

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 16, 2019



Town Administrator: This past week's activities included: Attended LRPC's monthly meeting and legislative reception, continued to review and prepared employee performance evaluations, prepared for and attended the second FY20 budget review session with the Select Board and ABC, continued work on year end preparations and attended the weekly States Landing construction project meeting. This coming week's activities include: Coordinate additional engineering work with Town engineer on States Landing project and Phase III of the Pathway project, attend the project punch list meeting at States Landing on the dredging portion, meet with the Town Planner on pending items, prepare for and attend the Select Board meeting, continue work on the FY 20 budget details. Have a great week.

Finance: Nothing to report this week.

Assessor: Alison Rush continues updating the Current Use files, ensuring they comply with the RSA's and CUB Rules. Updating continues in the Avitar program with sketches and table changes. We'll begin our 2nd year cyclical program in January 2020. Property owners will be notified that a visit will occur. Measure and listing commercial properties has started, ensuring the data is correct and all attributes are considered. The 2019 Final Value information is posted on the Axis mapping site and the Vision website for public viewing. 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: Highway started the week sanding the icy roads throughout Town. The week continued with ditching work on the east side of Town from the recent heavy rainstorms. The week ended sanding and salting during the ice and freezing rain event.

Facilities & Grounds: Last week the F&G crew installed the aqua-therms at Lees Mill and repaired the fresh air louver at the Neck station. We serviced and moved the Zamboni to the rink building and began our winter maintenance at the rink. B. White attended NHDES SWOT certification class on Friday.

Fleet: TRK1 2019 Ram 3500 - reprogram sander controls. TRK4 2012 F350 pickup - finished replacing p/s lines, bled system, replaced r. rear tire due to broken belts. EQ39 2018 Volvo 145 Excavator - recharge batteries and get running. TRK24 2009 Freightliner 10 wheeler - replaced leaking hydraulic fittings and lines for rear wing piston. TRK10 2008 Peterbilt - tightened up tailgate mechanism. TRK15 2009 F550 - replaced front brake rotors and pads, replaced brake calipers and front brake hoses. Bled brakes. Replaced pass. drag link end. EQ14 2015 Cat 926m loader - repaired broken grease fitting adaptor to upper Z-Bar pin. Cleaned shop, worked on paperwork, treated Town Hall complex and the Transfer Station, and loaded trucks.

Transfer Station: Last week we shipped out 1 container of municipal solid waste, 1 of single stream recycle and 3 of construction and demolition. Car counts for this week were: Monday 189, Tuesday 251, Friday 304, Saturday 191 and Sunday 210, total of 1145 served. The Town's 30 yd open top container was returned from Atlantic Recycle for repairs.

Moultonborough Fire Rescue: For the period of 12/06/19 to 12/12/19, there were 13 calls for service: 1 – Building fire; 1 – Outside rubbish, trash/waste fire; 9 – Emergency medical incidents; 2 -Dispatched & cancelled en-route. Incidents Year to date: 852. Automatic Aid: Center Harbor provided automatic aid 3 times and Stewart's Ambulance provided automatic aid twice. Mutual Aid: None. Overlapping Incidents: 1 instance occurred where there were 2 incidents happening simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	6 firefighters
	Average Night & Weekend Staffing	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:06 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:42 mins/sec.
	Average Night & Weekend response time	08:23 mins/sec.

Operations: 12/10 - Engine 4 was treated for rust/corrosion prevention at Lakes Region Fire Apparatus. 12/10 - Firefighter Brown attended testing for trench rescue at NH Fire Academy and received a passing score. 12/10 - Chief Bengtson and Firefighter Wieliczko conducted annual school inspections at the Academy and Central School. 12/11 - Tanker 1 was treated for rust/corrosion prevention at Lakes Region Fire Apparatus.

Fire Permits: The recent snow fall has triggered 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. New fire permits are being issued for 2020 at the Public Safety Building, Chick-A-Dee station and online at www.nhfirepermit.com.

Moultonborough Police Department: The Police Department recorded 217 log entries, which included the following calls for service, 21 motor vehicle stops, 7 assists to Fire/EMS, 4 Directed Patrols, 1 arrest, 5 complaints, 2 MV Accidents, 2 MV Complaints, 4 residential alarms, 3 commercial alarms and 0 K-9 complaints.

Training: 12/9 - All employees attended CPR training.

Land Use Department: Nothing to report this week.

Recreation Department: On Tuesday, December 13, MRD's annual Greetings from the North Pole event took place. *Santa* was in the house calling children in Moultonborough to be sure they stay on the nice list. Santa spoke to 60 children in 32 families during the event. Last Friday, MRD hosted the annual Holiday Open House for families, run in conjunction with the Public Library. The Recreation Department greeted over 70 people throughout the event. Guests enjoyed games, crafts, a photo station, and dinner, before heading over to the Library for the tree lighting, bingo, dessert, and a visit from Santa. Friday, December 27, MRD will host a Moonlight Madness event for middle school children, grades 5-8. The event will include Gaga Ball, dinner and snacks, a fire pit, and hopefully ice skating on the rink at Kraine Meadow Park, weather permitting. MRD is currently taking registrations for Skating Lessons, beginning on January 7. Learn to Skate and Beginner/Intermediate Figure Skating lessons will take place at Kraine Meadow Park Rink on Tuesday and Thursday afternoons. Pre-registration is required either online or in the office.

Important Dates to Remember

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, January 7, 2020, 9 AM