

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 2, 2019



Town Administrator: This past week's activities included: Finalized the proposed FY20 budget and prepared budget books for Board and ABC members for pickup on Wednesday, a construction project meeting at States Landing, and a meeting with the interim Town Planner regarding the former Taylor house, attended the bid opening for two DPW trucks, processed applications for human service assistance, and continued review of employee performance evaluations. This coming week's activities include: Meet with Department Heads in preparation for budget meetings with the Board and ABC, continue review of employee performance evaluations, prepare for and direct the monthly Department Head meeting, prepare for and attend the employee open enrollment session, prepare for and attend the regular Board meeting, and prepare for and attend the first FY 20 budget review work session on Friday. Have a great week.

Finance: Nothing to report this week.

Assessor: We received the 2019 tax rate from the NH Department of Revenue Administration (DRA). The new tax rate is \$7.15 per thousand. Tax Bills have been mailed. Alison Rush continues to work 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. I will be meeting with Whitney Consulting Group to identify which sections of Town will be measured and listed in 2020 as part of the 2nd year cyclical program. Property owners will be notified that a visit will occur. We will begin to measure and list all commercial properties this month to ensure the data is correct and all attributes are considered. The 2019 Final Value information is now posted on the Axis mapping site for the public to view. 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: The month of November 2019 the Town Clerk's office processed 754- Motor Vehicle Registrations, 40 - Boat Registrations, 104 -Titles, 13 - Vital Records (Birth, Death, Marriage, Divorce), 17 - Dog Licenses, 22 - Aqua Therm Permits, received Wetlands Applications and various miscellaneous services. Office Assistant Alana Gilson attended a Vital Record Computer and Procedure training in Concord on Tuesday. We are receiving many requests for absentee ballots for the February Presidential Primary and the Town March election.

Department of Public Works: Highway's week began with the crew plowing and salting an ice, sleet, and freezing rain event. The team spent the majority of the week fixing damaged roads on the east side due to a flash flooding event. The week ended plowing and salting a wet snowstorm event. The States Landing Beach Project continues. The second half of the dredging area has started and is anticipated to be completed in the next week.

Facilities & Grounds: The past week the F&G crew finished some fall cleanup around the Playground and some cemeteries. We started to prep the rink for ice. We are preparing for the Christmas tree and wreaths in the village.

Fleet: EQ22 1969 Zamboni - get running for the season, perform annual pm service. TRK15 2009 F550 - mount studded snow tires, and general check over. TRK10 2008 Peterbilt - replaced flexpipe and intermediate pipe and clamps, replaced leaking wing piston. TRK82003 F350 - repaired plow wiring and topped off plow fluid. TRK4 2012 F350 - replaced broken plow whip. Set up TRK24 to haul gravel after rain event. Set up trucks for weekend storm. Cleaned shop. Repaired shop air system.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 6 of construction and demolition. Car counts for last week were Monday 275, Tuesday 327, Friday closed, Saturday 759, Sunday 233. Total of 1,514 served.

Moultonborough Fire Rescue: For the period of 11/22/19 to 11/28/19, there were 14 calls for service: ; 6 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Mutual aid station coverage, Tuftonboro; 2 -Dispatched & cancelled en-route; 2 – Alarm system sounded due to malfunction; 1 – alarm system activation, no fire, unintentional. Incidents Year to date: 824. Automatic Aid: Center Harbor provided automatic aid twice and Stewart’s Ambulance provided automatic aid once. Mutual Aid: Once given to Tuftonboro. Overlapping Incidents: Two.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:58 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:23 mins/sec.
	Average Night & Weekend response time	13:47 mins/sec.

Operations: 11/25 - Firefighter Chris Bassett and Chief Bengtson toured the Gilford Fire Rescue training facility at the Gilford Transfer Station. The facility was constructed using stacked cargo containers and provides many training opportunities for Gilford fire personnel. It Allows for training on essential skills such as throwing ladders, stretching and flowing lines, conducting searches, and controlled live fire training. MFR personnel are researching options to replace the training trailer at the Moultonboro Neck fire station with something more versatile and durable. 11/28 - Call firefighters Chris Bassett and James Frangelli worked providing station coverage during the Thanksgiving Day holiday. While on duty the crew responded to two automatic fire alarms and one request for mutual aid from Center Harbor for a building fire.

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 231 log entries, which included the following calls for service, 59 motor vehicle stops, 3 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 4 complaints, 3 MV Accidents, 0 MV Complaints, 3 residential alarms, 0 commercial alarms and 2 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Youth Basketball practices for grades 3-6 begin this week. In-house games for these levels are scheduled for December 14 & 21. Registrations are still open for the preschool through grade 2 instructional levels. Practices for the younger players will begin Saturdays, January 4. Our Greetings from the North Pole event takes place next Tuesday, December 10. *Santa* will be in the house making phone calls to check up on local children and be sure they are on the Nice list! People can sign their child up at the PTA Holiday Fair this Saturday, December 7 at MCS, at MRD's table, or they can also sign up at the Recreation Office any time before the event. Coming up on December 13, MRD will celebrate the holidays with the annual Open House event. This event is collaboratively planned with the Moultonborough Public Library to bring families an evening of Holiday Cheer. The fun begins at 5 p.m. at the Recreation Department with Holi-Games for all ages, the *Craziest Holiday Outfit contest*, and several crockpot dishes to choose from for dinner. Guests will then make their way to the lawn by the Library for their annual Tree-Lighting at 6:15 p.m. with sweet treats and a visit from Santa to follow inside. The adult trip to Yankee Candle Village and Magic Wings on December 4 has been cancelled, as not enough people signed up for the trip.

Important Dates to Remember

Board of Selectmen's Meeting, December 5, 2019, 7 PM

Selectmen & Advisory Budget Committee Work Session, December 6 & 13, 2019, 8:30 AM

Board of Selectmen's Meeting, December 19, 2019, 7 PM

Merry Christmas, All Non-Emergency Depts. Closed, December 25, 2019

Board of Selectmen's Work Session, December 26, 2019, 4 PM

Happy New Year, All Non-Emergency Depts. Closed, January 1, 2020

Department Head Meeting, December 3, 2019, 9 AM