

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 30, 2019



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**Town Administrator:** This past week's activities included: a meeting with the Town DPW CBA negotiating team, a meeting with the DPW Director on pending projects and reports, attended the employees' health and wellness fair, attended a negotiations meeting with the DPW CBA representatives, prepared for and attended the Select Board's work session, attended the public hearing on Health Trust health insurance rate setting for 2020 and learned the 2020 rates will be voted on October 7th with an estimated 7% increase proposed, continued work on the States Landing project with the Town Engineer and met with the Town's 2020 Census representative. This coming week's activities include: meeting with the DPW Director and HR Manager to continue revisions to the DPW operations guidelines, a meeting with representatives of the Library Trustees regarding the FY20 budget process, continue to work with the Town Engineer and interested marine contractors regarding the States Landing dredging project, prepare for and attend the Select Board meeting, continue work on the DPW CBA, organize and schedule Department Head training for the new budget module software and continue work on several personnel performance evaluations. Have a great week.

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

**Assessor:** The MS-1 form was submitted to the State of NH to begin setting the 2019 tax rate. We are waiting to hear from the State for a tax rate setting date. We continue to update the new Avitar program with sketches and table changes. If property owners have any questions or concerns regarding assessing, please 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:** Nothing to report this week.

**Department of Public Works:** Highway's week began with part of the crew setting blocks to create a bulk shingle disposal area at the Transfer Station, while the balance of the team graded and rolled Ben Berry, Blacks Landing, Bodge Hill and Evans Roads. The entire Highway team attended Spreader Calibration class in Meredith. The rest of the week the team worked on the electrical line at the Highway Garage. The 2019 Road Program road reconstruction work is complete. Equipment Operator B. Gray and Mechanic S. Sorrel have achieved the level of Road Scholar I, and Director C. Theriault has achieved Senior Road Scholar in the UNHT2 Road Scholar Program.

**Facilities & Grounds:** Last week the F&G crew trimmed and mowed the Playground and various cemeteries. We started to dismantle the dasher boards at the ice rink in preparation for the new system. The contractor is making progress on the new pavilion.

**Fleet:** TRK5 2015 F550 - replaced rear leaf spring assemblies and upgrade helper springs. Bled power steering system, repaired parking lights and state inspected. TRK19 2018 Dodge 1500 - performed state inspection. TRK11 2016 F350 - replaced front brake pads and rotors. Performed PM-B service, repaired

rear lights, and replaced steering damper. Performed state inspection. Replaced wiper blades. TRK10 2007 Peterbilt - replaced dump piston. EQ40 2018 Volvo Roller - installed strobe lights (Jeff Stendor). Went to D.P.W. mechanics training class at Medfield Mass. D.P.W.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, and 4 of construction and demolition. The brush pile was burned. The car counts were Monday 301, Tuesday 343, Friday 403, Saturday 311 and Sunday 233, a total of 1591 being served.

**Moultonborough Fire Rescue:** For the period of 09/20/19 to 09/26/19, there were 24 calls for service: 1 – Building fire, West Ossipee; 11 – EMS incidents; 1 – Motor vehicle accident with injuries; 1 – Watercraft rescue; 1 – Gas (LPG) leak; 1 – Assist Police/other government agency; 1 – Public service call; 1 – Assist the physically disabled; 1 – Dispatched & cancelled en-route; 2 – Authorized controlled burning; 1 – Carbon monoxide detector activation due to malfunction; 1 – Smoke detector activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Incidents Year to date: 662. Automatic Aid: Center Harbor provide automatic aid 3 times, Tuftonboro provided automatic aid once. Mutual Aid: Mutual aid was provided to West Ossipee on 9/20 for a multiple alarm fire on 3 Puritan Lane. Two apparatus and crews responded. Overlapping Incidents: There were 6 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	5 firefighters
	Average Night & Weekend Staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:33 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:56 mins/sec.
	Average Night & Weekend response time	14:41 mins/sec.

Operations: 9/20 - Engines 3 & 4 responded to Puritan Lane in West Ossipee for a multiple alarm fire involving two structures. All crew were released after about 5 1/2 hours. 9/22 - At 12:11 am, Moultonborough and Tuftonboro Fire Departments were dispatched for a boat in distress in the area of Little Bear and Ragged Islands. Both departments responded with their fireboats and were unable to find the boat. The boat was later located at a Little Bear dock and confirmation was made that no problem existed.

**Moultonborough Police Department:** The Police Department recorded 234 log entries, which included the following calls for service, 21 motor vehicle stops, 8 assists to Fire/EMS, 2 Directed Patrols, 1 arrest, 7 complaints, 1 MV Accident, 5 MV Complaints, 3 residential alarms, 2 commercial alarms and 1 K-9 complaints.

Training: 9/25-9/26 Officers Balser and Welch completed Advanced Roadside Impaired driving enforcement in Claremont NH.

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

**Recreation Department:** MRD is offering a Fall Foliage trip to Franconia Notch State Park on October 8. The trip will include stops at Cannon Mountain, The Old Man of the Mountain Memorial, and The Basin. Participants will enjoy an Oktoberfest Buffet Lunch at the Indian Head Resort and seats are still available. Donna T. will be teaching a Safe @ Home class at Holderness Recreation this Saturday, October 5. The Safe @ Home class is a great new addition to the SafeSitter® program, geared towards children in grades 4-6, with the goal to begin preparing children to be able to stay home alone. MRD is preparing for several events coming up in October. On the 16<sup>th</sup>, MRD will be hosting a Pumpkin

Carving Party at the Beyond the Bell after school program. October 17<sup>th</sup>, another carving party will be hosted by MRD for local girl scouts. The jack-o-lanterns will be lit and on display along the trail for our Jack-O-Lantern Lane event on October 19. This event is held in collaboration with Castle in the Clouds and the Lakes Region Conservation Trust and open to the public of all ages from 5:30-7:30 p.m. This event was highly attended last year, and we anticipate another great turn out this year. Pumpkin donations are needed for this event. Anyone interested in donating a pumpkin, carved or whole, can drop it off at the Recreation Department any time before October 16. The annual Halloween Party will be held at MCS, on October 25, from 6-8 p.m. Donna K. attended the National Recreation and Park Association Conference in Baltimore, MD last week. In addition to attending many incredible sessions, she co-presented a session entitled “Great Expectations: Balancing Social Equity with Revenue Goals”. Her co-presenter was Chris Nunes from Woodlands, Texas. She was also asked to speak briefly in another session on “Operation Recreation Response – Disaster Preparedness for Parks and Recreation”. Donna was honored to be inducted into the American Academy for Park and Recreation Administration at the conference.

**Important Dates to Remember**

**Board of Selectmen’s Meeting, October 3, 2019, 7 PM**

**Board of Selectmen’s Meeting, October 17, 2019, 7 PM**

**Board of Selectmen’s Work Session, October 24, 2019, 4 PM**

**Department Head Meeting, October 8, 2019, 9 AM**