

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 27, 2020



Town Administrator: This past week's activities included: Continued work on the FY20 budget and town meeting warrant, a conference call interview with a 2nd Town Planner candidate, a meeting with Police Department Sergeant candidates and Select Board, finalize reports for the annual Town report, assist the Select Board with the selection of an interim Police Chief, prepare for and attend the Select Board's work session. This week's activities include: Meetings 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, a meeting with Code & 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, attend the JLMC meeting, coordinate the 2020/2021 roadside mowing bid opening, a meeting with Academy representatives regarding a public service career program and work fair, prepare for and attend the FY20 budget hearing, coordinate an onsite interview with a Town Planner candidate in February, prepare a proposed hiring process for a new Police Chief with the HR manager, and attend the LRMG meeting and training. Have a great week.

Finance: Nothing to report this week.

Assessor: Updating the Avitar program continues with sketches, table changes, ownership and current use values. Commercial properties are being measured and listed, ensuring data accuracy 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 scheduling interior inspections has begun. NH Department of Revenue Administration (DRA) will review the work completed by WCG which includes monitoring a sample of the cyclical work. Taxpayers may receive notice from DRA that they were chosen as part of the monitoring sample. The Town received the 2019 Ratio Study Report from DRA: Median ratio 93.81%; COD 16.42, PRD is 1.01. Property owners with any questions or concerns regarding assessing should contact the Assessor's Office, Monday - Friday 7:30 am – 4 p.m.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: Highway began the week doing winter maintenance throughout the Town following Sunday's storm. We continued the week doing maintenance and cleaning the entire fleet of trucks and equipment. The week ended sanding dirt roads due to a freezing rainstorm event.

Facilities & Grounds: Last week the F&G crew continued rink maintenance and monitoring the Lee's Mills aqua therm. We serviced the boiler at the Recreation Department and the air handler at the Public Safety Building. The electrician finished the wiring for the DPW's pump house, and the wells have been activated to the pressure tanks.

Fleet: TRK11 2016 F350 - checked out 4 wheel drive issue, ordered transfer case shift motor, replaced wiper blades. TRK24 2008 Freightliner - repaired right rear inner wheel. TRK1 2019 Dodge 3500 - performed first PM-B service, checked out stoplights. TRK9 2014 Kenworth - replaced lower wing piston fitting. Trk10 2007 Peterbilt - pulled egr cooler assembly, and exhaust manifold, extracted broken bolt from cylinder head, also extracted all seized bolts for the exhaust manifold, installed new gaskets and replaced egr assembly, refilled system, checked over, installed battery cutout switch, repaired plow pivot. Performed administrative duties. Worked on information gathering for truck bids.

Transfer Station: Nothing to report this week.

Moultonborough Fire Rescue: For the period of 01/17/2020 to 01/23/2020, there were 17 calls for service: 11 – Emergency medical incident; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle vs. pedestrian; 1 – Assist the physically disabled; 2 – No incident found upon arrival at dispatched address; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 44. Automatic Aid: Once from Center Harbor. Mutual Aid: None. Overlapping Incidents: Five instances occurred where two incidents transpired at the same time during this period.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:10 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:59 mins/sec.
	Average Night/Weekend response time	11:31 mins/sec.

Operations: 1/22 - The breathing air compressor systems received their annual service and air quality tests. 1/22 - Chief Bengtson and firefighter Houghton attended a special meeting of the L.R. Mutual Fire Aid Association in New Hampton. 1/23 - Captain Fullerton, and firefighters Chris Bassett, David Houghton, Nick Marsh, Austin Wakefield and Chief Bengtson attended training provided by the State Fire Marshal's Office on inspecting oil and gas appliances. The training was held at the New Hampton fire station and sponsored by the Lakes Region Fire Aid Training Division.

Moultonborough Police Department: The Police Department recorded 221 log entries, which included the following calls for service, 30 motor vehicle stops, 11 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 6 complaints, 0 MV Accidents, 3 MV Complaints, 7 residential alarms, 3 commercial alarms and 1 K-9 complaint.

Land Use Department: Nothing to report.

Recreation Department: Last weekend's Moultonborough and Meredith grades 3-4 round robin tournament (hosted by Moultonborough) went well. This coming weekend the boy's 5-6 teams will be playing in a double elimination tournament in Meredith. Our girl's 5-6 team will be playing in and against Ossipee. The 3-4 teams will play in the Carroll County 3-4 Round Robin Tournament at Moultonborough. The Family Skating Party scheduled for last Sunday, was postponed due to the rain and warm temperatures and is re-scheduled for next Sunday, February 2nd, 2-4 p.m., weather and rink

conditions dependent. 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.

Important Dates to Remember

Board of Selectmen's Non-Public Session Per RSA 91-A:3 II (a), January 27, 2020, 9:30 AM

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

Department Head Staff Meeting, February 4, 2020