

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 24, 2019



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**Town Administrator:** This past week's activities included: Continued review of personnel performance evaluations, review of Town Counsel's comments on proposed personnel policy handbook update, continued work on CIPC information request, attended the regional Select Boards' meeting, met with HR manager on wage survey and personnel policy handbook update and changes, conferred with Town Counsel on a number of pending matters and attended the NH Municipal Managers Conference. This coming week's activities include: Meeting with the Chair of the CIPC to review questions and answers for the CIPC meeting, prepare for and attend two CIPC meetings, confer with Town Counsel on pending legal matters, continue review of personnel performance evaluations, prepare for and attend the Select Board's work session, prepare hiring documents for new hires at the Transfer Station and Police Department and meet with DPW Director regarding ongoing projects. 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 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 p.m., 476-2347. Alison Rush, Assessing Technician, DRA-certified measure and lister will be working in the field measure and listing some building permits. 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 started the week ditching Melly Lane, Old Rte. 109, and Paradise Drive. The crew continued resolving some drainage issues and changing culverts on Glidden Road and Hanson Drive. The week ended ditching, grading, and rolling a section of Old Red Hill Road.

**Facilities & Grounds:** Last week the Facilities and Grounds crew continued to mow and trim Town properties, rake and clean beaches. We painted and did some repairs on the Long Island lifeguard shack as well as painted the States Landing shed. The heating system installation in the PSB is in the final stages of completion.

**Fleet:** TRK10 2008 Peterbilt - replaced passenger front slack adjuster band air chamber, lube chassis; EQ211993 Ford tractor - checked cranking system and replaced the battery; TRK4 2012 F350 - plugged passenger rear tire; 15-E-4 2002 HME pumper - performed PM-B service, repaired follow ups. EQ13 2000 Komatsu WA180 - checked for a/c system leak, repaired fitting; EQ39 2018 Volvo excavator - brought Volvo field tech out to check warranty issues; EQ40 2018 Volvo roller - went over unit with

Volvo field tech. for warranty issues; Performed administrative duties. Went to training seminars at the Public Safety Building. Cleaned shop and loaded trucks.

**Transfer Station:** This week we shipped out 4 containers of municipal solid waste, 4 containers of single stream recycle and 5 containers of construction and demolition. The brush pile was burned. The car counts were Monday 379, Tuesday 391, Friday 370, Saturday 356 and Sunday 298.

**Moultonborough Police Department:** The Police Department recorded 232 log entries, which included the following calls for service, 26 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 10 complaints, 1 MV Accident, 1 MV Complaint, 5 residential alarms, 3 commercial alarms and 2 K-9 complaints.

**Training:** 6/17-6/21 Officers Cortese and Singletary attended the Police Academy. 6/21 Officer Balser attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 06/14/19 to 06/20/19, there were 19 calls for service: 9 – EMS incidents; 1 – Motor vehicle accident with injuries; 1 – Dispatched & cancelled en-route; 1 – Alarm system sounded due to malfunction; 1 – Unintentional transmission of alarm; 4 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no carbon monoxide found. Incidents Year to date: 333. Automatic Aid: Received four times from Center Harbor and once from Sandwich. Mutual Aid: None. Overlapping Incidents: There were four instances where two 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	11:52 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:59 mins/sec.
	Average Night & Weekend response time	10:34 min/sec.

**Land Use Department:** Prepared for and attended meeting of Community Development Advisory Committee. Major business item was meeting with general public re the “First Impression” program; Attended meeting with Town Administrator. Prepared for and attended on-site inspection meeting with property owner located on NH Route 109. Prepared for and participated in work session with Planning Board Vice Chair Al Hoch, worked on amendments to Town’s Subdivision Regulations; Met with property owner re proposed subdivision of his property on Sunrise Drive; Met with agent for property owner re proposed lot un-merger and boundary line adjustment.

**Recreation Department:** Happy Campers, RECKing Crew and Tennis Camp all get underway this week as does swimming lessons. Guards went on duty at Long Island Beach on Saturday. We remain short staffed at Long Island and at camp. Schedules are being adjusted accordingly. We are still able to provide quality programming and maintain safe ratios at camp and beach patron safety at Long Island. What is good for the economy, low unemployment, presents a challenge for seasonal hiring. Hot and Happy, our parent-toddler summer program gets underway this Tuesday at 9:30 a.m. at the Recreation Department. Summer staff training for counselors and guards was held last week, June 19<sup>th</sup> – 22<sup>nd</sup>. The Teen Adventure Summer Program will get underway next Monday July 1<sup>st</sup> with a barbecue. Their first trip will be on Tuesday July 2<sup>nd</sup> to North Conway for Knochkerball and Archery Tag. Both Adah Chapman and David Visbeck from Moultonborough advanced to the State Championships of the Granite State Track and Field Competition. Adah’s events are the 800 meter and 1600 meter runs. David qualified in all three events he competed in at the district level, the 400 and 188 meter run and the

softball throw. The state championship meet will be held this coming Friday June 28<sup>th</sup> at Winnisquam High School in Tilton. Both Donna K. and Dan work on the GSTF committee, and Donna is the co-chair. The first of our concert series will get underway this coming Wednesday June 26<sup>th</sup> at the bandstand on the 109 property. There is a local flavor to this concert with the “Kids from the Borough”, a local, young talent recruited by Harmony Markey from Academy’s Music Department. This is always a popular concert and impressive to see the vast talent of the “Kids from the Borough”. The Family Campout held last Friday and Saturday in collaboration with the Castle in the Clouds was a great success. There were activities for all ages and the feedback was very positive. This was the first time this event has been offered and the consensus was that it was a “keeper”. The first outdoor session of Pickle Ball has proven to be very popular with 59 people registered as of June 24<sup>th</sup>. Registrations cover both those who sign up as a full participant and those who are “drop-in” participants (pay each individual time). Registrations will most likely need to be cut off to ensure participants will get enough playing time.

**Important Dates to Remember**

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

**\*Department Head Meeting, July 2, 2019, 9 AM\***

**Independence Day, July 4, 2019, All Non-Emergency Departments Closed**

**Board of Selectmen’s Meeting, July 18, 2019, 7 PM**

**Board of Selectmen’s Work Session, July 25, 2019, 4 PM**