



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 18, 2020



**Town Administrator:** This past week's activities included: Assisted the Finance Director with completing the warrant and budget submission to the Department of Revenue, assisted with coordinating election day setup and operations, met with PD Manager Dave Crawford, Norm O'Neil and Primex representatives to coordinate the new police chief search, prepared for and attended the community centers bond hearing, met with HR Manager on several personnel matters and met with the Interim Town Planner on department activity. This coming week's activities include: Preparing numerous minutes for non-public sessions and the bond hearing, working with HR Manager to post and circulate notices for the police chief position, meet with NH HSEM representative regarding FEMA reimbursement matter, prepare for and attend the Select Board meeting, attend the quarterly MMANH meeting and training, and continue working on several personnel matters. 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 2<sup>nd</sup> year cyclical inspection program. Property owners have been contacting us to schedule interior inspections. WCG will begin reviewing new construction building permits. We are reviewing the exemption applications to ensure applicants continue to qualify. Notices for tax-exempt properties were mailed to remind property owners the BTLA Forms are due by April 15, 2020. Notices verifying residency were mailed to property owners that are receiving a Veteran Tax Credit. The 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. Property owners with questions or concerns regarding assessing, should contact the Assessor's 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:** The Highway team started the week plowing, salting and sanding during a storm event. The week continued with preventative maintenance on trucks and equipment, along with plowing, salting and sanding during another storm event. The week ended cleaning all the trucks in the fleet.

**Facilities & Grounds:** This past week the F&G crew continued winter maintenance on the Town roads and parking lots, and the school parking lots and sidewalks. We continue to monitor the aqua-therms at Lees Mill docks. The ice rink is being used daily and we continue to maintain it daily. There was a leaky zone valve that was replaced by the HVAC tech at the PSB.

Fleet: 15-u-1 2015 F350 pick up - replaced hydraulic hose on plow. TRK9 2014 Kenworth - checked for check engine light, repaired plow pivot. TRK11 2016 F350 - diagnose check engine light and replaced plow blade. TRK6 2018 Western Star - diagnose check engine light, check out light issue. EQ14 2015 Cat 926M - performed PM-B service. TRK10 2007 Peterbilt - repaired plow pivot slide bar. TRK15 2009 F550 - repaired wing, patched pivot hole, replaced plow lift hydraulic hose. CAR171 2017 F150 - diagnosed and replaced battery. Plowed route Monday and Thursday. Cleaned the shop and washed TRK7.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle and 2 construction and demolition. Car counts for this week were Monday 109, Tuesday 263, Friday 229, Saturday 233 and Sunday 196, total of 1,030 served.

**Moultonborough Fire Rescue:** For the period of 02/07/2020 to 02/13/2020, there were 26 calls for service: 10 – Emergency medical incident; 1 – Carbon monoxide incident; 2 – Power lines down; 1 – Stand-by for medical helicopter landing; 2 – Assist the physically disabled; 1 – Cover assignment-Tuftonboro station coverage; 3 – Dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched location; 1 – Hazardous material investigation, no Haz-Mat found; 1 – Alarm system sounded due to malfunction; 1 – Smoke detector activation, unintentional, no fire; 2 Alarm system activations, unintentional, no fire. Year to Date Incidents: 92. Automatic Aid: Twice from Center Harbor and twice from Stewart’s Ambulance. Mutual Aid: Station coverage given to Tuftonboro; Overlapping Incidents: There were nine instances where two or more incidents were occurring simultaneously.

<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	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:07 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:06 mins/sec.
	Average Night/Weekend response time	14:00 mins/sec.

Operations: 2/7 - The Fire Department assisted the Police Department with the closure of Whittier Highway due to the downing of a tree and wires with a utility pole in the area of Marvin Road. Whittier Highway was closed for approximately 3-1/2 hours while NH Electric Coop made repairs. Traffic was initially routed up Sheridan Road, but due to deteriorating weather conditions was shifted to Holland Street.

**Moultonborough Police Department:** The Police Department recorded 250 log entries, which included the following calls for service, 13 Assist Citizens, 17 Motor Vehicle Stops, 9 Assists to Fire/EMS, 1 Directed Patrol, 2 Arrests, 6 complaints, 2 MV Accidents, 4 MV Complaints, 4 Residential Alarms, 3 Commercial Alarms and 0 K-9 complaints.

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

**Recreation Department:** On Friday, February 21, MRD will host the annual Father/Daughter Dance at MCS and will take place from 5:30 – 8 p.m. Currently, close to 70 guests are signed up for the event. Next week, MRD will be busy as it is school vacation week. Several events are planned during the week including a sledding party on Tuesday February 25, the Safe @ Home class on Wednesday, February 26, and a twilight skating party on Thursday, February 27. The Youth Basketball Tourney teams will also be competing during vacation week in the Carroll County Basketball Tournament in Fryeburg, ME. Coming up on March 8, MRD is offering a family trip to see a Red Claws Basketball

game in Portland, ME. We are also offering an adult trip to the Boston Flower Show on March 11. Guests may register for both trips online and in the Recreation Office.

**Important Dates to Remember**

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

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

**Board of Selectmen's Meeting, March 5, 2020, 7 PM**

**Election Day, Public Safety Building, Tuesday, March 10, 2020, 7 AM – 7 PM**

**School & Town Meeting, Moultonborough Academy, Saturday, March 14, 2020, 9 AM**

**Board of Selectmen's Meeting, March 19, 2020, 7 PM**

**Board of Selectmen's Work Session, March 26, 2020, 4 PM**

**Department Head Staff Meeting, March 3, 2020, 9 AM**