

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 16, 2019



Town Administrator: This past week's activities included: A meeting with Code and Compliance Officer and Interim Town Planner regarding changes to permit applications, permit fees and process flow, attended and facilitated the monthly Department Head meeting, prepared for and attended DPW CBA negotiations meeting, a phase IIIA Pathway meeting and site tour with the Town Engineer, Recreation Director and DPW Director regarding the location of phase III, meetings with Finance Director, Chief Bengtson and Chief Monaghan regarding budget accounts, a meeting with Spectrum Communications on Town broadband coverage, a meeting with the Library trustees regarding building intrusion safety, and a meeting with the DPW Director and Assessor regarding Town owned property on Bean Road. This coming week's activities include: Management training with Town Counsel, meeting with HR Manager regarding updates to personnel policies and other personnel matters, prepare for and attend the Select Board's regular meeting, address inquiries regarding Town owned property, and prepare notices for sale of Town owned surplus equipment. Have a great week.

Finance: Nothing to report this week.

Assessor: Preliminary 2019 values can be viewed on the Town's website, under Assessing, 2019 Valuation Update Information. A printed listing is available at Town Hall and Moultonborough Library. Whitney Consulting addressed items that were brought forward by taxpayers at the hearings. The MS-1 form was submitted to the State of NH to begin setting the 2019 tax rate. If property owners have any questions or concerns regarding this process or any assessing questions, please contact the Assessor's Office, Monday - Friday 7:30 a.m. to 4 p.m.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway team started the week ditching, grading and rolling on Harvard Camp and Old Harvard Roads. R. DeDucca, B. Gray, Jim Nave, and J. Stendor attended the Green SnowPro Salt Symposium in Concord, which included the best practices for salt usage. The week ended working on the electrical line to the well at the Highway Garage. The 2019 Road Program road reconstruction work that remains includes installation of the gravel shoulders on Hanson Drive, final ditch line grading of Ossipee Mountain Road, and widening of Ben Berry shoulder paving.

Facilities & Grounds: Last week the F&G crew continued to mow and trim Town properties, cemeteries and the playground. We York raked and cleaned the beaches. The contractor continues work on the new pavilion.

Fleet: TRK5 2015 F550 - installed mud flaps driver side, installed p/s return line and bleed system. Repaired wind shield washer hoses and nozzle. Replaced air filter. Dealt with steering box issue. TRK4 2012 F350 pick up - replaced passenger front wheel bearing assembly. Replaced rear brake pads and rotors, also replaced rear calipers and bled system. Repaired taillight wiring. Installed b/u alarm

performed pm-b service and performed state inspection. Replaced air charge tubing. Replaced wiper blades. Message board (plate #G25509) - replaced trailer jack wheel. Also repaired right rear. stabilizer jack. TRK10 2007 Peterbilt - start replacing rear brakes and drums. Re-tapped threads for backing plates. Perform administrative duties. Loaded trucks. Ordered parts. EQ14 2015 CAT 926m fuel unit and refill D.E.F. fluid.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle, 10 containers of construction and demolition, and 1 container of mixed scrap metal. Plans were discussed for an improved bunker for shingles. The brush pile was burned. The pole barn was cleaned and organized. Car counts for this week were: Monday 376, Tuesday 377, Friday 322, Saturday 351, Sunday 255, a total of 1681.

Moultonborough Fire Rescue: For the period of 09/06/19 to 09/12/19, there were 12 calls for service: 1 – Brush or brush and grass mixture fire; 5 – Emergency medical incidents; 1 – Water Rescue; 1 – Oil Spill; 1 – Assist Invalid; 2 – Dispatched & cancelled en route; 1 - Authorized controlled burning. Incidents Year to date: 622. Automatic Aid: Stewart’s Ambulance provide automatic aid 6 times. Mutual Aid: None. Overlapping Incidents: There were 2 instances where two incidents were occurring concurrently.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night Staffing	1 firefighters
	Average Weekend Staffing	4 firefighters

Response Times: Due to a software issue, this information is not available.

Operations: 9/6 - 2 oil burner inspections on Krainewood Drive were conducted by Chief Bengtson. 9/6 - An oil burner inspection on Kims Alley was conducted by Chief Bengtson. 9/6 - Fire Department personnel assisted with the raft removal at the Long Island Beach.

Moultonborough Police Department: The Police Department recorded 250 log entries, which included the following calls for service, 21 motor vehicle stops, 2 assists to Fire/EMS, 2 Directed Patrols, 1 arrest, 4 complaints, 1 MV Accident, 4 MV Complaints, 6 residential alarms, 4 commercial alarms and 2 K-9 complaints.

Training: 9/11 Sgt Boucher completed Taser training.

Land Use Department: The Interim Town Planner began work on the open items on the Planning Board Work Plan and met with some of the principle points of contact to discuss next steps. The Planner met with CAI representative, Tim Fountain to prepare a baseline and develop an updated GIS Multi-Year Development Plan for implementation. The Planner worked on the wording of proposed zoning changes with the Land Use Task Group and is preparing draft warrant language and change justification. The Planner met with two potential developers to review development information, requirements and process steps moving forward. The Planner continues to work on solving issues with previously approved projects and applications at the request of the Planning Board.

Recreation Department: Registrations for the Indoor Pickle Ball program offered in collaboration with Meredith Parks and Recreation, held at the Meredith Community Center will start on October 1st. Registrations are being accepted and there are only 4 spots left as of this morning. Outdoor Pickle Ball will wrap up on Friday September 27th. It has been a very successful outdoor season. We continue to take registrations for the Foliage Trip on October 8th. This is a great trip to view New Hampshire in its

autumn splendor. Youth soccer is going well, as is Beyond the Bell, an after-school program. The Pathway Association/Committee met September 11th, with the goal is to re-vitalize the volunteer commitment for the project and for the Road Race. The Recreation Advisory Board met on Monday September 9th. There is now an opening on that board. This Thursday Dan, Donna T. and Donna K. will all be attending the New Hampshire Recreation and Park Association Conference and Awards Banquet. Donna K. will be attending the National Recreation and Park Association conference in Baltimore, MD. September 24th – 26th. She will be presenting a session at the conference and has also been asked to assist with another session.

Important Dates to Remember

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

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