

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 6, 2020



Town Administrator: This past week's activities included: continue work on FY19 and FY20 budget updates, meeting with HR Manager on wage survey and classification update, a meeting with Chief Monaghan and HR Manager to review pending conditional offers, continue research on building permit fees, continue discussions with Waste Management regarding a proposed contract extension and prepare for and attend the Select Board meeting. This coming week's activities includes; attend a meeting with our document management and GIS mapping vendors to discuss coordinating and consolidation our data information systems, a meeting with a representatives from US Cellular regarding cell service for town accounts, prepare for and coordinate the monthly department head meeting, continue work on the FY19 yearend closing and FY 20 proposed budget, prepare for and attend the Select Board's work session. Have a great week.

Finance: Nothing to report this week.

Assessor: We continue to work on updating the Current Use files to ensure they comply with the RSA's and CUB Rules and updating the Avitar program with sketches and table changes. Commercial Properties are being measured and listed to ensure the data is correct and all attributes are considered. Letters notifying property owners that Whitney Consulting will measure and list their property, will be mailed this week. This is part of the 2nd year cyclical inspection program. If property owners have any questions or concerns regarding assessing, please do not hesitate to contact the Assessor's Office, Monday through Friday 7:30am to 4:00pm, 603-476-2347.

Tax Collector: Nothing to report this week.

Town Clerk: The month of December 2019 the Town Clerk's office processed 768 - Motor Vehicle Registrations, 63 - Boat Registrations, 104 - Titles, 15 - Vital Records (Birth, Death, Marriage, Divorce), 4 - Dog Licenses, 45 - Aqua Therm Permits, received Wetlands Applications and various miscellaneous services.

Department of Public Works: The week began with the team plowing, salting, and sanding during an ice, sleet, and freezing rainstorm event. The week continued with part of the crew maintaining the roads, while the balance of the crew worked on repairs and maintenance. The week ended plowing, salting, and sanding a wet snow, sleet, and freezing rainstorm event.

Facilities & Grounds: The past week the building and grounds crew continued winter maintenance at the town buildings and properties and continue to maintain the ice at the rink.

Fleet: TRK5 2015 F550 replaced broken wing bolt. Repaired sander lights, repaired wiring and replaced one light. EQ16 2015 CAT skid steer set up snow blower and lube unit and check over. Lube skid steer also. TRK24 2009 Freightliner repair plow lights. Replaced driver side unit. TRK10 2007 Peterbilt check for whistle noise, found e.g.r. cooler issue. Will order parts. TRK9 2014 Kenworth diagnose

sander control issue. Also repaired on spots. 15-U-1 2015 F350 replaced blown hydraulic hose to swing piston and refilled system. CAR161 2016 Ford Police Interceptor replaced valve stem in l. f. tire. Check out trouble codes. TRK 24 2009 Freightliner diagnose starting issue. Replaced failed batteries. Replaced hydraulic line from tank to suction line. TRK6 2018 Western Star repaired air leaks in the tailgate control system. Replaced glad-hand cover. TRK2 2012 F550 Repaired sander spinner assembly. Loose pulley. Plowed during Monday's storm. Shoveled snow around building and fuel tanks.

Transfer Station: This week we shipped out 3 containers of municipal solid waste, 3 containers of single stream recycle and 3 containers of construction and demolition. Car counts for this week were Monday 61, Tuesday 152, Friday 390, Saturday 312 and Sunday 245 Total of 1160 residents. The staff cleaned the facility during and after the snow events.

Moultonborough Fire Rescue: For the period of 12/20/2019 to 01/02/2020, there were 33 calls for service: There was: 2 – Building fire; 21– Emergency medical incidents; 1 – Motor vehicle accident; 1 – Animal Rescue; 1 – Tree blocking roadway; 1 – No incident found upon arrival at dispatched location; 2 – Hazardous material release investigation with no Haz-Mat; 1 – Alarm system sounded due to malfunction; 1 – Smoke detector activation, unintentional; no fire, 2 – Alarm system activation; unintentional. 2019 Incidents 909. Incidents Year to date: 3. Automatic Aid: Center Harbor provided automatic aid once, Tuftonboro provided automatic aid once and Stewart's Ambulance provided automatic six times. Mutual Aid: once, given to Meredith for a building fire. Overlapping Incidents: six instances occurred where there were two incidents happening simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Holiday, Night & Weekend Staffing	4 firefighters

<u>Response Times:</u>	Overall average response time of first arriving unit	11:01 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:58 mins/sec.
	Average Night & Weekend response time	11:03 mins/sec.

Operations: 12/21 After receiving a call from NH Fish & Game, personnel responded with the hovercraft to the area Wallace Island for a deer that had fallen through the ice. The hovercraft was used to break up the ice, enabling the deer to swim to shore. The fire department responds to these types of animal rescue incidents to see if rescue is possible and to ensure the members of the public do not endanger themselves trying to attempt a rescue. If anyone observes a pet or animal through the ice, call 911. 12/27 At 8:47 pm, the fire department was dispatched for a reported building fire on Tara Road. Upon arrival Chief Bengtson found a fire in the wall. The fire was quickly extinguished with minimal damage to the structure. Early detection and reporting of the fire by a neighbor limited the damage to the building. 12/30 Moultonborough provided mutual aid to Meredith for a building fire at 120 Powers Road. Crews were on scene for approximately an hour and a half before being released by command.

Fire Permits: New fire permits are being issued for 2020 at the Public Safety Building, Chick-A-Dee station and online at nhfirepermit.com. 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 Moultonborough Police Department recorded 276 log entries, which included the following calls for service, 76 motor vehicle stops, 10 assists to Fire/EMS, 3 Directed Patrols, 0 arrests, 3 complaints, 2 MV Accident, 3 MV Complaints, 6 residential alarms, 1 commercial alarms and 1 K-9 complaints

Training: None this week

Land Use Department: Nothing to report this week.

Recreation Department: Our grade 3-4 and 5-6 basketball teams played games against Meredith and Sandwich this past weekend as the full schedule of youth basketball got underway. Teams played in Meredith and Moultonborough. All of our younger kids had their first week of skills practice and games. This is our first year of offering “High 5” basketball for pre-school children (ages 4 and 5). The winter session of Beyond the Bell got underway last Thursday January 2nd and will run until February vacation week. Ice skating lessons will be starting Tuesday January 7th. We have scheduled the annual Family Skating Party for Sunday January 26th from 2-4 PM .

Important Dates to Remember

Board of Selectmen’s Meeting, January 16, 2020, 7 PM

Board of Selectmen’s Work Session, January 23, 2020

Board of Selectmen’s FY20 Budget Public Hearing, January 30, 2020, 7 PM

Department Head Meeting, January 7, 2020, 9 AM