



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 1, 2019



Town Administrator: This past weeks activities included: a meeting with the Chair of the CIPC to review questions and answers for the CIPC meeting, prepared for and attended two CIPC meetings, conferred with Town Counsel on pending legal matters, continued review of personnel performance evaluations, prepared for and attended the Select Boards work session, prepared hiring documents for new hires at the Transfer Station and Police Department and met with DPW Director regarding ongoing projects. This coming week's activities include: meetings with some department heads regarding department matters, prepare for and facilitate the monthly department head meeting, confer with Town Counsel on personnel and land use matters, prepare minutes of the Select Board's work session, follow up with the HR Manager on proposed hiring policy and amendments to the personnel handbook. Town Offices will be closed on Thursday for Independence Day and I will be out of the office on Friday. Have a great week and Happy 4th of July!

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 do not hesitate to contact the Assessing Office or the Police Department. The assessing office hours are Monday through Friday 7:30am to 4:00pm, 603-476-2347. Alison Rush, Assessing Technician, DRA-certified measure and lister will be working in the field measure and listing some building permits. We will analyze qualified sales in order to establish the new 2019 assessed property values. We continue to data enter sketches and are verifying data in the new Avitar CAMA system.

Tax Collector: Just a reminder that Property Taxes are due Wednesday, July 3, 2019.

Town Clerk: 183 - Boat Registrations, 172 - Titles, 27 - Vital Records (Birth, Death, Marriage, Divorce), 4 - Marriage licenses, 59 - Dog Licenses, and various miscellaneous services. I attended a Statewide Boats Online Committee Meeting on June 18th at the DMC- Concord. Our goal is to establish online registration renewals for boat owners. The meeting determined the state is not ready to allow online renewals at this time.

Public Works & Facilities: The team began the week grading and rolling Harvard Camp and Old Harvard Road. Part of the team continued the week sweeping and preparing the roads designated to be chip sealed, while the rest of the crew repaired potholes on Hanson Drive and Old Long Island Road. The week ended with ditching and culvert work on Colonial Drive.

Facilities & Grounds: The past week the F&G crew continues to mow and trim town properties and cemeteries. The beaches were cleaned and raked on Friday, we removed some trees at the Taylor property and dumped the milfoil trailer twice this week. The installation of the new boilers at the Public Safety building are near completion and are due for start-up on July 9th.

Fleet: EQ12 2009 John Deere check out water in fuel alarm, drained system. 15 E-4 2002 H.M.E. pumper pulled R.R. wheels to repair ABS issue at the sensor. Retorque wheels. EQ35 Quick Attach broom repair wiring to controls. EQ41 Lil Wonder blower pulled blower apart to repair motor. Replaced crankshaft and bearings and put back together. TRK15 2009 F550 replaced a/c tensioner and belt, replaced serpentine belt tensioner and recharged a/c system. EQ12 2009 John Deere backhoe road call to Columbia drive to replace blown hydraulic line to backhoe. Performed J.L.M.C. self-audit of public safety building. Cleaned shop.

Transfer Station: This week we shipped out 3 containers of municipal solid waste, 4 containers of single stream recycle and 7 containers of construction and demolition. The brush pile was burned. The car counts were: Monday 330, Tuesday 321, Friday 402, Saturday 384, Sunday 325 total 1762 residents serviced.

Moultonborough Police Department: The Moultonborough Police Department recorded 252 log entries, which included the following calls for service, 17 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 3 arrest, 7 complaints, 4 MV Accident, 5 MV Complaints, 5 residential alarms, 2 commercial alarms and 3 K-9 complaints

Training: 6/24 thru 6/26 Sergeant Beede attended the NH Police Cadet Academy. 6/24 thru 6/28 Officer Cortese and Officer Singletary attended the Police Academy. 6/26 & 6/28 Officer Balser attended the Police Academy

Moultonborough Fire Rescue: For the period of 06/14/2019 to 06/20/2019, there were 28 calls for service: There was: 1 – Building fire; 1 – Vehicle fire; 1 – Outside fire; 17 – EMS incidents; 1 – Motor vehicle accident without injuries; 1 – Search for a party on land; 1 – Arcing, shorted electrical equipment; 1 – Police matter; 1 – Wrong location; 2 – No incident found upon arrival at dispatcher location; 1 – alarm system activation, no fire, unintentional. Incidents Year to date: 361. Automatic Aid: Received four times from Center Harbor and once from Sandwich. Mutual Aid: once from Center Conway and once from Tuftonboro. Overlapping Incidents: there were four instances where two incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	3 firefighters

<u>Response Times:</u>	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.

Operations: 6/21 Chief Bengtson attended a meeting of Lakes Region fire chiefs at the Beane Conference Center in Laconia to meet the vendor selected by Lakes Region Mutual Fire Aid Association to upgrade their communications system. 6/24 The fire department was dispatched to a report of fire and smoke coming from the dormer on the second floor of a Rocky Winds home as seen from the Lake Winnipesaukee. Upon arrival, a small fire was found on the roof, it was quickly extinguished, and the home received minimal damage to the exterior of the building. The fire was caused by an ice melting cable in pine needles collected on the roof. 6/24 Fire Tech & Safety of New England provided fit testing for personnel as part of the contract for the new self-contained breathing apparatus purchased by the fire department. 6/24 The fire department was called out to assist the Police Department in searching for a party in the area north of Summit View Drive. This area is mostly swamp land. Assistance was requested from Tuftonboro for their inflatable boat and Center Conway for their drones. After

approximately two and half hours the search was terminated with no subject located. 6/25 Chief Bengtson conducted a foster care home inspection on Summit View Drive. 6/25 Firefighter Andrew Brown successfully passed his CDL licensing at Twin Mountain. Obtaining a CDL license was part of his condition of hire, along with obtaining his AEMT certification. 6/26 The Code Enforcement Officer, DPW Director and the fire chief met at Town Hall to discuss the process for issuing driveway permits and issuing an E-9-1-1 address number.

Land Use Department: Attended CIPC Meetings on June 25 and June 27. Had a meeting with agent for property owner seeking un-merger of his property, property located at 64 Glen Forest Drive. Prepared for and attended meeting for conference call with Town Attorney concerning High Impact Recreation Outdoor Use. Participating in the conference call were Town Administrator Walter Johnson, Code Enforcement Officer Steve Zalewski and Town Planner Bob Ward. Prepared for and participated in meeting with Planning Board Chair Scott Bartlett and Vice Chair Al Hoch concerning proposed amendments to Town Subdivision Regulations and subdivision regulation forms. This matter was discussed at the Planning Board meeting that night (on June 26); Prepared for and attended Planning Board meeting. Major business items were consideration and approval of Site Plan for Richard and Sheena Abbott (DBA Show Case Events) for property located at 252 Governor Wentworth Highway and review of proposed amendments to Subdivision Regulations in preparation for Public Hearing on July 10; Attended meeting with Board of Selectmen re job performance evaluation; Held weekly Staff Meeting with staff of Land Use Department; Responded to email from Mark Stephens concerning compliance with previously conditionally approved Site Plan for Stephens Landscaping use at Avery property on Moultonboro Neck Road; Contacted LRPC and Cartographic Associates concerning preparation of new GIS layers (for Village Center Overlay District and West Village Overlay District). CAI preparing memo re availability of services under existing GIS services contract.

Recreation Department: The first session of Happy Campers and RECKing Crew was a great success. Session two got underway today. The Teen Adventure program begins with a cookout and games at Kraine Meadow Park this afternoon. The Recreation Department will be represented in the July 4th parade on Thursday with both staff and campers marching. Although we had two athletes qualify for the State Final of the Granite State Track and Field Meet held last Friday only one chose to compete. David Visbeck qualified in all 3 of his events and finished well in all – 2nd place in the 800 and 4th place in the 400 and softball throw. This week's concert at the gazebo is Mark Bartram who will perform a mix of Rock N Roll and original songs. Tennis camps and clinics got underway last week as did swimming lessons. Next Friday July 12th will be our annual trip to Boothbay Harbor for the Cabbage Island Clambake. This will be the first time making this trip in the new bus. Next Thursday July 11th we'll be offering a Safe at Home class for children entering grades 4, 5 & 6.

Important Dates to Remember

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