



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 10, 2020



Town Administrator: This past week's activities included: A telephone conference with Town legal counsel regarding personnel matters and cable TV franchise agreement, prepared for and led the monthly Department Head meeting, finalized the terms and conditions of the Waste Management Corp. extension agreement, continued work with KV Partners on pending projects, continued work on some capital items with Department Heads, prepared for and attended the Select Board's regular meeting and 2nd budget hearing. This coming week's activities include: Assist the Finance Director with completing the warrant and budget submission to the DRA, assist with coordinating election day setup and operations, meet with PD manager Dave Crawford, Norm O'Neil and Primex representatives to coordinate the new police chief search, prepare for and attend the community center(s) bond hearing, meet with HR Manager on several personnel matters, and meet with the Interim Town Planner on department activity. Have a great week.

Finance: Nothing to report this week.

Assessor: Updating continues in the Avitar program with sketches, table changes, ownership and current use values. Commercial properties are being measured and listed to ensure 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 we are scheduling interior inspections. WCG will begin reviewing new construction building permits this week. Exemption applications are being reviewed to ensure applicants still qualify. Notices for tax-exempt properties will be mailed to property owners reminding them the BTLA Forms are due by April 15th. The Department of Revenue Administration (DRA) will monitor work completed by WCG to include monitoring a sample of the cyclical work and qualified sales. Taxpayers may receive notice from DRA that they have been chosen as part of the monitoring sample. Property owners with any questions or concerns regarding assessing should contact our office Monday - Friday 7:30 a.m. – 4 p.m.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: Highway started the week working on the water line concerns at the Highway Garage. The crew quickly moved onto maintenance and prepared for the upcoming storm events. The week ended plowing, salting and sanding during multiple snow, sleet, and freezing rainstorm 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: TRK11 2016 F350 - replaced transmission pan and filter, refilled transmission and checked for leaks. TRK24 2008 Freightliner - repaired hydraulic fittings on sander, replaced rear wing lift cylinder and slide assembly. TRK7 2019 Western Star - replaced broken pin in wing arm, replaced defective

valve for shelving unit. TRK4 2012 F350 - repaired sander lights. Plowed Thursday through Saturday during weather event.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 1 of single stream recycle, 2 of construction and demolition and 1 of mixed scrap metal. 66 Freon containing units were recovered and appliances were recycled in scrap metal. Car counts: Monday 212, Tuesday 215, Friday 91, Saturday 237 and Sunday 109, total of 864 served.

Moultonborough Fire Rescue: For the period of 01/31/2020 to 02/06/2020, there were 10 calls for service: 1 – Building fire-Meredith; 6 – Emergency medical incident; 1 – Assist the physically disabled; 1 – No incident found upon arrival at dispatched address; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 66. Automatic Aid: None. Mutual Aid: Twice, once to Meredith for a building fire and once to Sandwich for medical aid. Overlapping Incidents: One instance occurred where two incidents transpired at the same time during this period.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	14:53 mins/sec. *
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	14:39 mins/sec. *
	Average Night/Weekend response time	14:57 mins/sec. *

*Out of Town mutual aid and weather-related response delays

Operations: 2/3 - Chief Bengtson met with the Call company Officers for the monthly staff meeting. 2/4 - The Chief attended the monthly Department Head meeting with the Town Administrator. 2/4 - The Chief participated in the Election Planning meeting with the TA, the Town Clerk and Facilities Team Leader. 2/6 - As Emergency Management Director, the Chief participated in Thursday's NH HSEM conference call regarding the winter storm anticipated for Friday, February 7 and the information was disseminated to the TA, Police Sergeants, DPW Director, Road Foreman, Facilities Team Leader, the Recreation Director, and Assistant Director for operational planning purposes.

Moultonborough Police Department: The Police Department recorded 268 log entries, which included the following calls for service, 16 Assist Citizens, 24 Motor Vehicle Stops, 12 Assists to Fire/EMS, 1 Directed Patrol, 5 Arrests, 4 complaints, 2 MV Accidents, 4 MV Complaints, 8 Residential Alarms, 4 Commercial Alarms and 1 K-9 complaint.

Training: 2/4 Sgt Boucher and MPO Balser attended Use of Force training in Bedford, MA. 2/6 Sgt Boucher and SRO Baker attended SRO training in Littleton, NH.

Land Use Department: Nothing to report.

Recreation Department: A new session of Strength and Balance for adults began last February 5. This session will continue until the end of February and meets on Wednesdays at 11 a.m. at the Recreation Department. It's a great way for participants to build strength, balance, and flexibility. The PSU Basketball trip was cancelled last Saturday, due to low numbers. MRD will be hosting the annual Father/Daughter Dance on Friday, February 21, at the Central School, from 5:30-8 p.m. MRD has several activities scheduled for February school vacation week. February 25, we will be hosting a sledding party. February 27th, the Safe @ Home will be offered. A twilight skating party is scheduled for February 27th at the rink. On March 11, MRD is offering a trip to the Boston Flower Show. Details

are available on the website. This trip is being run in conjunction with Meredith Parks & Recreation. Seats are limited.

Important Dates to Remember

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, March 3, 2020, 9 AM