



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 15, 2019

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**Town Administrator:** This past week's activities included: A meeting with a contractor and others on the States Landing dredge and construction project, prepared for and managed the monthly Department Head meeting, a meeting with the DPW CBA negotiations team, continued work on staff performance evaluations, and continued work on the FY20 budget. This coming week's activities include: Continue work on the proposed FY20 budget, continue training coordination with MTS on the budget software module, continue work on the States Landing project with a contractor and Town engineer, prepare for and attend a special Select Board meeting regarding States Landing, prepare for and attend the Select Board's regular meeting, meet with the DPW Director regarding ongoing projects, and meet with Superintendent Andrew regarding local government career day at the Academy. Have a great week.

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

**Assessor:** We submitted the MS-1 form and are waiting to hear from the State to set our tax rate. I am entering sales information into the NH Dept. 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). I attended the Board of Tax and Land Appeals for a Land Use Tax appeal hearing. I am working on the 2020 assessing budget. We continue to update the 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.

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

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

**Department of Public Works:** The Highway team worked on grading and rolling Avon Shores, Blake, Glidden, Old Red Hill, Red Hill, and Sibley Roads. J. Latulippe continued to mix salt with the winter stone and sand that was delivered throughout the week. The end of the week was spent on changing a culvert and working on a drainage issue on Wentworth Shores Road.

**Facilities & Grounds:** Last week F&G crew set up a new flagpole at Kraine Meadow Park. We cut and trimmed trees and brush for the new bocce court location as well as the area around the rink. The contractor is making progress on the pavilion and I met with the electrical contractor for the layout of the electrical work.

**Fleet:** TRK18 2010 Dodge Grand Caravan - Sent to Pemi Glass to remove rear hatch glass then to the body shop to replace the damaged rear hatch. TRK10 2008 Peterbilt - repaired taillight wiring harness, performed state inspection. Removed latch mount assembly to repair it. TRK9 2014 Kenworth - checked out for inspection and installed new front plate. Repaired rear body lights. EQ39 2018 Volvo excavator - replaced bucket teeth. TRK15 2009 F550 - replaced both upper and lower alternators (lower one seized) replaced the bearings in the hydraulic pump idler pulley. TRK20 2007 F550 bucket truck -

replaced cab mounts (deteriorated). Pushed and piled salt into the salt shed. Moved wood chips. Loaded trucks. Performed administrative duties.

Transfer Station: This week we shipped out 1 container of municipal solid waste, 1 of single stream recycle, 7 of construction and demolition. The car counts for this week were Monday 211, Tuesday 355, Friday 358, Saturday 319 and Sunday 241. A total of 1725 cars were served.

Moultonborough Fire Rescue: Nothing to report this week.

Moultonborough Police Department: The Police Department recorded 252 log entries, which included the following calls for service, 17 motor vehicle stops, 13 assists to Fire/EMS, 0 Directed Patrols, 3 arrests, 7 complaints, 4 MV Accidents, 5 MV Complaints, 5 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Training: 6/24 - 6/26 Sergeant Beede attended the NH Police Cadet Academy. 6/24 - 6/28 Officers Cortese and Singletary attended the Police Academy. 6/26 and 6/28 Officer Balser attended the Police Academy.

Land Use Department: The Planner has assisted the Planning Board in revising their Site Plan Review Regulations in order to move to a numerical ordering system for ease of use and revising some wording that will clarify the initial steps for beginning the development review process. This amendment is available to the public in the Land Use Department and will go to the Planning Board's public hearing on November 13<sup>th</sup>. Two Zoning Ordinance draft amendments were prepared recently that will also go to a Planning Board public hearing on the same date. One amendment clarifies that two family residential uses are not allowed on nonconforming sized lots by right, and the second amendment increases the maximum building height from 32 ft. to 34 ft. These proposed amendments are posted in the Land Use Department and are available on the Town's Website as well.

Recreation Department: Last Tuesday, MRD took 10 participants on the Town bus on a fall foliage trip to Franconia Notch, stopping at Cannon Mountain, The Old Man of the Mountain Memorial, The Basin, and Indian Head Resort for an Oktoberfest Buffet luncheon. The weather was beautiful with many opportunities for pictures. This Friday October 18, 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. It is a busy week for MRD: Pumpkin Carving Party, Wednesday, October 16, after school at MCS; Thursday, October 17, the Girls Scouts will be carving pumpkins at MRD, at 6 p.m. at the Recreation Dept. The Jack-O-Lanterns will be displayed along the trail for our Jack-O-Lantern Lane event, Saturday, October 19, in the Castle in the Clouds' meadows. The event runs from 5:30-7:30 p.m., for an enjoyable family Halloween experience. MRD's youth volleyball wraps up their season this week. They played two games this year, one against a team in Farmington and one against our own middle school "B" team. Saturday, October 19 wraps up the K-4th grade youth soccer program. 3/4 grade teams will be participating in a round robin tournament with Meredith at Meredith's Prescott Park. Our 5/6 soccer team will be playing in the Mount Washington Valley Soccer Tournament in Conway on Saturday, October 19.

#### **Important Dates to Remember**

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

**Board of Selectmen's Non-Public Meeting , October 15, 2019, 5 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, November 5, 2019, 9 AM**