

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 19, 2019



Town Administrator: This past week's activities included: I was out of the office for vacation and responded to e-mails as necessary, assisted with the Pathway Road Race. This coming week's activities include: Prepare an addendum to the dasher boards RFP based on vendor questions received for posting, continue review of employee performance evaluations, a Pathway phase III project review meeting with Town Engineer, attend the Milfoil Committee meeting, prepare for and attend the Select Board's work session, meet with MRI on new software budget preparation module, finalize proposed revisions to employee policy handbook. Have a great week.

Finance: Nothing to report this week.

Assessor: The contract assessor, Whitney Consulting Group (WCG) completed the sales analysis. The tables have been updated in the Vision CAMA system. Preliminary values have been established, notices were mailed to property owners which included the 2018 value and the 2019 value. A list of the new values can be viewed on the Town's website, under Assessing, 2019 Valuation Update Information. A printed listing is available at the Town Office and the Library. Taxpayer hearings will be held the week of August 26th, taxpayers can schedule appointments by contacting the Assessor's Office, Monday through Friday 7:30 am to 4 pm, 603-476-2347. The taxpayer hearings are an opportunity for the taxpayer to sit with WCG and discuss the newly established 2019 value placed on their property. If property owners have any questions or concerns regarding this process, please do not hesitate to contact the Assessing Office. Our office continues to data enter sketches and verify data in the new Avitar CAMA system.

Tax Collector: We have collected approximately 98% of the July Warrant. We prepared and mailed approximately 400 courtesy reminder letters for tax accounts that are delinquent to remind them that interest began accruing July 3, 2019. The tax deeding process for unpaid 2016 taxes has been started by conducting mortgagee searches and the mortgage holders were entered into the tax system. Pursuant to NH law, 38 certified Notices of Impending Tax Deeding were prepared and mailed Wednesday, August 7, 2019. The tax deeding date is September 11, 2019. The same Notices were mailed first class on Monday, August 12, 2019. Also, the same process has begun regarding unpaid 2016 Bay Sewer District which are also scheduled for tax deeding September 11th. Deputy Ashley Pouliot attended her 3rd and final week of certification classes August 12th through the 16th. Office Clerk Megan Gray and I helped fold letters and stuffed envelopes for the Assessing Department's 2019 preliminary valuation letters.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway spent part of the week backfilling, preparing for concrete support structures, working on drainage and culvert issues at Kraine Meadow Park. R. DeDucca and C. Theriault attended Erosion Control class in Hopkinton. The balance of the week was spent working on drainage issues throughout Town due to heavy rainstorms.

Facilities & Grounds: This past week the F&G continued to mow and trim Town properties and cemeteries. The ballfield fence was installed, and the field is greening up nicely.

Fleet: TRK10 2007 Peterbilt - put together new air dryer assembly and install, replaced load tarp and rear cross bar, looked over for state inspection. TRK7 2011 International - checked clutch adjustment, replaced defective rear lights and did a general check over for upcoming state inspection, pulled tarp assembly apart to replace tarp. 15-c-1 2017 Ford Interceptor utility - performed PM-B service, replaced rear brake rotors and pads, performed state inspection. EQ29 Dooley Landscape Trailer - repaired ramps and remount license plate. EQ30 Carryon utility trailer - repaired ramp mesh. Went to Viking-Cives to set up new Western Star equipment. Also picked up parts at Freightliner of Maine. Cleaned the shop. Performed administrative duties. Loaded trucks.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 3 of single stream recycle, 9 of construction and demolition, 1 of mixed scrap metal, 24 pallets of electronics, and the brush pile was burned. Car counts for the week: Monday 410, Tuesday 428, Friday 548, Saturday 404, Sunday 248, total of 2038 residents serviced.

Moultonborough Police Department: The Police Department recorded 219 log entries, which included the following calls for service, 16 motor vehicle stops, 9 assists to Fire/EMS, 1 Directed Patrols, 1 arrest, 6 complaints, 0 MV Accidents, 4 MV Complaints, 2 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Training: 8/12-8/16 Officers Cortese and Singletary attended the Police Academy. 8/12-8/13 Officers Balser and Welch attended ALERRT Training.

Moultonborough Fire Rescue: For the period of 08/09/19 to 08/15/19, there were 22 calls for service: 1 – Brush fire; 13 – Emergency medical incidents; 1 – Motor Vehicle Accident with no injuries; 2 – Carbon monoxide incidents; 2 – Dispatched & cancelled en-route; 1 – Heat detector activation due to malfunction; 1 – alarm system activation due to malfunction; 1 Alarm system activation, no fire, unintentional. Incidents Year to date: 546. Automatic Aid: Received twice from Center Harbor and once from Tuftonboro. Mutual Aid: Given to Tamworth for a forest fire behind Kennebec Lumber on Ossipee Mountain Highway. Overlapping Incidents: There were 9 instances where 2 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	13:12 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	13:36 mins/sec.
	Average Night & Weekend response time	12:31 min/sec.

Operations: 8/12 - Moultonborough companies responded mutual aid to Tamworth for a first alarm outside fire on the Mountain behind Kennebec Lumber at 4 Ossipee Mountain Highway. Crews spent 6.5 hours hiking in steep terrain to extinguish a smoldering fire that was most likely the result of a lightning strike.

Emergency Management: Hazard Mitigation Plan Update - The HMPUC completed their work and Susan Slack of the Lakes Region Planning Commission submitted a draft to NH Homeland Security & Emergency Management for their review. The draft was approved by NH HSEM and on August 15th, Emergency Management Director Bengtson appeared before the Select Board to asked them to adopt the

plan and answer any questions regarding the update. The EMD reviewed the process that was employed during the update and noted items that were completed had been removed and new areas of vulnerability, such as the solar farm and new substations had been added. The Select Board voted to adopt the updated hazard mitigation plan and the Board signed the certificate of adoption.

Land Use Department: Nothing to report this week.

Recreation Department: Children's Stage Adventure (Drama Camp) was very successful and the performances held on Friday (2 performances) received rave reviews from parents and theater goers. Challenger Soccer Camp also had a successful week. Providing Lifeguards on Long Island Beach ended on Saturday afternoon due to a shortage of guards (illness). We were 4 guards under what we had in 2018 and 2 under what we like for our minimum to ensure proper rotations, comfortably apply appropriate risk management practices, keep the guards fresh and alert, etc. That said, this was a very dedicated group of guards who worked hard and kept swimmer and beach patron safety as their primary concern. Once again, we received compliments from the public on the professionalism of our guards. The shortage of seasonal staff, especially guards, is hitting many municipalities and the state. Lakefront State Parks such as White Lake were not guarded, and rumor has it the City of Laconia had no guards for their multiple city beaches. With our summer programs wrapping up (except outdoor adult pickle ball and adult fitness), we are turning our efforts to the fall. The "Early Bird" Deadline for Youth Soccer was August 15th (kindergarten – Sept 5th), and the regular deadline is August 22nd. Youth Volleyball players may register for that program up until September 6th. Building on the "High Five" Tee Ball program offered last spring, we are also adding a pre-school soccer program this fall, a 4 week, Saturday morning exposure to youth soccer. We are planning a "Pickle Ball Jamboree" Fun Tournament on Monday August 26th. This will occur during the Pickle Ball program and participants will have the option of participating in the Jamboree or the regular program. Beyond the Bell, our after-school program will be getting underway on September 3rd.

Important Dates to Remember

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

Board of Selectmen's Retreat, August 22, 2019, 5 PM

Board of Selectmen's Meeting, September 5, 2019, 7 PM

Board of Selectmen's Meeting, September 19, 2019, 7 PM

Board of Selectmen's Work Session, September 26, 2019

Department Head Staff Meeting, September 3, 2019, 9 AM