



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 3, 2020

Town Administrator: This past week's activities included: Meeting with the Select Board regarding an interim police chief orientation, a meeting with our Primex representative on personnel matters, a meeting with Interim Town Planner, Code and Compliance Officer and the owner of the former Matterhorn Inn regarding reopening in the future, a meeting with PD staff and Interim Police Department Manager/Chief, coordinate the 2020/2021 roadside mowing bid opening, a meeting with Academy representatives regarding a public service career program and work fair, prepared for and attended the FY20 budget hearing, coordinated an onsite interview with a town planner candidate in February, began preparations of a proposed hiring process for a new police chief with the HR manager, and attended the LRMG meeting and training. This coming week's activities include: Telephone conferences with Town legal counsel regarding personnel matters and cable TV franchise agreement, prepare for and lead the monthly Department Head meeting, finalize the terms and conditions of the Waste Management Corp. extension agreement, continue work with KV Partners on pending projects, continue work on some capital items with Department Heads, prepare for and attend the Select Board's regular meeting and second budget hearing if required. Have a great week.

Finance: Nothing to report this week.

Assessor: We continue updating the Avitar program with sketches, table changes, ownership and current use values. Commercial properties are being measured and listed to ensure the data is correct and all attributes are considered. Letters were mailed notifying property owners that Whitney Consulting Group (WCG) will measure and list their property as part of the 2nd year cyclical inspection program and we've been scheduling interior inspections. Next week WCG will begin reviewing the new construction building permits. The State of NH, Department of Revenue Administration (DRA) will monitor work completed by WCG which includes monitoring a sample of the cyclical work and qualified sale properties. Taxpayers may receive notice from DRA that they were chosen as part of the monitoring sample. Letters were mailed informing applicants receiving an exemption that we are updating all information to ensure they continue to qualify for the exemption. Property owners with any questions or concerns regarding assessing should contact the Assessor's Office, Monday - Friday 7:30 a.m. to 4 p.m.

Tax Collector: We determined the schedule for the upcoming tax lien process and prepared approximately 525 Delinquency Notices which were mailed on Wednesday, January 22nd for unpaid taxes and liens and 12 Delinquency Notices for unpaid Bay Sewer taxes and liens. We have scheduled the date of the lien for April 8, 2020. Taxpayers have until 12 noon on that date to pay the 2019 taxes, interest and costs in full to prevent a tax lien from being placed on their property.

Town Clerk: In the month of January 2020, the Town Clerk's office processed 828 motor vehicle registrations, 39 boat registrations, 107 titles, 24 vital records (Birth, Death, Marriage, Divorce), 1 marriage license, 105 dog licenses, 141 aqua therm permits, we also received wetlands applications and assisted with various other miscellaneous services. Additionally, the month of January was very busy for election day preparations. We've continued to assist citizens who are unable to make it to the

election in voting via absentee ballot. So far this election cycle we have received 221 requests for absentee ballots for the February 11th presidential primary election and 98 requests for the March 10th Town election.

Department of Public Works: The Highway team spent the majority of the week doing maintenance on trucks and equipment. At the end of the week part of the team worked on the connection and issues on the water lines at the Highway Department.

Facilities & Grounds: Last week we conducted HVAC maintenance at Public Safety Building and continued with rink maintenance.

Fleet: CAR141 2014 Ford Police SUV - Replaced driver side rearview mirror assembly. TRK11 2016 F350 - Replaced transfer case motor assembly to repair the four wheel drive, ordered transmission pan to replace the one that was leaking. CAR182 2018 Ford Police SUV - Performed PM-B service. TRK3 2018 Dodge 3500 - Performed a PM-B service. CAR181 Ford Police SUV - Performed PM- B service. TRK15 2009 F550 - Replaced rear brake pads, rotors, replaced wheel seals, replaced wheel bearings and refilled differential, adjusted as required, freed up caliper slides, torque wheels. TRK9 2014 Kenworth - Worked on sander and helped with chain replacement, replaced grease tubes and adjusted chain. TRK10 2007 Peterbilt - Tightened p/s hoses. 15-E-4 2001 H.M.E. Pumper - Replaced passenger side cab lift piston, refilled system and checked for leaks.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, and 5 of construction and demolition. Car counts for the week: Monday 196, Tuesday 200, Friday 276, Saturday 270 and Sunday 211, a total of 1153 served.

Moultonborough Fire Rescue: For the period of 01/24/2020 to 01/30/2020, there were 12 calls for service: 4 – Emergency medical incident, 1 – Public Service, 2 – Assist the physically disabled, 1 – No incident found upon arrival at dispatched address, 1 – Hazardous materials release investigation with no hazardous materials found, 1 – Alarm system sounded due to malfunction, 1 - Alarm system activation, no fire, unintentional, 1 - Carbon monoxide detector activation, no CO found. Year to Date Incidents: 56. Automatic Aid: Three times from Center Harbor, once from Sandwich and once from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: None.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:38 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:22 mins/sec.
	Average Night/Weekend response time	09:54 mins/sec.

Operations: 1/27 - Chief Bengtson participated in a meeting at Town Hall with the TA, Town Planner and CEO regarding an inquiry about reopening a Whittier Highway business occupancy. 1/28 - Chief Bengtson provided a life safety code consultation for a youth camp on Geneva Point Road. 1/30 - The Fire Chief attended the public hearing on the proposed 2020 FY budget. There were no questions from the public regarding the Fire Department proposed 2020 FY budget or capital expenditures.

Moultonborough Police Department: The Police Department recorded 321 log entries, which included the following calls for service, 17 Assist Citizens, 42 Motor Vehicle Stops, 5 Assists to Fire/EMS, 1 Directed Patrol, 2 Arrests, 5 complaints, 0 MV Accidents, 6 MV Complaints, 6 Residential Alarms, 5 Commercial Alarms and 0 K-9 complaints.

Training: 1/27 - 1/31 MPO Balser attended Firearms instructor at PSTC. 1/29 - Off Cortese attended Crime Scene First Responder course at PSTC. 1/31 - Off Cortese and Off Cloutier attended AG Office training in Ossipee.

Land Use Department: Nothing to report.

Recreation Department: This past weekend's 3-4 round robin tournament with Moultonborough and Carroll County area teams went well. Moultonborough hosted this round robin. All participants had a blast and the day ran smoothly. This past Saturday the boy's 5-6 grade teams played in a double elimination tournament in Meredith. All the teams played hard. Our girl's 5-6 team played in Ossipee against the team from that town. The Family Skating Party was on Sunday the 2nd with just under 50 people attending. The weather was perfect, and the ice was great. We played games and danced to the music while we skated. The boys and girls Carroll County basketball teams will begin practicing this week in preparation for their tournament during February school vacation. This upcoming weekend wraps up our K – 2nd grade basketball programs (unless there is a snow cancelation) at the Central School. On Saturday February 8th we are running a trip for families and youth to Plymouth State University to cheer on both the men's and women's basketball teams as they take on University of Massachusetts – Dartmouth. The men's and women's teams came to Moultonborough and engaged with our youth and families for the November Hoopla event in November. Tuesday will be used as a make up for ice skating lessons due to the warmer weather last week canceling a lesson. They will wrap up on Tuesday.

Important Dates to Remember

Board of Selectmen's Meeting & FY20 Budget Public Hearing, February 6, 2020, 6 PM

Board of Selectmen's Bond Public Hearing, February 13, 2020, 7 PM

Board of Selectmen's Meeting, February 20, 2020, 7 PM

Board of Selectmen's Work Session, February 27, 2020, 4 PM

Department Head Staff Meeting, February 4, 2020