

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 7, 2019



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**Town Administrator:** This past week's activities included: A 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, continued to work with the Town engineer and interested marine contractors regarding the States Landing dredging project, prepared for and attended the Select Board meeting, continued work on the DPW CBA, organized and scheduled Department Head training for the new budget module software and continued work on several personnel performance evaluations. This coming week's activities include: A meeting with a contractor and others on the States Landing dredge and construction project, prepare for and manage the monthly Department Head meeting, a meeting with the DPW CBA negotiations team, continue work on staff performance evaluations, and continue work on the FY20 budget. Have a great week.

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

**Assessor:** We are waiting to hear from the State for a tax rate setting date. I am entering Sales information into the NH Department of Revenue's Equalization Portal. This information is used to determine the overall ratio for the Town and to determine the accuracy of the assessments, such as the weighted mean, median ratio, Coefficient of Dispersion (COD), and Price Related Dispersion (PRD). We continue to update the new Avitar program with sketches and table changes. Alison Rush completed State Statute Course 2; she has completed both State Statute courses and will continue with assessing education as classes are offered. If property owners have any questions or concerns regarding assessing, please contact the Assessor's Office, Monday - Friday 7:30 a.m. – 4 p.m.

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

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

**Department of Public Works:** Highway's week began with the crew organizing and preparing for the winter season. This included multiple areas of the Highway Garage buildings and grounds. The team continued mixing salt with the winter sand and stone. B. Gray attended principal operator training for the Transfer Station at NHDES in concord. C. Dunn and J. Stendor graded and rolled Buxton Road. The balance of the week the team spent working on the electric line to the well.

**Facilities & Grounds:** The past week the F&G crew started fall cleanup of cemeteries and Town facilities. We finished the demolition of the old dasher boards at the rink. The contractor is making progress on the pavilion, trusses and the beams were up at the beginning of the week and they finished the week with sheathing the roof.

**Fleet:** TRK24 2009 Freightliner - replaced all 4 rear air cans, freed up adjustors, lube chassis, performed state inspection. TRK7 2011 International - get running, dead batteries. EQ25 06 Case skidsteer - replaced leaking grapple piston driver side. CAR151 2015 police interceptor - checked for codes after

recalibration at Irwin's. TRK6 2019 Western Star - perform state inspection, replaced passenger air horn and repair body. Replaced passenger door switch and sander spinner. Lube chassis. TRK10 2007 Peterbilt - finish dump piston installation. EQ32 2017 Eager beaver 20 ton - perform state inspection and lube trailer.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 6 of construction and demolition, and 1 60 yard container of mixed scrap metal. The brush pile was burned. One of our enclosed 42 yd. packer boxes was shipped out for repairs. Car counts for the week; Monday 344, Tuesday 298, Friday 309, Saturday 283 and Sunday 201, a total of 1435 served.

**Moultonborough Fire Rescue:** For the period of 09/27/19 to 10/03/19, there were 21 calls for service: 10 – EMS incidents; 2 – Motor vehicle accident with injuries; 1 – Gasoline/flammable liquids spill; 1 – Carbon monoxide incident; 1 – Assist the physically disabled; 2 – No incident found upon arrival at dispatched location; 1 – Smoke odor/smoke scare; 2 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Incidents Year to date: 683. Automatic Aid: Center Harbor provided automatic aid 3 times; Stewart's Ambulance provided automatic aid once. Automatic aid was provided to Meredith once. Mutual Aid: None. Overlapping Incidents: There were 5 instances where 2 incidents were occurring concurrently and 1 instance where 3 incidents were occurring simultaneously.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:10 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:54 mins/sec.
	Average Night & Weekend response time	15:49 mins/sec.

**Operations:** 9/27 – N. E. Ladder Testing performed annual ladder testing of all the Department's ground ladders. All ladders passed the annual service test, in which weight is applied to the ladder for a specific amount of time and then the ladder is measured for recovery and deflection. 10/1 - Bergeron Protective Clothing was at the station to measure personnel for new turnout gear. Four new sets were ordered. 10/1 - Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Executive Committee meeting. 10/2 - Chief Bengtson performed an oil burner inspection at a new home at a Holly Trail residence.

**Moultonborough Police Department:** The Police Department recorded 231 log entries, which included the following calls for service, 21 motor vehicle stops, 10 assists to Fire/EMS, 2 Directed Patrols, 2 arrests, 8 complaints, 4 MV Accidents, 2 MV Complaints, 2 residential alarms, 2 commercial alarms and 1 K-9 complaint.

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

**Recreation Department:** MRD's youth volleyball team has teamed up with the MA middle level team for a match on Monday, October 7, at 4 p.m. in the MA Gym. The MRD team will play the MA "B" team, while the MA "A" team officiates the game. On October 8, MRD will be taking a fall foliage trip to Franconia Notch. Stops will be made at Cannon Mountain, The Old Man of the Mountain Memorial, The Basin, and Indian Head Resort for an Oktoberfest Buffet luncheon. Friday October 18th, the Town bus will travel to Concord for a shopping trip, leaving at 9 a.m. and returning at 3 p.m. More information is available on our website. Next week will be a busy for MRD. Our Pumpkin Carving Party is on Wednesday, October 16, after school at MCS. October 17th, MRD will host the girl scouts

at the Rec. Dept. at 6 p.m. for more pumpkin carving. The Jack-O-Lanterns will be displayed along the trail for our Jack-O-Lantern Lane event, Saturday, October 19, in the meadows on the grounds of Castle in the Clouds. The event runs from 5:30-7:30 p.m., and all are sure to have an enjoyable family Halloween experience. Also, on October 19, the Carroll County Soccer Team will compete in the Mount Washington Valley Soccer Tournament in Conway.

**Important Dates to Remember**

**Columbus Day, All Non-Emergency Departments Closed, October 14, 2019**

**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**