

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 26, 2019



Town Administrator: This past week's activities included: prepared addendum to the dasher boards RFP based on vendor questions received for posting, continued review of employee performance evaluations, attended a Pathway phase III project review meeting with Town Engineer, attended the Milfoil Committee meeting, prepared for and attended the Select Board work session, met with MRI on new software budget preparation module, finalized proposed revisions to employee policy handbook, This coming week's activities includes: a meeting with the DPW CBA negotiating committee, attend an orientation meeting with the interim Town Planner Bruce Woodruff, attend the quarterly Joint Loss Management Committee meeting, negotiating meeting with representative of the DPW union, attend a retirement reception for deputy town clerk Kathy Remson, interview with part time transfer station attendant, facilitate the bid openings for the States Landing dredging project and the ice rink dasher boards. Have a great week and Labor Day weekend.

Finance: Nothing to report this week.

Assessor: Preliminary values notices were mailed to property owners. The notice included the 2018 value and the 2019 newly established value. A list of the preliminary 2019 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 Moultonborough Library. A list of qualified sales can also be found on the town's website. The contract assessor, Whitney Consulting Group (WCG) is holding hearings this week, by appointment, Monday through Friday. 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 Assessor's Office, Monday through Friday 7:30am to 4:00pm, 603-476-2347.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The team began the week cutting some trees and removing the debris on Blake Road. They continued trimming trees on Davis, Lunt, and Old Long Island Roads. The week continued with part of the team working on grading, rolling, and watering Ferry, Tara, and Wentworth Shores Roads, and the balance of the crew ditching for the water and electrical lines at the Highway Garage. R. DeDucca and C. Theriault attended CDL Drivers and their Employers: Best Practices class at Primex. The week ended with the team ditching, grading, rolling, and watering Lunt Road.

Facilities & Grounds: The past week the F&G crew continued to mow and trim the town properties and cemeteries, we hand raked the beaches on Tuesday and Friday. The crew assisted with the new water line and some labor at the pavilion site. Mike attended the Drug and alcohol reasonable suspicion class on Thursday.

Fleet: TRK1 2006 GMC 2500HD get truck ready for trade in for the new unit. Repaired air bag system. Pulled out radios and other equipment. 15-E-3 2019 HME firetruck performed state inspection. TRK4 2012 F350 replaced dosing injector and reset system. Checked over for state inspection. 15-E-4 2001 HME firetruck repaired driver's door frame. TRK7 2011 International dump replaced tarp and rear crossbar. EQ23 2009 John Deere grader replaced serpentine belt and pulleys on Far Echo Rd. TRK 15 2009 F550 check out wiper issue. TRK3 2018 Dodge 3500 repair wiring issues and reseal upper toolbox. Check for state inspection. Checked out forklift at the transfer station and set up air chuck for the loader. Performed administrative duties. Loaded trucks for road project and piled incoming material.

Transfer Station: This week we shipped out 3 containers of municipal solid waste, 3 containers of single stream recycle and 7 containers of construction and demolition. The brush pile was burned. The car counts for this week were Monday 259, Tuesday 350, Friday 565, Saturday 454 and Sunday 273 a total of 1901 residents serviced at the facility.

Moultonborough Police Department: The Moultonborough Police Department recorded 230 log entries, which included the following calls for service, 14 motor vehicle stops, 8 assists to Fire/EMS, 2 Directed Patrols, 3 arrest, 6 complaints, 3 MV Accidents, 1 MV Complaint, 4 residential alarms, 0 commercial alarms and 4 K-9 complaints

Training: 8/19-8/23 Officer Cortese and Officer Singletary attended the Police Academy. 8/20 J. Barbour attended TAC training at NHSP HQ

Moultonborough Fire Rescue: For the period of 0816/2019 to 08/22/2019, there were 24 calls for service: There was: 15 – Emergency medical incidents, 1 – Search for person on land, 1 – No incident found upon arrival at dispatched address, 1 – Authorized controlled burning, 1 – Hazardous material release investigation with no hazardous materials found, 1 – Smoke detector activation due to malfunction, 2 – Alarm system activation due to malfunction, 1 – Smoke detector activation, no fire, unintentional, 1 – Alarm system activation, no fire, unintentional. Incidents Year to date: 570 Automatic Aid: Received three times from Center Harbor, once from Sandwich and twice from Tuftonboro. Stewart's Ambulance provide automatic aid once. Mutual Aid: None. Overlapping Incidents: there were eight instances where two incidents were occurring concurrently.

Staffing:	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	4 firefighters

Response Times:	Overall average response time of first arriving unit	13:29 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	13:21 mins/sec.
	Average Night & Weekend response time	13:36 min/sec.

Operations: 8/18 Deputy Chief Buckler investigated a report from David Degler of NH DES of a sheen on the water offshore of several residences on Swallow Point Road. No cause was found. 8/20 The Department was requested to assist the Police with a search for a missing nine-year-old. The child was located without the need for a search. 8/22 A Supra box installation was added to an Oak Landing residence. Supra boxes are required by Town ordinance for any alarm system that dials out requesting a response by police, fire or EMS departments.

Land Use Department: Nothing to report this week.

Recreation Department: The MA Varsity boys' soccer team will be running clinics youth soccer clinics on August 26, 27, & 28. The clinics will take place at the MA track field from 5:00 -6:00pm. The clinics are open to players in grades three to six, registered in the Recreation Department Youth Soccer Program. Opening day for all levels of youth soccer is Saturday, August 7. Registrations for Youth Volleyball are now open. Opening day for volleyball is Tuesday, September 10. On Monday, August 26, 2019, MRD hosted an In-House Pickleball Jamboree. The 16 participants were partnered up by a "blind" draw and played a double elimination tournament format. With the start of the school year next week, our Beyond the Bell Program will once again begin on Tuesday, September 3. The program runs after school until 4:30pm, Mondays through Thursdays. Adult Fitness classes will continue on Tuesday and Thursday mornings at 9:00am through September 19.

Important Dates to Remember

Labor Day, September 2, 2019, All Non-Emergency Departments Closed

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

Department Head Staff Meeting, September 10, 2019, 9 AM

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

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