



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 21, 2019



---

**Town Administrator:** This past week's activities included: Attended the ICMA conference Sunday – Wednesday, continued work on the States Landing project with a contractor and Town engineer, coordinated FY 20 budget review meetings schedule with Department Heads. This coming week's activities include: Continue contract negotiations with States Land Contractor, meet with DPW Director on pending projects, attend the closing of Town owned lot in Suissevale, attend the Joint Loss Management Meeting, attend the preconstruction meeting for States Landing project, meet with Conservation Committee on Moultonborough Falls conservation property, meet with all Department Heads to review their proposed FY20 budgets, attend the First Impressions presentation, meet with the HR manager on personnel matters. Have a great week.

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

**Assessor:** We are still waiting to hear from the State of NH Department of Revenue Administration (DRA) to set our tax rate. The sales information has been entered into the DRA Equalization Portal and 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). Alison Rush and I are working on updating the Current Use files to ensure they comply with the RSA's and CUB Rules. 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 through Friday 7:30 a.m. to 4 p.m.

**Tax Collector:** On October 16-17th I attended the Annual Tax Collector's Conference in Conway. One of the sessions involved cyber security by Joe Howland of VC3 which I found very eye opening. There was also a session on emergency & active shooter training with the Derry Police Dept. There are PowerPoint slides and information from that session in the Selectmen's Read file. We received the Bay Sewer Warrant and list, updated the excel spreadsheet, prepared and mailed 140 Bay Sewer Bills. We completed the tax deeding process for seven parcels in Avitar, prepared the Tax Collector's Deeds, mailed the deeds to the Registry for recording and notified the Selectmen and Town Administrator of same.

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

**Department of Public Works:** Highway's week began finalizing the drainage concerns on Sawmill Way. The team continued the week changing a culvert and working on drainage issues on Blake, Bodge Hill, and Evans Roads. Part of the team ended the week cutting trees at the Ice Rink to prepare for the dasher board installation, while the balance of the crew began the maintenance on the sanders and other winter maintenance equipment.

**Facilities & Grounds:** This past week the F&G crew continued with the fall cleanup of cemeteries and Town buildings. We built forms for the new pump house and poured the concrete for the slabs. The

contractor set the wires and the water lines from the wells to the pump house location. We installed some sound acoustic panels at the Recreation Department and also painted the ceiling.

**Fleet:** CAR181 2018 Ford Interceptor SUV - performed PM-B service. 15 -E-1 H.M.E. firetruck - re-adjust steering wheel and repaired air seat. Went to Alan Mello Dodge to pick up the new the pick up after plow and equipment installed. TRK9 2014 Kenworth - replaced rear spring assemblies and u-bolts, up graded air cans to newer style. TRK8 2003 F350 - replaced battery, performed service patch rust.

15-R-3 Firetruck - reported battery issue, replaced driver side batteries. Performed administrative duties. Cleaned the shop.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 single stream recycle, 6 construction and demolition and 1 of mixed scrap metal. The brush pile was burned, and the compost piles were turned/aerated. The Transfer Station recycled 5,600 lbs. of car and truck (wet cell ) batteries at the local scrap yard.

**Moultonborough Fire Rescue:** For the period of 10/18/19 to 10/24/19, there were 22 calls for service: 13 – Emergency medical incidents; 1 – Public Service incident; 1 – Assist the physically disabled; 3 – dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched location; 2 – Smoke detector activation, no fire, unintentional. Incidents Year to date: 752. Automatic Aid: Center Harbor provided automatic aid 3 times. Mutual Aid: None. Overlapping Incidents: There were 5 instances where 2 incidents were occurring concurrently.

<b>Staffing:</b> Overall average staffing per incident	3 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	3 firefighters
Average Night & Weekend Staffing	3 firefighters
<b>Response Times:</b> Overall average response time of first arriving unit	10:31 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:41 mins/sec.
Average Night & Weekend response time	11:07 mins/sec.

**Operations:** 10/22 - Firefighter Wieliczko and Chief Bengtson visited Imaginations Daycare for fire prevention activities. 10/22 -A Supra key box was installed at a Moultonboro Neck Road property. 10/23 - The Fire Chief and Code Enforcement Officer conducted an inspection of a Bean Road occupancy on a follow-up inspection for building, fire and life safety code compliance. Following the inspection, a Place of Assembly permit was issued. 10/23 - Following the Select Board approval of the new Bradbury Road, Chief Bengtson, made notification to NH E-9-1-1 and new street numbers were issued to the homes on the road.

**Moultonborough Police Department:** The Police Department recorded 245 log entries, which included the following calls for service, 25 motor vehicle stops, 5 assists to Fire/EMS, 2 Directed Patrols, 1 arrest, 2 complaints, 1 MV accident, 4 MV complaints, 1 residential alarm, 0 commercial alarms, and 0 K-9 complaints.

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

**Recreation Department:** Last Friday, MRD held our annual Halloween Party at MCS. Over 100 children participated in the costume judging, costume parade, and games. Many of them also enjoyed walking through the Haunted Hallway. Thank you to all our young volunteers who ran the games in the gym, and our adult volunteers who judged, took pictures, and monitored the Haunted Hallway. All in all, between parents, participants and volunteers, there were around 300 people enjoying the event. On

Saturday, MRD hosted the annual Carroll County Soccer Tournament at the Academy. The home team lost their first game, and then battled through the loser's bracket to place 3<sup>rd</sup> overall. There were 10 teams representing towns from Carroll County and nearby Maine that participated. The MA Class of 2021 provided concessions for the event as a fundraiser! Youth Basketball information will be distributed to students at MCS this week. The early bird registration date is November 12. Basketball clinics for players in grades 3-6 begin next week at the Academy and will be hosted by the MA varsity teams. Friday, November 1, MRD will welcome the Plymouth State Women's and Men's basketball teams for our annual Basketball Hoopla, beginning at 5:30 p.m. at the Academy Gym. Children up to grade 6 are invited to participate. The young athletes will go through several skill stations run by the PSU teammates. The night will end with a raffle of several PSU "swag" items donated by the PSU teams! Anyone is welcome to join us at the event as a spectator. On Friday, November 15, MRD is offering a shopping trip to North Conway on the Town bus. The bus will be stopping at numerous places, to accommodate all of your shopping needs. Anyone interested in the trip can sign up at the Recreation Office.

**Important Dates to Remember**

**Board of Selectmen's Meeting, November 7, 2019, 7 PM**

**Veteran's Day, All Non-Emergency Depts. Closed, November 11, 2019**

**Board of Selectmen's Meeting, November 21, 2019, 7 PM**

**Thanksgiving Holiday, All Non-Emergency Depts. Closed, November 28 & 29, 2019**

**Department Head Meeting, November 5, 2019, 9 AM**