Hazard Mitigation Plan Update at Town Hall. 4/30 - The Fire Chief participated in a technical review of Land Use application for a Whittier Highway business.

**Land Use Office:** Prepared for and participated in a conference call to Town Attorney Matt Serge re Toy Box project along with PB Chairman Bartlett; prepared for and attended TRC meeting re Bardus Site Plan Amendment for Wild Meadow Paddle Sports; Prepared draft meeting agenda for Joint Land Use Boards meeting on May 29; Prepared for and attended LRPC/Transportation Advisory Committee meeting on May 1; Prepared for and attended ZBA Public Hearing, primary business item was request for Variance and Special Exceptions from SHOWCASE EVENTS

(Richard & Sheena Abbott) and they were approved by the ZBA; Prepared and emailed memo to Mark Stephens re compliance of Stephens Landscaping site plan at Avery property on Moultonboro Neck Road; Reviewed draft Hazard Mitigation Plan and provided information as requested; Worked on obtaining aerial photo coverage for the NH Route 25 corridor. Contacted LRPC, CAI and NHDOT re photo coverage; Discussed proposed Toy Box self-storage application with Town Attorney Matt Serge.

**Recreation Department:** Opening day for Youth Softball and T-Ball went well last Saturday, May 4. There were 15 participants for the MLB Pitch, Hit, and Run competition, which also took place on Saturday, as part of opening day. Nine athletes qualified to move onto the Sectional Competition on May 26, in Manchester. MRD is offering a “High Five” T-Ball program for age 5 children, who are not yet enrolled in Kindergarten. Participants will meet at 10 a.m. on Saturdays, from May 11 - June 1, at Kraine Meadow Park. Registrations will be accepted at the office and online until Friday, May 10. MRD is offering a Mystery Trip for adults on June 6. The bus will be heading north for the outdoor outing. Participants should dress for the elements and wear comfortable walking shoes. Registrations are now being accepted at the Recreation office, or, patrons can access our online registration from the MRD website. Coming up on Friday, May 10, MRD and Castle in the Clouds are hosting a Sunset Hike from 6-8p.m. Participants will meet in the field by Shannon Pond, on the Castle grounds. After enjoying a short hike through the woods, we’ll gather by the fire pits to enjoy the sun setting behind the hills. The event provides a wonderful opportunity to bring all ages of the community together. Light refreshments will be served. In the case of inclement weather, a postponement or cancellation notice will be posted on our website.

**Important Dates to Remember**

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

**Selectmen’s/School Board/ABC/Library Trustees 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\***