

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 5, 2019



Town Administrator: This past week's activities included: Prepared minutes of the Board's work session, compiled draft information for CIPC public hearing for distribution to members and posting to the Town website, met with the HR Manager on several personnel matters, prepared for and attended the Select Board meeting, reviewed results from the regional electricity bid, continued review of performance evaluations, and covered the Town Planner as needed. This coming week's activities include: A negotiations meeting with representatives of the DPW collective bargaining unit, prepare for and facilitating the monthly Department Head meeting, attend the CIPC public hearing, provide boat transportation to the Assessor and Code & Compliance Officer for inspection on Squam Island, meet with possible interim Town Planner, continue work with the HR Director on amendments to the personnel handbook and master wage scale, assist with Pathway fund raising road race and continue review of performance evaluations. 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 finalizing the building permits and cyclical work. Property owners with 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 also be working in the field measure and listing building permits. WCG is analyzing qualified sales to establish the new 2019 assessed property values. Preliminary values will be finalized early August, notices will be mailed to property owners and taxpayer hearings will be scheduled the end of August. The taxpayer hearings are an opportunity for the taxpayer to sit with WCG and discuss the newly established 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: During the month of July the Town Clerk's office processed 1038 - Motor Vehicle Registrations, 133 -Boat Registrations, 158 -Titles, 53-Vital Records (Birth, Death, Marriage, Divorce), 4-Marriage licenses, 76 -Dog Licenses, 28 UCC's, 2 Aqua Therm Permits, and received Wetlands Applications and various miscellaneous services.

Public Works & Facilities: The Highway team began the week doing ditching work on Paradise Drive. The week continued with part of the team working on the water line at Highway Garage, while the rest of the crew graded and rolled roads on the west side of Town. The week ended preparing and working at Household Hazardous Waste Day at the Highway Garage where 235 vehicles participated. The paving portion of the 2019 Road Program continued last week with the shim/overlay of Old Route 109, Hanson Mill Road, and the repair section of Hanson Drive. Road reconstruction on Ossipee Mountain Road continues this week.

Facilities & Grounds: This past week the F&G continued to mow and trim Town properties and cemeteries.

Fleet: EQ17 Morbark chipper - replaced chute deflector assembly at the top of the chute. Repaired marker light. 15-R-3 2015 F550 Mini-Evo - performed PM-B service and general check over, and state inspection. EQ13 2000 Komatsu WA180 loader - evaluated unit after the incident. Got machine running and verified function and controls. CAR151 2015 Ford Police Utility - Performed PM-B service, replaced front brake pads and rotors, replaced spark plugs, drain and refill transmission, and state inspection. CAR171 2017 Ford F150 - performed PM-B service, state inspection and rotated tires. CAR162 2016 Ford Police Sedan - performed PM-B service and complete four wheel brake job. Performed administrative duties, unloaded load of piping, cleaned up the shop. Helped set up and worked Household Hazardous Waste Day.

Transfer Station: Last week we shipped out 4 containers of municipal solid waste, 8 containers of construction and demolition and 4 containers of single stream recycle. Car counts for last week were Monday 251, Tuesday 395, Friday 360, Saturday 396, Sunday 267. A Total of 1669 residents serviced at the facility during the week.

Moultonborough Police Department: The Police Department recorded 219 log entries, which included the following calls for service, 15 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 11 complaints, 1 MV Accident, 7 MV Complaints, 4 residential alarms, 2 commercial alarms and 7 K-9 complaints.

Training: 7/29-8/2 Officers Cortese and Singletary attended the Police Academy. 7/31, 8/1 Officer Balser attended the Police Academy.

Moultonborough Fire Rescue: For the period of 07/26/19 to 08/01/19, there were 28 calls for service: 21 – Emergency medical incidents; 1 – Motor Vehicle Accident with Injury; 2 – Assist the physically disabled; 1 – Dispatched & cancelled en route; 1 – Alarm system sounded due to malfunction; 2 – Alarm system activation, no fire, unintentional. Incidents Year to date: 506. Automatic Aid: Received 4 times from Center Harbor, once from Tuftonboro and 24 times from Stewart's Ambulance. Automatic aid was given to Sandwich once. Mutual Aid: None. Overlapping Incidents: There were 4 instances where 2 incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night Staffing	2 firefighters
	Average Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:50 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:51 mins/sec.
	Average Night response time	27:06 min/sec.
	Average Weekend response time	6:43 min/sec.

Land Use Department: Nothing to report this week.

Recreation Department: This is the last week of our summer camp programs for Happy Campers, RECKing Crew and Teen Adventure. Happy Campers' last field trip will be to White Lake State Park and the RECKing Crew will travel to the Flume. Teen Adventure kids will learn how to properly throw pizza dough and make pizzas at Piccolo Market on Wednesday, followed by an afternoon at Center Harbor Beach. The Hot and Happy Toddler Group, with an accompanying parent, finished their

summer program with us by taking a trip to Sandwich Creamery last Thursday. Edith's Tourney had a small, but enthusiastic turnout for the event on Saturday. The 22nd Annual Pathway Road Race held in conjunction with the Moultonborough Pathway Association will be held this Saturday with the start and finish at Kraine Meadow Park. Next week we'll be hosting Challenger Soccer Camp and Children's Stage Adventures (a 1 week theater camp with 2 performances held on Friday August 16th). We are hoping to keep Long Island Beach guarded through August 18th, it will become a "Swim at Your Own Risk" facility after that date. This Wednesday August 7th will be the last concert of the year for our summer concert series. It features the Ragged Mountain Band playing a wide range of songs from country and western, to traditional and folk.

Important Dates to Remember

Department Head Meeting, August 6, 2019, 9 AM

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

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