

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 9, 2019



---

**Town Administrator:** This past week's activities included: A meeting with DPW and Recreation staff to review the ice rink dasher board bids, attended a personnel management meeting, prepared for and attended the Select Board meeting, a meeting with our Primex representative, continued review of performance evaluations, a DPW CBA negotiations team meeting, and a business visitation at CruCon. This coming week's activities include: A meeting with Code & Compliance Officer and Interim Town Planner regarding changes to permit applications, permit fees and process flow, attend and facilitate the monthly Department Head meeting, DPW CBA negotiations meeting, a phase IIIA Pathway meeting with Town Engineer, Recreation Director and DPW Director, meetings with Finance Director, Chief Bengtson and Chief Monaghan regarding budget accounts, a meeting with Spectrum Communications on Town broadband coverage, and a meeting with the Library trustees. Have a great week.

**Finance:** Nothing to report this week.

**Assessor:** A list of the preliminary 2019 values can be viewed on the Town's website, under Assessing, 2019 Valuation Update Information, and also is available at the Town Hall and Library. A list of qualified sales used to establish the new values are also on the Town's website. Whitney Consulting Group is visiting some properties for items that were brought forward by taxpayers at the hearings. The MS-1 will be submitted to the State of NH to begin setting the tax rate for 2019. Property owners with questions or concerns may contact our office, Monday - Friday 7:30 a.m. – 4 p.m.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** Highway spent most of the week on Harvard Camp and Old Harvard Roads, adding gravel, ditching, grading, rolling and watering to change the entire elevation of the first 300 ft of Old Harvard Road, in turn, improving the access onto Bean Road. The rest of the week was spent on culvert and drainage issues throughout Town. The 2019 Road Program road reconstruction section of Ossipee Mountain Road was paved on Saturday. Work that remains for this year's program includes installation of gravel shoulders on Hanson Dr., Hanson Mill Rd. and Ossipee Mountain Rd.

**Facilities & Grounds:** Last week the F&G crew continued to mow and trim Town properties, cemeteries and rake the beaches. I met with the alarm company about cameras at Town Hall, the Recreation building, the Library as well as the Public Safety Building for door access. The contractor is in the framing stages of the Kraine Meadow Pavilion.

**Fleet:** TRK5 2015 F550 dump - replaced transmission lines, resealed oil filter housing, repaired broken studs and gasket at tailpipe assembly, performed PM – B/C service, replaced steering box and started on mud flaps. 15-E-3 2019 HME 1871 Pumper - performed first PM service. TRK3 2018 Dodge 3500 - took to AutoServe for warranty work. EQ13 2000 Komatsu loader - got running for the towing company to load on the trailer to haul off. Performed administrative duties. Pushed up chip pile.

**Transfer Station:** Last week 4 containers of municipal solid waste, 3 containers of single stream recycle, and 10 containers of construction and demolition were shipped. Last week's car count: Monday closed, Tuesday 686, Friday 568, Saturday 484, Sunday 235, total of 1973 served.

**Moultonborough Fire Rescue:** For the period of 08/30/19 to 09/05/19, there were 20 calls for service: 1 – Excessive heat, scorch burns with no ignition; 15 – Emergency medical incidents; 1 – Aircraft standby – DHART; 1 – Public Service; 1 – Good intent; 1 – Alarm system sounded due to malfunction. Incidents Year to date: 610. Automatic Aid: Received once from Center Harbor and once from Tuftonboro. Stewart's Ambulance provide automatic aid three times. Mutual Aid: None. Overlapping Incidents: There were 5 instances where 2 incidents were occurring concurrently.

<b><u>Staffing:</u></b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	4 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	08:52 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:30 mins/sec.
	Average Night & Weekend response time	11:48 min/sec.

**Operations:** 8/30 - An oil burner inspection on Richardson Shores Road was conducted by Chief Bengtson. 8/30 - Dispatched to Moultonboro Airport to standby for an incoming medical helicopter landing. An ambulance responding from Ossipee requested the helicopter from Dartmouth-Hitchcock Hospital for a trauma patient being transported.

**Moultonborough Police Department:** The Police Department recorded 270 log entries, which included the following calls for service, 33 motor vehicle stops, 9 assists to Fire/EMS, 1 Directed Patrol, 2 arrests, 3 complaints, 2 MV Accidents, 4 MV Complaints, 2 residential alarms, 1 commercial alarm, and 3 K-9 complaints.

**Training:** 09/04–9/05 SRO Baker attended DV training in Manchester. 09/06–Off. Cortese attended Taser training. 09/06–Off. Singletary attended Taser training. 09/06–Off .Welch attended Taser training.

**Land Use Department:** Nothing to report this week.

**Recreation Department:** The 2019 youth soccer program began last Saturday, including our first ever session of “High Five” soccer for 4 and 5 year old's who aren't yet in kindergarten. Youth volleyball gets underway on September 10<sup>th</sup>. Information for our Fall October 8<sup>th</sup> Foliage Trip is out (rain date October 11<sup>th</sup>), geared to senior adults, and reservations are now being taken. We're also offering a series of 4 shopping trips utilizing the bus: Friday 9/20 to Tanger Outlets in Tilton; Friday 10/18 to Concord; 11/15 to North Conway; and Friday 12/20 to Tilton. These have been promoted through the Meals Program as well as our usual advertising. Pick up will be at the Function Hall and if a second spot is requested, at the Park. The outdoor pickle ball session continues through the end September before moving indoors, a cooperative program with Meredith Parks & Recreation, located at the Meredith Community Center. Beyond the Bell started on the first day of school and runs through October 24<sup>th</sup>.

### **Important Dates to Remember**

**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**