

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 22, 2019



Town Administrator: This past week's activities included: Met with the Chair of the CIPC regarding scoring matrix format, prepared for and attended two scheduled CIPC meetings, attended the farewell reception for Sgt. Fulton, completed the JLMC inspection of the former Lions Hall, continued review of personnel performance evaluations, participated in an interview panel for the new assistant director of NH HSEM and prepared for and attended the Select Board meeting. This coming week's activities include: Meeting with the DPW Director on several ongoing projects, preparing information for the Town Planner search, continue review of employee performance evaluations, meet with the Code and Compliance Officer to review Department needs, meet with the CCO and facility manager at the Castle, prepare for and attend 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 measure and listing building permits, cyclical properties and properties that sold. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. Assessing office hours are Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347. Alison Rush, Assessing Technician, DRA-certified measure and lister will be working in the field measure and listing some building permits. WCG is analyzing qualified sales in order to establish the new 2019 assessed property values. Once the values are determined, notices will be mailed to property owners. Taxpayer hearings will be scheduled in August. The taxpayer hearings provide the taxpayer the opportunity to meet with WCG and discuss the new 2019 value placed on their property. Our office continues to data enter sketches and verify 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 the team cutting and trimming along Blake, Castle Shores, and Ossipee Mountain Roads. The rest of the week, part of the team continued doing ditching maintenance on Bodge Hill, Marvin, and Winaukee Roads, while the balance of the team began digging and installing the well line at the Public Works Garage. The paving portion of the 2019 Road Program continued last week with the shim/overlay of Paradise Drive from Route 109 to Mayflower. This will be followed by paving overlays on Old Route 109 and Hanson Mill Road this week. Road reconstruction on Ossipee Mountain Road will commence this week as well.

Facilities & Grounds: The F&G crew mowed and trimmed Town properties, cemeteries and the playground. We hand raked and York raked the Town beaches. There was no milfoil activity this past week.

Fleet: TRK5 2015 F550 - replaced transmission pan, gasket, filter, and bolts. Refilled transmission and checked for leaks. 15-E-1 07 H.M.E. 1871 series - performed PM-B service changed oil and filters and

lube chassis. Performed state inspection. EQ25 Case 60XT skid steer - installed new tire and wheel assemblies. Repaired grapple control foot pedal. EQ13 2000 Komatsu loader - tested for a leak in the a/c system. Ordered necessary parts. CAR152 2015 Ford Police interceptor - performed PM-B service. Cleaned the shop. Finished signage for the fuel tanks.

Transfer Station: Last week we shipped out 4 containers of municipal solid waste, 5 containers of construction and demolition, 4 containers of single stream recycle and 1 container of mixed scrap metal. The brush pile was burned, and compost pile was aerated. The car counts were Monday 423, Tuesday 494, Friday 460, Saturday 358 and Sunday 297 total of 2032 residents serviced at the facility.

Moultonborough Police Department: The Police Department recorded 259 log entries, which included the following calls for service, 25 motor vehicle stops, 13 assists to Fire/EMS, 1 Directed Patrol, 0 arrests, 13 complaints, 4 MV Accidents, 1 MV Complaint, 8 residential alarms, 4 commercial alarms and 1 K-9 complaint.

Training: 07/15-7/19 Officers Cortese and Singletary attended the Police Academy. 7/16-7/17 MPO O'Brien attended training at Bristol PD. 7/18 Officer Balser attended training at the Police Academy.

Moultonborough Fire Rescue: For the period of 07/12/19 to 07/18/19, there were 23 calls for service: 1 – Special, outside fire; 13 – Emergency medical incidents; 1 – Spill, chemical leak; 1 – Public service; 2 – Assist the physically disabled; 3 – Dispatched & cancelled en route; 1 – Smoke detector activation due to malfunction; 1 – Smoke detector activation, no fire, unintentional. Incidents Year to date: 448. Automatic Aid: Received five times from Center Harbor and three times from Stewart's Ambulance. Mutual Aid: none. Overlapping Incidents: there were three instances where two incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	3 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:19 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:20 mins/sec.
	Average Night & Weekend response time	10:51 min/sec.

Operations: 7/12 - Chief Bengtson and Code Enforcement Officer Zalewski met with the Town Administrator to discuss dividing up some of the required inspections between the two departments. Chief Bengtson is looking at training requirements and personnel costs. 7/15 - The Chief's vehicle, a 2017 Ford Explorer went to Irwin Ford in Laconia to address a recall issue. 7/17 - Oral interviews for the vacant firefighter/EMT position were conducted at the Public Safety Building. The interview panel consisted of Chief Thompson from Tuftonboro, Chief Manville from Center Harbor and Chief Call from Sandwich. The panel interviewed three candidates and Chief Bengtson scored and ranked the candidates. The Chief forwarded his recommendation on a suitable candidate for hire to the Town Administrator.

Land Use Department: Scheduled, prepared for and attended two CIPC meetings (July 16 and 18th); Attended Heritage Commission meeting concerning town center revitalization; Prepared for and attended Land Use Task Group meeting. The meeting ran overtime and I wasn't able to present my report on use of zoning to protect roadside views and rural character. Prepared for and attended Zoning Board of Adjustment public hearing. Three variance requests were heard: two were granted and one was continued. The continued hearing was for a large storage barn on the Csendes property located at 187 Gov. Wentworth Highway. The ZBA would like more details regarding the property before making

its decision concerning the requested variance. I notified the Land Use Department staff regarding my resignation and also emailed all of the Land Use boards and committees that I work with. The CDAC meeting scheduled for June 16 was cancelled by the Chairman Charlie Fritz.

Recreation Department: We are in the 5th session of a 7 session camp program and all continues to go well. This Thursday is the ever popular Foam Day and as always, we thank the Fire Department for making that day possible. Happy Campers are taking a field trip to Polar Caves and the RECKing Crew are going to White Lake State Park. Last week the Teens had a great overnight adventure and will be going to Smitty's Cinema and Hampton Beach State Park this week. The lifeguards worked very hard last week in the hot weather to maintain the safety of all the Long Island Beach visitors. Last week we had made the decision to cancel last week's concert at the gazebo due to forecasted thunderstorms. Unfortunately, by concert time, the weather cleared. This week the concert at the gazebo is the Tim and Dave Show, a folk/rock duo specializing in original and cover tunes and will at 6:30 PM. Donna Tatro and Dan Sturgeon are offering a Safe Sitter Essentials Class for youth ages 11-16, at the Recreation Department, Monday July 29th, 9 a.m. -2 p.m.

Important Dates to Remember

Department Head Meeting, August 6, 2019, 9 AM

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

Board of Selectmen's Meeting, August 1, 2019, 7 PM

Board of Selectmen's Meeting, August 15, 2019, 7 PM

Board of Selectmen's Work Session, August 22, 2019, 4 PM