



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 20, 2020



Town Administrator: This past week's activities included: A meeting with Chief Monaghan regarding personnel, a meeting with the Interim Town Planner regarding department activity, a preliminary interview with a candidate for town planner, prepared for and attended the Select Board meeting, continued work on FY19 yearend details and preparing the FY20 budget presentation for the January 30th public hearing, and assisted with coordinating the preparation of the annual town report. This coming week's activities include: continue work on the FY20 budget and town meeting warrant, a conference interview with a second town planner candidate, a meeting with Police Department Sergeant candidates and Select Board, finalize reports for the annual town report, prepare for and attend the Select Board's work session. Have a great week.

Finance: Nothing to report this week.

Assessor: We continue 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. Last week 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. We encourage property owners to allow WCG to complete an inspection of their property. The State of NH, Dept. of Revenue Administration (DRA) will review all the work completed by WCG which includes monitoring a sample of the cyclical work. Taxpayers may receive notice from the DRA that they were chosen as part of the monitoring sample. The Town received the 2019 Ratio Study Report from DRA: Median Ratio is 93.81%; COD is 16.42 and the PRD is 1.01. If property owners have any questions or concerns regarding assessing, please contact our 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's week began doing the final preparation and installation of the floor drainage tank at the Highway Garage. The balance of the week consisted of plowing, salting and sanding roads throughout Town due to the multiple storm events.

Facilities & Grounds: This past week the F&G crew continued winter maintenance with plowing and treating roads and parking lots, maintaining the ice rink and monitoring the aqua therm.

Fleet: TRK6 2018 Western Star - performed first PM -B service and general check over. TRK10 2007 Peterbilt - replaced front pipe assembly and clamps. Perform regeneration on emission system to shut off lights. TRK9 2014 Kenworth - replaced hydraulic fittings. TRK4 2011 Ford F350 - replaced rear spring assemblies both sides, finished a/c compressor installation, refilled system, leak check, installed charge air tube and check the defrost system. TRK6 2018 Western Star - recalibrated sander control system. TRK7 2019 Western Star - install winter wiper blades. TRK15 2009 F550 - replaced leaking hydraulic fittings at plow frame and sander. CAR161 2016 Ford Police Interceptor - replaced spark

plugs and reset system. TRK19 2018 Dodge 1500 - performed PM-B service and replaced passenger side rear view mirror assembly. Plowed snow around public works and roads. Performed administrative duties.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 1 of single stream recycle and 4 of construction and demolition. Car counts for this week Monday 191, Tuesday 226, Friday 201, Saturday 340, Sunday 111. A total of 1069 residents served. Transfer station and Facility and grounds staff cleaned up the Transfer Station after the snow event.

Moultonborough Fire Rescue: For the period of 01/10/2020 to 01/16/2020, there were 13 calls for service: 7 – Emergency medical incidents; 1 – Motor vehicle accident with no injuries; 2 – Public Service calls; 1 – Assist the physically disabled; 1 – Dispatched & Cancelled en-route; 1 – Authorized Controlled Burning, investigation. 2020 Year to Date Incidents: 25. Automatic Aid: None. Mutual Aid: None. Overlapping Incidents: None during this period.

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| <u>Staffing:</u> | Overall average staffing per incident | 4 firefighters |
| | Average Daytime (7 AM-5 PM, Mon-Fri) staffing | 4 firefighters |
| | Average Night/Weekend/Holiday | 3 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 06:36 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 06:12 mins/sec. |
| | Average Night/Weekend response time | 06:58 mins/sec. |

Moultonborough Police Department: The Police Department recorded 257 log entries, which included the following calls for service, 32 motor vehicle stops, 9 assists to Fire/EMS, 4 Directed Patrols, 2 arrests, 8 complaints, 7 MV Accidents, 8 MV Complaints, 6 residential alarms, 2 commercial alarms, 0 K-9 complaints.

Land Use Department: The Planning Board Land Use Task Group subcommittee will be holding an informal round-table discussion and listening session on the direction the Town should take on the future land use potential for the Greens Corner area on Monday, January 27th at 5:15 p.m. at the Public Safety Building. A letter about this was mailed to property and business owners in the Greens Corner area of interest on December 20th, with a reminder mailed last week. In addition to stakeholders, all Board of Selectmen and other Land Use boards are encouraged to attend, listen and participate.

Recreation Department: Rescheduling of varsity basketball games from Thursday January 16th to Saturday January 18th necessitated moving 2 games from Moultonborough to Meredith last Saturday. Youth basketball is going very well. This weekend we will be hosting a grade 3-4 round robin tournament with Meredith and Moultonborough teams. All 5-6 teams will be playing in Meredith for their regularly scheduled games. 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. We're excited to be able to offer this trip to show our support to the PSU teams, since they visit our MA gym and run an instructional clinic for younger kids, each fall at our Basketball Hoopla event. Coming up on Sunday, January 26, 2020 is the annual Family Skating Party from 2-4 p.m. at Kraine Meadow Park. Enjoy games, hot cocoa, and a whole lot of skating fun

Important Dates to Remember

Board of Selectmen's Work Session, January 23, 2020
Board of Selectmen's FY20 Budget Public Hearing, January 30, 2020, 7 PM
Department Head Staff Meeting, February 4, 2020