

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 18, 2019



**Town Administrator:** This past week's activities included: Continued work with Department of Revenue to set the 2019 property tax rate, meeting with the Director of Winnipesaukee Drug Consortium regarding changes to our employee DOT random drug and alcohol testing program, attended the annual NHMA conference, continued work with Department Heads on the FY20 proposed budget, met with the owner of Inception Technology regarding our document management program, continued work with our HR Manager on policy updates and continued review of performance evaluations. This coming week's activities include: Meet with the Recreation Director regarding the phase III Pathway plan, meet with the HR Manager regarding preparation for discussion with the Board regarding the wage range analysis and recommendations, attend the Frist Impressions follow-up meeting, continue work on the FY20 budget, meet with the DPW staff and HR Manager to review the update ad rewrite of the Department's operating guidelines, meet with the SAU Superintendent and Academy representatives regarding a local government career day, and prepare for and attend this week's Select Board meeting. Have a great week.

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

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

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

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

**Department of Public Works:** The Highway crew began the week plowing, salting and sanding, both paved and dirt roads, throughout Town due to the snow, sleet, and rain events. They continued the week working on the pump house behind the Highway Garage. The week ended with ditching and drainage work at the Transfer Station. The States Landing Beach Project is underway. The excavator platform has been installed and dredging has begun.

**Facilities & Grounds:** Last week the F&G crew treated roads and parking lots. Some minor building repairs were made to the radiant heat at PSB. Picked up the picnic tables from Long Island Beach and continued working on the pump house. Dennis marked the parking lots for the winter maintenance.

**Fleet:** EQ16 2015 Cat Skidsteer - replaced seater heater switch, installed door and hardware. Eq12 2009 John Deere backhoe - check out heater issue, ordered blower motor. TRK11 2016 F350 - repaired spinner motor wiring and secure spinner motor assembly, replaced broken strobe lights. CAR171 2017 F150 - mounted snow tires. CAR151 2015 Police interceptor - mounted snow tires. TRK1 2019 Dodge 3500hd - wire up sander lights and install mud flaps, set up floor mats. CAR152 2015 Police Interceptor - mounted snow tires. TRK3 2018 Dodge 3500 hd - mounted snow tires. CAR141 2014 Police Interceptor - mounted snow tires. Cleaned shop and moved tires.

**Transfer Station:** Last week we shipped 2 containers of municipal solid waste, 2 single stream, and 4 construction and demolition. The brush pile was burned. Vehicle count for the week: Tuesday 220, Friday 322, Saturday 321, Sunday, 236. Total served 1,099.

**Moultonborough Fire Rescue:** For the period of 11/08/19 to 11/14/19, there were 11 calls for service: 8 – Emergency medical incidents; 1 – Lockout; 1 – Smoke/odor removal; 1 – Alarm system sounded due to malfunction. Incidents Year to date: 801. Automatic Aid: Center Harbor and Stewart's Ambulance provided automatic aid once each. Mutual Aid: None. Overlapping Incidents: None.

<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	10:56 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:54 mins/sec.
	Average Night & Weekend response time	13:10 mins/sec.

**Operations:** 11/13 - The fire boat at Lee's Mills has been taken out of service for the season.

**Fire Permits:** The recent snow fall has triggered some inquiries about the need for fire permits. Fire permits are not required if there is snow cover on the ground for 100 feet in every direction around the brush pile.

**Moultonborough Police Department:** The Police Department recorded 218 log entries, which included the following calls for service, 18 motor vehicle stops, 3 assists to Fire/EMS, 1 Directed Patrol, 1 arrest, 3 complaints, 0 MV accidents, 1 MV Complaint, 4 residential alarms, 6 commercial alarms and 1 K-9 complaint.

**Land Use Department:** The Planner is working with the Septic Health Committee to draft a new health ordinance proposal. The Planner is working with the Land Use Task Group in exploring whether form based zoning regulations fit specific areas of Town or not.

**Recreation Department:** Tuesday, November 19, is the youth basketball registration deadline for grades 3-6. Team practices will begin after Thanksgiving. Dec. 14<sup>th</sup> and 21st MRD will host in-house games at MA. The deadline for the younger levels of Basketball, K-2, is on Tuesday, Dec 10. Practices for these levels will begin in January. There will be a mandatory Parent/Player meeting for Youth Basketball on Thursday, November 21 at 6 p.m. in the Multi-Purpose Room at MCS. MRD has some exciting events coming up around the holidays. Wednesday, December 4, MRD is offering a trip to the Yankee Candle Village and Magic Wings Butterfly Conservatory in S. Deerfield, MA. On Saturday, December 7, MRD will be participating at the PTA Holiday Fair at MCS. Our annual Greetings from the North Pole event will be held on Tuesday, December 10. And, our Open House event, coordinated with the Library, will be held on December 13.

#### Important Dates to Remember

**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**