

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 29, 2019



Town Administrator: This past week's activities included: Met with the DPW Director on several ongoing projects, prepared information for Town Planner search, continued review of employee performance evaluations, met with the Code and Compliance Officer to review Department needs, met with the CCO and facility manager at the Castle for a discussion of future projects, met with the Town Engineer to review amendment to the States Landing project RFP, prepared for and attended the Select Board's work session. This coming week's activities include: Prepare minutes of the Board's work session, compile draft information for CIPC public hearing for distribution to members and posting to the Town's website, meet with the HR Manager on several personnel matters, prepare for and attend the Select Board meeting, review results from the regional electricity bid, continue review of performance evaluations, and cover Town Planner as needed. 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, cyclical and qualified sale properties. 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 through Friday 7:30am to 4 p.m., 603-476-2347. 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: Nothing to report this week.

Public Works & Facilities: Highway's week started with the team cutting and trimming trees on Ossipee Mountain Road. Part of the crew teamed up with the Fire Department to repair and replace the necessary components to the fire hydrant at Balmoral Beach. The rest of the week was spent working on the water line to the well at the Highway Garage. The paving portion of the 2019 Road Program continued last week with the shim/overlay of Old Rte.109 and Hanson Mill Road this week. Road reconstruction on Ossipee Mountain Road will continue this week as well.

Facilities & Grounds: This past week the F&G hand raked the Town beaches and continued to mow and trim Town properties and cemeteries. The retaining walls at the Transfer Station were repaired.

Fleet: Car 152 2015 Ford Interceptor utility - performed state inspection, replaced rear brake pads and rotors, replaced serpentine belt, and repaired r.f. fender flare. Also replaced missing exhaust stud. TRK9

2014 Kenworth dump - repaired sticking brake pedal. EQ32 2017 Eager Beaver 20 ton trailer - replaced ramp boards and straighten ramp. EQ13 2000 Komatsu WA180 loader - road call to Transfer Station replaced blown hydraulic hose to lift cylinder and refill hydraulics. 15-R-1 2012 HME 1871 fire truck - performed annual PM service and State inspection. TRK18 2010 Dodge Grand Caravan - took to body shop to verify the Primex estimate. EQ17 2010 Mobark chipper - replaced broken yoke spring and adjusted, repaired light clean and paint areas where the repairs were made. EQ16 2015 Cat 262 Skidsteer - repaired quick disconnect. Cleaned up and reorganized shop per audits. EQ13 2000 Komatsu WA180 - evaluated after incident at transfer Sunday.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 4 containers of single stream recycle and 5 containers of construction and demolition. Last week's car count: Monday 380, Tuesday 418, Friday 554, Saturday 369 and Sunday 257.

Moultonborough Police Department: The Police Department recorded 252 log entries, which included the following calls for service, 12 motor vehicle stops, 8 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 9 complaints, 3 MV Accidents, 3 MV Complaints, 1 residential alarm, 2 commercial alarms and 4 K-9 complaints.

Training: 07/22-7/26 Officers Cortese and Singletary attended the Police Academy. 7/22, 7/23, 7/26 Officer Balser attended the Police Academy.

Moultonborough Fire Rescue: For the period of 07/19/19 to 07/25/19, there were 30 calls for service: 18 – Emergency medical incidents; 1 – Police matter; 4 – Assist the physically disabled; 1 – Dispatched & cancelled en route; 5 – Alarm system sounded due to malfunction; 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 478. Automatic Aid: Received 5 times from Center Harbor and 4 times from Stewart's Ambulance. Automatic aid was given to Sandwich once. Mutual Aid: None. Overlapping Incidents: There were 3 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	4 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:45 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:21 mins/sec.
	Average Night & Weekend response time	12:32 min/sec.

Operations: 7/22 - The Department conducted training on its new self-contained breathing apparatus and in-mask thermal imagers. 7/23 - Chief Bengtson conducted a NH DES Youth Camp compliance inspection at Camp Quinebarrge. 7/24 - The Day Shift crew and Chief Bengtson did a walk-through tour of the Castle in the Clouds mansion with Al Souchard, Director of Building & Grounds. 7/25 - The Fire Department provided the foam machine and fire apparatus for the Recreation Department's annual Foam Day events for the Happy Campers program at Moultonborough Central School and RECKing Crew program at Moultonborough Academy.

Land Use Department: Nothing to report this week.

Recreation Department: We are heading into the homestretch of the majority of our summer programs. This is the 6th session of a 7 session Day Camp for RECKing Crew and Happy Campers. This week 2 camps will be enjoying the Penny Carnival, A Field Day, and Luau and Picnic Day, as well as regular camp activities. Happy Campers will be going to Storyland for their field trip and RECKing

Crew will be traveling to Saco, ME to Funtown-Splashtown USA! Teen Adventure kids will be going to Monkey Trunks Rope Course and Zip Line on Tuesday; Funtown-Splashtown on Wednesday and the ever popular Strategy Zone for outdoor Laser Tag on Thursday. The Hot and Happy Toddler Group, with an accompanying parent, will participate in the Penny Carnival on Tuesday before it's opened up to the older campers. Swimming lessons will wrap up Friday, August 2nd and tennis lessons are slated to end on Wednesday July 31st. This Saturday, August 3rd, will be the 23rd annual Edith's Tourney Tennis Tournament, held in memory of Edith Hazeltine, for adult tennis players, there will be mixed doubles, men's doubles and women's doubles. The 2nd outdoor Pickle Ball session gets underway Friday, August 2nd. This week's concert is Bryan and Nick performing memorable music from the 50's – 80's. Concerts are held at the gazebo on Old Route 109 and get underway at 6:30 PM.

Important Dates to Remember

Department Head Meeting, August 6, 2019, 9 AM

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