

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 3, 2019



Town Administrator: This past week's activities included: A meeting with the DPW CBA negotiating committee, attended an orientation meeting with the interim Town Planner Bruce Woodruff, attended the quarterly Joint Loss Management Committee meeting, attended a negotiating meeting with representative of the DPW union, attended a retirement reception for Deputy Town Clerk Kathy Remson, interviewed the part-time Transfer Station attendant candidate, facilitated the bid openings for the States Landing dredging project and the ice rink dasher boards. This coming week's activities include: a meeting with DPW and Recreation staff to review the bids for the ice rink dasher board, attend a personnel management meeting, prepare for and attend the Select Board meeting, a meeting with our Primex representative, continue review of performance evaluations, a business visitation at CruCon. Have a great week.

Finance: Nothing to report this week.

Assessor: Preliminary values notices were mailed to property owners the week of August 12th. 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 used to establish the new values can also be found on the Town's website. The contract assessor, Whitney Consulting Group (WCG) held hearings last week, by appointment, Monday through Friday. The office and company handled all phone calls that came in and any questions the taxpayers had. The hearings went very well, providing the taxpayers an opportunity to sit with WCG and discuss the newly established 2019 value placed on their property and how they arrived at the value. The State of NH Department of Revenue Administration attended the hearings on Monday, August 26th. If property owners have any questions or concerns regarding this process or any assessing questions, please do not hesitate to contact the Assessor's Office, Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347.

Tax Collector: Nothing to report this week.

Town Clerk: The month of August 2019 the Town Clerk's office processed 859 - Motor Vehicle Registrations, 49 -Boat Registrations, 178 -Titles, 22-Vital Records (Birth, Death, Marriage, Divorce), 3-Marriage licenses, 34 -Dog Licenses, 3 Aqua Therm Permits, and received Wetlands Applications and various miscellaneous services.

Public Works & Facilities: The Highway team started the week working on the electrical line at the Highway Garage and grading and rolling Far Echo Road. The week continued with assisting the Fire Department with the installation of a new hydrant at the Troop E pond. The rest of the week was spent with part of the crew solving drainage issues throughout Town due to heavy rain, and the balance of the team worked to rebuild the salt and brush containment areas at the Transfer Station.

Facilities & Grounds: This past week was the final work week for the seasonal employees. We mowed and trimmed Town properties as well as the cemeteries, York raked the beaches, blew off the bike path

and striped the soccer field. I met with the pavilion contractor as the construction gets under way. We finished the week with spot patching the ballfield.

Fleet: TRK15 2009 F550 - replaced wiper motor and wiper transmission, the washer pump, and the multifunction switch. Repaired wiring to motor and swapped out defective wiper motor. Repaired clearance lights and replaced plate light, performed state inspection. Repaired starting issue. CAR161 2016 Ford Police Interceptor - replaced rear brake pads and rotors, performed state inspection, checked for parasitic draw. Went to O.M.E. to check WatchGuard. Checked for a coolant leak. TRK20 2007 F550 bucket truck - checked for state inspection. TRK5 2015 F550 dump - checked for state inspection. TRK1 2019 Dodge 3500 pick-up - performed state inspection. EQ13 - moved outside for pick up. Cleaned up shop.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 4 containers of single stream recycle, 8 containers of construction and demolition, 1 container of mixed scrap metal. 182 Freon containing units were recovered. The brush pile was burned. Car counts for this week were Monday 299, Tuesday 350, Friday 579, Saturday 356, and Sunday 350, a total of 1934 residents served.

Moultonborough Fire Rescue: For the period of 08/23/19 to 08/29/19, there were 20 calls for service: 11 – Emergency medical incidents; 2 – Motor vehicle accidents with injuries; 1 – Power line down; 1 – Public service call; 2 – Assist the physically disabled; 1 – Dispatched & cancelled en-route; 1 – Authorized controlled burning; 1 – Hazardous materials release investigation, no hazardous materials found. Incidents Year to date: 590. Automatic Aid: Received once from Center Harbor and twice from Tuftonboro. Stewart’s Ambulance provided automatic aid 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	3 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:41 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:21 mins/sec.
	Average Night & Weekend response time	12:16 min/sec.

Operations: 8/26 - The Department responded to a report of a tree and wires down on Old Mountain Road in the area of the Lakes Region Conservation Trust parking lot. Upon arrival, a tree was found blocking both lanes of travel, with power lines involved. Companies briefly blocked access until NHEC arrived to remove wires and restored power. DOT removed the tree and travel was restored. 8/26 - The Fire Department and Stewart’s Ambulance responded to a two-car accident at the intersection of Gov. Wentworth Highway and Old Route 109. Three patients were treated, two were transported to local hospitals, one patient had to be extricated from the vehicle using hydraulic rescue tools for non-life-threatening injuries. 8/28 - The Fire Department with the assistance of the DPW and Marine Solutions replaced the dry hydrant at “Troop E Pond”. Work continues as the Department assesses and improves its dry hydrants. 8/28 - Chief Bengtson attended a Primex sponsored risk reduction seminar for public safety personnel featuring Gordon Graham at the Grappone Center in Concord. Mr. Graham spoke on eliminating job-based harassment and ethical decision-making.

Moultonborough Police Department: The Police Department recorded 249 log entries, which included the following calls for service, 35 motor vehicle stops, 11 assists to Fire/EMS, 3 Directed Patrols, 3 arrests, 6 complaints, 1 MV Accident, 5 MV Complaints, 0 residential alarms, 0 commercial alarms and 3 K-9 complaints.

Land Use Department: The Interim Town Planner began his contracted work for the Town during the week of August 19th. His regular office hours (unless there is a Monday holiday) will be Mondays and Wednesdays each week. He worked on a new GIS multi-year plan and getting up to speed on development proposal review, ordinances and regulations.

Recreation Department: On Friday, September 6, MRD will hold the Parent/Player meeting for youth sports from 6-7 p.m. at Kraine Meadow Park. Expectations and sportsmanship will be the focus of the meeting, as we start another season. Players will also receive their uniforms at the meeting, before opening day on Saturday, September 7 for all levels. Registrations for Youth Volleyball and Kindergarten Soccer will remain open until Thursday. Volleyball will begin Tuesday, September 10. MRD is planning a Fall Foliage Trip, coming up on October 8. We will visit several sites throughout Franconia Notch and will enjoy lunch in N. Woodstock, and then sit back and relax as the bus travels across the Kancamagus Highway to enjoy the view of the fall colors. Beyond the Bell begins on Tuesday, September 3, after school until 4:30 p.m. This year, MRD staff is planning on using the Town bus for short field trips for the after school program.

Important Dates to Remember

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