

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 13, 2020



---

**Town Administrator:** This past week's activities included: attended a meeting with our document management and GIS mapping vendors to discuss coordinating and consolidation our data information systems, met with a representatives from US Cellular regarding cell service for town accounts, prepared for and coordinated the monthly department head meeting, continued work on the FY19 yearend closing and FY 20 proposed budget, prepared for and attended the Select Board's work session and reviewed and processed personnel performance evaluations. This coming week's activities includes; a meeting with Chief Monaghan regarding personnel, a meeting with the Interim Town Planner regarding department activity, a preliminary interview with a town planner candidate, prepare for and attend the Select Board meeting, continue work on FY19 yearend details and preparing the FY20 budget presentation for the January 30<sup>th</sup> public hearing and assist with coordinating the preparation of the annual town report. . Have a great week.

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

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

**Tax Collector:** The office was extremely busy the end of December and the first couple of weeks in January. We must consider the postmark date as the date of payment and need to wait for online payments made at the end of December to clear, so we are unable to close out 2019 until January 9, 2018. This creates a challenge as we are unable to enter payments made in 2020 into the system until 2019 is balanced and closed out. Once we completed entering payments postmarked or made online in 2019, we had Avitar prepare the script to transfer payments 2019. Once all accounts were balanced, we prepared the necessary reports for the Selectmen, DRA, Town Report and the Auditors, uploaded the MS-61 to DRA and closed out 2019 in our tax program. The final collection figures indicated that we collected approximately 97.5% of the total real estate taxes warranted which is on par with years in the recent past. The online payments continue to be very popular as we have collected approximately 2.5 million in taxes online, almost \$600,000 more this year than in years past. Now that we have successfully balanced and closed out 2019, we now begin the tax lien process by sending out delinquency notices. We expect to send the notices out the week of January 20<sup>th</sup>. I obtained permission from the Bay District Sewer to allow Deputy Ashley Pouliot to be the responsible representative for the billing, collecting, liening and deeding sewer taxes this past year. I am pleased to report that she did so successfully and just completed her first Annual Report (MS-61) to the Bay Sewer District.

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

**Department of Public Works:** The week began with the team plowing salting and sanding due to multiple storm events. The crew continued the week working on the calibration process for the fleet of sanders. The week ended going over any possible drainage concerns and sanding the roads throughout town in preparation for the weekend temperature changes and expected rainstorm.

**Facilities & Grounds:** The past week the F&G did a lot of winter maintenance on roads and parking lots as well as the ice rink.

**Fleet:** TRK11 2016 F350 repair Pass. Front tire and scan trouble codes. TRK4 2012 F350 check for noise when running, ordered a/c compressor assembly and started replacing. TRK15 2009 F550 investigate a brake issue, ordered parts. TRK2 2011 F550 road call to Swissvale for a broken wing arm. Got back to the shop and replaced rear wing mount and rebuilt both rear arms and replaced wing piston. TRK7 2019 Western Star adjusted plow lights and checked plow. TRK2 2011 F550 performed PM-B service and repaired follow ups. TRK5 2015 F550 replaced auger chain drive motor and recheck. CAR162 2016 Police Interceptor replaced left headlight bulb and pigtail. TRK15 2009 F550 Replaced blower motor resistor and directional switch. TRK10 2007 Peterbilt check D.P.F. issue. TRK1 2019 Dodge 3500 fabricated 2-way mike mount. Moved oil in shop. Cleaned shop. Repaired lock bar for transfer station.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 1 container single stream, 4 containers of construction and demolition, 1 container of mixed scrap metal and the brush pile was burned. Car counts Monday 190, Tuesday 237, Friday 302, Saturday 286, Sunday 139. Total of 1154 residents serviced.

**Moultonborough Fire Rescue:** For the period of 01/03/2020 to 01/09/2020, there were 11 calls for service: There was: 9 – Emergency medical incident; 1 – Carbon monoxide incident; 1 – Public Service incident. Year to Date Incidents: 14. Automatic Aid: twice from Stewart's Ambulance. Mutual Aid: none. Overlapping Incidents: one instance occurred where two incidents transpired at the same time during this period.

<b>Staffing:</b>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:59 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:46 mins/sec.
	Average Night/Weekend response time	11:31 mins/sec.

**Operations:** 1/6 Monthly Officer's meeting with Call Officers. 1/7 Chief Bengtson attended the monthly staff meeting for Department Heads with the Town Administrator. 1/7 Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Communications Center Executive Committee meeting. 1/8 Chief Bengtson and Code Enforcement Office Zalewski conducted an inspection at 268 Whittier Highway for code compliance. 1/9 Eight firefighters and officers attended training at LRCC on Real Stories on Mental Health for First Responders. The course was sponsored by the Lakes Region Mutual Fire Aid Training Division and features speaker Craig Clough and Todd Donovan. Approximately 60 firefighters from around the state attended.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 218 log entries, which included the following calls for service, 24 motor vehicle stops, 5 assists to Fire/EMS, 4 Directed Patrols, 0 arrests, 3 complaints, 1 MV Accident, 4 MV Complaints, 7 residential alarms, 0 commercial alarms and 0 K-9 complaints.

**Training:** None this week

**Land Use Department:** Nothing to report this week.

**Recreation Department:** MRD teamed up with the Lakes Region Visiting Nurse Association to offer an adult Strength & Balance class on Wednesdays, at 11:00am. The class is taught by Physical Therapist, Jen McMaugh. It's a great way for adults to gain strength and improve their flexibility, balance, and endurance safely. The class is for all levels, as the instructor will offer options to meet each person's individual need. Drop ins are welcome. Registrations are now open for the trip to see the PSU Men's and Women's Basketball games, on Saturday afternoon, February 8. The cost is \$12 for admission to the games and transportation. Bus leaves at Noon. We are excited to be able to offer this trip and show our support to the PSU teams. Each fall, the PSU teams visit our MA gym to kick off the basketball season at our Basketball Hoopla event. The PSU players & coaches run an instructional clinic for our local kids. The event is always well attended. Coming up on Sunday, January 26, 2020 is the annual Family Skating Party from 2:00-4:00pm at Kraine Meadow Park. Enjoy games, hot cocoa, and a whole lot of skating fun for all ages.

**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**