



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 12, 2019



Town Administrator: This past week's activities included: Prepared for and directed the monthly Department Head meeting, met with Lakes Region Computer on FY20 budget and 5 year hardware replacement plan, met with representatives of Meredith Village Savings Bank regarding business matters, prepared for and attended the regular Select Board meeting, continued work on the FY20 budget preparation, attended the first construction meeting for States Landing improvements project and continued work on several performance evaluations. This coming week's activities include: Continue work with Department of Revenue to set the 2019 property tax rate, meet with the director of Winnipesaukee Drug Consortium, attend the annual NHMA conference, continue work with Department Heads on the FY20 proposed budget, meet with the owner of Inception Technology regarding our document management program, continue work with HR Manager on policy updates and continue review of performance evaluations. Have a great week.

Finance: Nothing to report this week.

Assessor: We're waiting to hear from the N. H. Department of Revenue Administration (DRA) with the Town's 2019 tax rate. Sales information has been entered into the DRA Equalization Portal and will be submitted this week. 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). The 2019 NH Municipal Association Conference is this week. Alison is scheduled to attend Wednesday and I am scheduled to attend Thursday and are both registered for several educational sessions. Alison Rush and I continue to work on updating the Current Use files to ensure they comply with the RSA's and CUB Rules and 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 4p.m., 603-476-2347.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway crew began the week grading Far Echo, Ferry, and Wentworth Shores Roads. The week continued with part of the team working on multiple drainage and culvert issues on Bodge Hill and Evans Roads, while the rest of the crew worked on filling and repairing potholes on paved roads throughout Town. The week ended connecting plows and doing repairs on the winter maintenance equipment to prepare for the upcoming storm. The States Landing Beach Project is underway. Tree clearing and stumping has been completed for the dredging operation. The dredging contractor has mobilized and has completed erosion control installations and will be preparing for the dredging operation this week.

Facilities & Grounds: The F&G crew spent the week building the new dasher board system for the ice rink.

Fleet: 15-T-1 2018 International - checked out why check engine light was on, test system found DEF issue. Sent to Liberty for warranty repair. TRK8 2003 F350 - finish up body repairs. TRK4 Swenson spreader - replaced front idler wheels and shaft, adjust chain and lube unit. TRK10 2008 Peterbilt - performed PM-B service fluid film chassis, replaced crankcase breather filter, replaced broken hood cable weld plow frame and adjusted trip block, pulled inner plate to inspect chain, replaced plug and wiring for plow lights. 15-E-1 HME 1871 series fire truck- check for oil leak and check steering box. TRK24 2009 Freightliner - replaced main hydraulic line and refill system, installed onspot heads and replaced bearings in spinner head, repaired sander lights. TRK7 2019 Western Star - install plow jack on new plow. TRK6 2018 Western Star - repaired headlight on plow. TRK9 2014 Kenworth - install onspots and adjust. Got truck 4 and the new TRK1 to O.M.E. to swap out equipment. Performed facility audit.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recyclable, 5 of construction and demolition, 1 of mixed scrap metal, and 22 pallets of electronics. The brush pile was burned. Car counts for the week were: Monday 280, Tuesday 294, Friday 355, Saturday 261, Sunday 284, a total of 1,474 served.

Moultonborough Fire Rescue: For the period of 11/01/19 to 11/07/19, there were 28 calls for service: 1 – Building fire; 2 – Brush fires; 8 – Emergency medical incidents; 1 – Carbon monoxide incident; 2 – Power lines down; 3 – Trees down in road; 2 – Unauthorized burning; 2 – Dispatched & cancelled enroute; 2 – No incident found upon arrival at dispatched address; 1 – Authorized controlled burning; 1 – Smoke/odor investigation; 2 – Alarm system sounded due to malfunction; 1 – Carbon monoxide detector activation due to malfunction. Incidents Year to date: 790. Automatic Aid: Center Harbor provided automatic aid 3 times. Stewart’s Ambulance provided aid responses 4 times. Mutual Aid: Aid was given to Sandwich 3 times. Overlapping Incidents: There were 2 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	12:00 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	14:25 mins/sec.
	Average Night & Weekend response time	10:30 mins/sec.

Operations: 11/1 - Chief Bengtson and CEO Zalewski met to discuss code issues for several new proposed occupancy uses. 11/1 - Chief Bengtson met with the Town Administrator to review the Fire Department 2020 proposed budget. The Chief will provide follow up information as requested by the TA. 11/4 - Supra Box unlock and key change for a Tommy Lot Road occupancy. 11/4 - Monthly Officers meeting with Call firefighting personnel. 11/5 - Monthly Staff Meeting with Town Administrator. Chief Bengtson had to leave for brush fire

Moultonborough Police Department: The Police Department recorded 229 log entries, which included the following calls for service, 15 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 0 arrests, 6 complaints, 6 MV Accidents, 0 MV Complaints, 3 residential alarms, 2 commercial alarms and 3 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: The “Early Bird” Registration deadline for youth basketball players in grades 3-6 is November 12th. Last week we offered basketball clinics run by the Moultonborough Academy Boy’s and Girls’ Varsity teams and were held Monday – Thursday. Intramural or “In-house” games will begin on Saturday December 14th. Games against teams from Meredith and Sandwich will get underway the first week in January. “High Five” and K – 2nd grade basketball players have until later in December to register for the program when their season begins in January. We are running an adult trip to Yankee Candle and the Butterfly Emporium on Wednesday December 4th and a shopping trip to North Conway for this Friday. Donna K. and Donna T. are both taking the Youth Mental Health First Aid training program and should receive certifications as trained in this area. Donna K. was a presenter at the Cortland, NY Recreation Conference held at the SUNY Cortland last week.

Important Dates to Remember

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, December 3, 2019, 9 AM