

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 20, 2019



---

**Town Administrator:** This past week's activities included: Meeting with Chief Bengtson to review CIP requests, continued review of CIP information, attended the Milfoil Committee meeting, met with Tom Sawyer from Lakes Region Computer regarding systems and security status of all IT systems, reviewed CIP requests with DPW Director, attended the annual Primex conference, prepared for and attended the Select Board meeting, prepared for and attended the first CIPC meeting, met with representative from Municipal Technology Systems on financial software matters. This coming week's activities include: Attending the LRPC monthly meeting, attending the Joint Loss Management Committee meeting, meeting with representative of the NH Department of Business and Economic Affairs, preparing for and attending the 2<sup>nd</sup> CIPC meeting, continued review of Personnel Handbook with Finance Director and HR Manager, preparing for and attending the Select Board's Work Session. Have a great week!

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

**Assessor:** The contract assessor, Whitney Consulting Group (WCG) continues working in the field. WCG is measuring and listing building permits, picking up new construction and will be reviewing properties that sold since April 1, 2017. 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 7:30 a.m. to 4 p.m., 603-476-2347. We are preparing for the first half tax bills. Alison Rush, Assessing Technician is working toward her certification to become a DRA-certified measure and lister, she will be measure and listing some building this week. She attended State Statutes Course Part I last week; I taught a section of the course. We finished reviewing the Veteran's Credits. 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 worked on grading, ditching and replacing culverts on Cook Lane, Avon Shores, Glidden, Sibley, Velma, Vonhurst, and Wakondah Roads. Part of the crew ended the week working with the Fire Department to replace the hydrant at Hemlock Harbor, while the rest of the crew did a burial at Holland Hill Cemetery.

**Facilities & Grounds:** Last week the F&G crew continued spring cleanups, mowing and trimming cemeteries and some Town facilities. We assisted the Transfer Station with staffing needs.

**Fleet:** TRK11 2016 Ford F350 - Replaced multi-function switch for wiper issue. Replaced 7 way trailer plug assembly; CAR161 2016 Ford Interceptor Utility - performed PM-B service and mounted summer tires; 15-C-1 2017 Ford Interceptor Utility - swapped out summer tires and performed PM-B service; EQ28 Doolittle landscape trailer - installed breakaway switch assembly,

rebuilt suspension, replaced all wheel bearings and seals; EQ21 1993 Ford 1320 tractor - performed PM-B service; 3 point hitch York rake - replaced leveling ties and tubes; CAR 152 2015 Ford Interceptor Utility - mounted summer tires; 15-U-1 2015 Ford F350 - performed PM-B service; TRK1 2006 GMC 2500HD - plugged l.f. tire; 15-R-2 1990 Ford F250 rescue - performed PM-B service.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 4 containers of single stream recycle, 7 containers of construction and demolition and 1 container of mixed scrap metal. The staff burned the brush pile and tended to the leaf and yard waste area. Totals last week are: Monday 332 cars, Tuesday 551 cars, Friday 340 cars, Saturday 275, and Sunday 230.

**Moultonborough Police Department:** The Police Department recorded 225 log entries, which included the following calls for service, 16 motor vehicle stops, 5 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 7 complaints, 2 MV Accidents, 1 MV Complaint, 2 residential alarms, 2 commercial alarms and 1 K-9 complaint.

**Training:** 5/13-5/17 Officers Singletary and Cortese attended the Police Academy at NH Police Standards and Training in Concord. 5/13-5/16 Officer Balser attended the Police Academy at NH Police Standards and Training in Concord.

**Moultonborough Fire Rescue:** For the period of 5/10/19 to 05/16/19, there were 16 calls for service: 1 – Excessive heat, scorch burns with no ignitions; 11 – EMS incidents; 1 – LP Gas leak; 1 – Water Evacuation; 1 – Dispatched & cancelled en route; 1 – No incident upon arrival at dispatched address; 1 – Smoke detector activation, no fire, unintentional; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 250. Automatic Aid: Received twice from Center Harbor and once from Stewart's Ambulance. Automatic aid was given once to Sandwich. Mutual Aid: none. Overlapping Incidents: There were 3 instances where 2 incidents were occurring simultaneously and 1 instance where 3 incidents were occurring concurrently.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	10:47 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:55 mins/sec.
	Average Night & Weekend response time	15:42 min/sec.

**Operations:** 5/10 - The Fire Chief, and other Town Department Heads met with Susan Slack to continue work on updating the Town's Hazard Mitigation Plan. 5/14 - The Fire Chief attended a meeting of the Land Use Task Group to discuss building heights. 5/15 - The Department began annual testing of the pumps on all apparatus. Testing was conducted with Lakes Region Fire Apparatus at Lee's Mills. Annual testing ensures that the pumps are capable of pumping at their rated capacity. 5/15 - Place of Assembly and Life Safety Code inspections were conducted at Bald Peak. 5/16 - Monthly EMS continuing education training on Endocrine, toxicology and neuro emergencies was conducted. 5/16 - The Department worked with DPW to repair a broken dry hydrant on Hemlock Harbor Drive.

**Land Use Office:** Prepared for and attended Land Use Task Group meeting; Held meeting with Code Enforcement Officer Steve Zalewski concerning improving operations of Land Use Department; Prepared for meeting with Land Use Department staff concerning improved intra-department communications and improved operations; Prepared for and attended organizational

meeting of CIPC; Held meeting with property owner re un-merger of previously merged subdivision lots; Prepared for and attended meeting with Chairman of Planning Board concerning improving working relationship with him; Reviewed and updated Monthly Progress Report concerning Annual Work Plan and filed Progress Report with Planning Board members.

**Recreation Department:** MRD and the MA Varsity Softball Team are teaming up on Monday, May 20, 2019, for our Youth Sport Day, weather permitting and is open to all ages. The varsity team donated some “swag” for MRD to raffle off to the kids. The event will take place at the MA Softball field at 4:15 p.m. The Granite State Track program begins on Tuesday, May 21. The program will meet on Tuesdays and Thursdays right after school, at the Community Track. As in the past, the program will offer practices, 3 local meets (Wolfeboro, Moultonborough, and Meredith), and then a district meet in Rochester for all participants. Athletes who qualify in the regional meet will move on to the state meet at the end of June, at Winnisquam High School. Registrations are still open for this program. MRD is in the process of hiring summer camp counselors and lifeguards. On June 1, several of the counselors will participate in the annual Wink Tapply Playground Leaders’ Workshop to begin their staff training. Some of the topics that will be covered at the workshop are *Social Emotional Learning through High Energy Activities, Hiking Trails & Crafty Tales, Connecting Kids to Nature, Water Safety & Summer Camp Risk Management, and Leadership, Risk Management and Why it Matters*. This training workshop is always beneficial for our summer staff, as the information that staff comes away with is useful.

**Important Dates to Remember**

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

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

**\*Department Head Meeting, June 4, 2019, 9 AM\***