



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 28, 2019



**Town Administrator:** This past week's activities included: Attended the LRPC monthly meeting, attended the Joint Loss Management Committee meeting, met with a representative of the NH Department of Business and Economic Affairs, prepared for and attended the 2<sup>nd</sup> CIPC meeting, continued review of Personnel Handbook with the Finance Director and HR Manager, prepared for and attended the Select Board's Work Session. This coming week's activities include: Attend a legal workshop on managing social media in the public sector, meet with the Facility Team Leader and DPW Director on CIPC presentation, complete review of personnel handbook with HR Manager and Finance Director, attend the Huggins Family Health Center open house, prepare for and attend the 3<sup>rd</sup> CIPC meeting, attend the NHMA Rights of Way workshop, prepare for and attend the 3<sup>rd</sup> Hazard Mitigation Plan update meeting. 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 measure 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 contact the Assessing Office or the Police Department. The Assessing office hours are Monday - Friday 7:30 a.m. to 4 pm., 603-476-2347. First half estimated 2019 tax bills have been mailed. Alison Rush, Assessing Technician is close to completing her necessary hours toward her certification as a DRA-certified measure and lister. She attended and completed the State Statutes Course Part I; a course that is necessary to become DRA-certified. She will be measure and listing some building permits this week. 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:** Highway's week began with ditching, grading, and rolling on Fox Hollow, Red Hill, and Sibley Roads. Both Facilities & Grounds and the Highway Department teamed up to clean up Long Island beaches. Given it was Public Works week, the crew attended the Mountain of Demos at Lake Sunapee, to review many of the new pieces of equipment to the industry and see demonstrations on how they work and could benefit the department. The week ended with the Touch-A-Truck event for the children at the Central School.

**Facilities & Grounds:** This past week the F&G crew was in full swing of mowing and trimming the Town properties and cemeteries. We raked and cleaned Long Island Beach with the Highway crew. The flags were installed in the village and we helped set up for Monday's parade.

**Fleet:** TRK 11 2016 F350 - Replaced all power steering lines due to rust and leakage; 15-E-1 HME firetruck - diagnose why stop engine light was on; TRK24 2009 Freightliner - replaced

wiper motor; TRK18 2010 Dodge Caravan - perform PM-B service; TRK20 2007 F550 - check out hydraulic issue, waiting for lines; replaced wheel barrow tire and tube for Facilities maintenance. Performed administrative duties, participated in J.L.M.C. meeting, participated in the truck and equipment show and tell at the Central School. I attended the Mountain of Demos at Mt. Sunapee.

**Transfer Station:** Last week we shipped out 3 containers of municipal solid waste, 4 containers of single stream recycle and 9 containers of construction and demolition. The staff attended the Northeast Resource Recovery Association's conference to learn about the emerging technologies in the recycling and trash industry. The car count for this week was: Monday - 249, Tuesday - 368, Friday - 483, Saturday - 414, and Sunday - 315.

**Moultonborough Police Department:** The Police Department recorded 258 log entries, which included the following calls for service, 17 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 1 MV Accident, 6 MV Complaints, 4 residential alarms, 2 commercial alarms and 1 K-9 complaint.

**Training:** 5/20-5/24 Officer Balser, Officer Singletary, and Officer Cortese, attended the Police Academy at PSTC in Concord. 5/21-5/23 Chief Monaghan and Sgt. Boucher attended Intentional Leadership training at the Hampton Police Department.

**Moultonborough Fire Rescue:** For the period of 5/17/19 to 05/23/19, there were 14 calls for service: 5 – EMS incidents; 1 – Motor vehicle accident with no injuries; 2 – Assist the physically disabled; 1 – Hazardous materials release, with no hazardous materials found; 1 – Carbon monoxide detector activation due to malfunction; 4 – Alarm system activation, no fire, unintentional. Incidents Year to date: 264. Automatic Aid: Received 3 times from Center Harbor and 2 times from Tuftonboro. Stewart's Ambulance provided automatic aid once. Mutual Aid: None. Overlapping Incidents: There were 2 instances where 2 incidents were occurring concurrently.

<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	4 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:01 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:48 mins/sec.
	Average Night & Weekend response time	12:43 min/sec.

**Operations:** 5/22 - Chief Bengtson presented the Fire Department's 6-year Capital Plan to the CIPC.

**Land Use Office:** Prepared for and attended LRPC Full Commission meeting. Major item discussed was transportation planning; Prepared for and attended CIPC meeting, with a review of the proposals for the Fire Department and Recreation Department; Prepared for and attended on-site inspection of Stephens Landscaping/Avery property for compliance with Planning Board conditions of approval of Site Plan and storm water management Best Management Practices, attended with property owner and Code Enforcement Officer. After the inspection, prepared a report and provided it to Mark Stephens. This report also provided to Planning Board at its meeting on 05/22/19 and will be provided to Town Administrator for distribution to Board of Selectmen; Reviewed draft of Natural Resources Chapter of Master Plan as prepared by Conservation Commission. Attended the Planning Board's Public Hearing and after the Board

adopted the updated Natural Resources Chapter into the Master Plan. Major business item was Public Hearing concerning proposed Natural Resources Chapter of Master Plan, final review by Planning Board and adoption by Planning Board of draft chapter into the Master Plan. Filed newly-adopted chapter with Town Clerk; Up-dated Chapter V was also filed with Town Clerk; Prepared for and attended meeting of the Community Development Advisory Committee (CDAC). Major business item was meeting with Suzanne Cagle from UNH/ Cooperative Extension (CE) re CE's First Impressions program which Moultonborough will participate in. Prepared the CDAC meeting and distributed/posted same; Attended meeting with Moultonborough Snow Mobile Club re trails system and related issues; Assisted realtor in response to his questions regarding development of property on Lake Shore Drive; Met with Town Administrator re "shooting range" matter. Also worked with CEO Steve Zalewski re "shooting range" and conducted on-site inspection.

**Recreation Department:** The first Granite State local track meet is Tuesday, May 28, beginning at 4:15 p.m., at The Nick in Wolfeboro. Participants from several towns are expected to participate. There are still seats available for the Adult Mystery Trip, coming up next Thursday, June 6. We will be traveling north for some great scenic views and stopping for lunch at a restaurant that has been featured on WMUR's *Chronicle*. The deadline for summer camp registration is Wednesday, June 12. Registrations received after that date will incur a late fee. Many of our summer camp counselors will be attending the Tapply Thompson Playground Directors' Workshop on June 1, to begin their staff training and will continue June 19 - June 22. Summer Camp begins the week of June 24. For the first time ever, camping in the field at Castle in the Clouds is happening! MRD is offering a Family Camp Out in collaboration with Castle in the Clouds and Lakes Region Conservation Trust. The event is on the summer solstice, June 21 – 22. There are various activities planned for participants which include structured games, lawn games, a guided hike, songs by the campfire, age appropriate ghost stories, star gazing, and lots more. "Cones in the Clouds" will stay open late for dinner and ice cream. Registrations are being taken online through the Castle in the Clouds website which is almost sold out!

#### **Important Dates to Remember**

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

**Board of Selectmen's Meeting, June 6, 2019, 7 PM**

**Board of Selectmen's Meeting, June 20, 2019, 4 PM**

**Board of Selectmen's Work Session, June 27, 2019, 4 PM**

**\*Department Head Meeting, June 11, 2019, 9 AM\***