

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 12, 2019



Town Administrator: This past week's activities included: A negotiations meeting with representatives of the DPW collective bargaining unit, prepared for and facilitated the monthly Department Head meeting, attended the CIPC public hearing, provided boat transportation to the Assessor and Building Inspector for inspections on Squam Island, met with possible interim town planner, continued work with the HR Director on amendments to the personnel handbook and master wage scale, assisted with Pathway fund raising road race and continued review of performance evaluations. I will be out of the office on vacation this week and will monitor e-mails and available to handle emergencies. Have a great week.

Finance: Nothing to report this week.

Assessor: I participated in a DRA webinar training which covered the 2019 changes made to the MS-1 filing. 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, should 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 finished her work 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 this week, 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 discuss with WCG 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 began with part of the team grading, ditching, rolling and watering Town roads, while the rest of the crew found existing water lines at Kraine Meadow Park. The week ended with backfilling, preparing for concrete and loaming the necessary areas at Kraine Meadow Park. Road reconstruction on Ossipee Mountain Road continues as part of the 2019 Road Program.

Facilities & Grounds: F&G continues to mow and trim Town properties and cemeteries.

Fleet: TRK24 2008 Freightliner dump truck - replaced battery disconnect switch assembly and checked system, replaced leaking exhaust clamp at the muffler. TRK6 2018 Western Star - repaired rear airline fittings at rear pull plate. 15-U-1 2015 F350 - performed state inspection. CAR182 2018 Ford Interceptor - utility performed a state inspection and PM-B service. 15-F-2 1985 GMC K3500 - performed state inspection and remounted 7-way trailer plug connector. 15-R-2 1990 F250 - performed state inspection and replaced air filter. CAR 181 2018 Ford interceptor utility - performed state inspection. TRK7 2011 International dump - repaired tailgate brackets. EQ39 2018 Volvo excavator -

adjusted a/c belt and replaced the cabin air filters. 15-E-4 2001 HME Pumper - performed a state inspection and checked out a fuel gauge issue. TRK10 2007 Peterbilt dump - adjusted clutch, started to replace the air drier assembly. EQ25 Case skidsteer - replaced door strut rod. Plugged mower tire for buildings and grounds. Loaded trucks and piled material. Performed administrative duties. Cleaned the shop.

Transfer Station: Last week we shipped 5 containers of municipal solid waste, 5 of single stream recycle, 10 of construction and demolition, and 1 of mixed scrap metal. The car count for the week: Monday 328, Tuesday 459, Friday 559, Saturday 395, Sunday 302, total 2,043 residents served.

Moultonborough Police Department: Police Department recorded 299 log entries, which included the following calls for service, 26 motor vehicle stops, 8 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 11 complaints, 4 MV Accidents, 5 MV Complaints, 7 residential alarms, 2 commercial alarms and 2 K-9 complaints.

Training: 8/5-8/9 Officers Cortese and Singletary attended the Police Academy. 8/6-8/7. 8/9 Officer Balser attended the Police Academy

Moultonborough Fire Rescue: For the period of 08/02/19 to 08/08/19, there were 18 calls for service: 9 – Emergency medical incidents; 1 – Motor Vehicle Accident with Injury; 1 – Power line down; 1 – Service call; 1 – Assist the police; 1 – Assist the physically disabled; 1 – Good intent; 1 – Dispatched & cancelled en-route; 1 – No incident found at dispatched address; 1 – Carbon monoxide detector activation due to malfunction. Incidents Year to date: 524. Automatic Aid: Received 3 times from Center Harbor, and 3 times from Stewart’s Ambulance. Mutual Aid: None. Overlapping Incidents: there were 3 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	3 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	13:20 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	15:33 mins/sec.
	Average Night & Weekend response time	12:24 min/sec.

Land Use Department: Nothing to report this week.

Recreation Department: RECKing Crew, Happy Campers and Teen Adventure wrapped up last week. There were many tears among RECKing Crew and Happy Camper kids as they said good-bye to camp counselors, a sure indication of the positive impact these programs have on the children. Staff wrap up, evaluations and end of the year get together occurs on Monday and Tuesday. Children’s Stage Adventures and Challenger Soccer Camp are underway with solid numbers for both programs. The Family Fun Day event held last Saturday in collaboration with the Castle in the Clouds was another glowing success with 450 participants. The 22nd Annual Pathway Road Race also held on Saturday in conjunction with the Moultonborough Pathway Association, had 44 runners and walkers participating. We’re hoping to keep Long Island Beach guarded through August 18th. It will become a “Swim at Your Own Risk” facility after that date. The last concert of the season was rained out as it was another year where Mother Nature liked to rain on Wednesdays.

Important Dates to Remember

Board of Selectmen’s Meeting, August 15, 2019, 7 PM
Board of Selectmen’s Work Session, August 22, 2019, 4 PM