

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 24, 2020



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**Town Administrator:** This past week's activities included: prepared numerous minutes for non-public session and the bond hearing, worked with HR Manager to post and circulate notices for the police chief position, met with NH HSEM representative regarding FEMA reimbursement matter, prepared for and attended the Select Board meeting, attended the quarterly MMANH meeting and training, attended the CDAC presentation on Warrant Article 5 and 6, and continued working on several personnel matters. This coming week's activities includes; post the official warrant and budget at numerous location, meet with the interim Town Planner and CEO regarding revisions to the building permits and application, attend the Milfoil Committee meeting, address outstanding personnel matters, review performance evaluations, attend the 47K GVW DPW truck bid opening, prepare for and attend the Select Board work session, meet with MTS representatives and Finance Director regarding software changes, attend the Lakes Region Managers meeting. 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. Whitney Consulting Group (WCG) will begin reviewing new construction building permits. Exemption applications are being reviewed to ensure applicants continue to qualify for the exemption. Notices for tax-exempt properties were mailed to remind owners the BTLA Forms are due by April 15, 2020. Notices verifying residency were mailed to property owners that are receiving a veterans' tax credit. 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 who have questions or concerns regarding assessing, please 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 road maintenance and storm cleanup throughout Town. A few guys from the Highway team attended training at Volvo, in Concord, to go over the details of preventative maintenance and proper operation of the new loader that is being delivered to the Transfer Station. R. DeDucca and C. Theriault attended training on managing in a union environment.

**Facilities & Grounds:** This past week the F&G crew continue with winter maintenance at the Town facilities and schools. We attended training at the Volvo facility on Thursday. The expansion tank was replaced at the Highway facility.

**Fleet:** TRK9 2014 Kenworth - replaced plow trip edge bar assembly. TRK1 2019 Dodge 3500 - replaced plow lift hydraulic hose. TRK7 2019 Western Star - replaced driver side plow light bulb. TRK11 2016 F350 - repaired sander drive chain and readjusted. EQ12 2009 John Deere backhoe - performed PM-B service and general check over. TRK18 2010 Dodge Grand Caravan - repaired pass. front tire. Plowed H7 route Tuesday through Wednesday.

**Transfer Station:** Last week we shipped out 1 container of municipal solid waste, 1 of single stream recycle and 3 of construction and demolition. Transfer Station staff and Public Works staff received training on the new Volvo loader at the dealership in Concord. The training hours count towards our DES continuing education re certification. Car counts for this week: Monday closed for Presidents Day, Tuesday 290, Friday 285, Saturday 252 Sunday 166. A Total of 993 residents served.

**Moultonborough Fire Rescue:** For the period of 02/14/2020 to 02/20/2020, there were 14 calls for service: 1 – Building fire, Tamworth; 1 – Excessive heat, scorch burns with no fire; 10 – Emergency medical incident; 1 – Motor vehicle accident with no injuries; 1 – Dispatched & cancelled en-route. Year to Date Incidents: 106. Automatic Aid: twice from Center Harbor. **Mutual Aid:** Given to Tamworth for a second alarm building fire at 229 Plains Road. Overlapping Incidents: In this time period, twice there were instances where two were occurring simultaneously.

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|------------------------|--|-----------------|
| <b>Staffing:</b>       | Overall average staffing per incident                | 6 firefighters  |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) staffing        | 6 firefighters  |
|                        | Average Night/Weekend/Holiday                        | 5 firefighters  |
| <b>Response Times:</b> | Overall average response time of first arriving unit | 09:52 mins/sec. |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 08:06 mins/sec. |
|                        | Average Night/Weekend response time                  | 11:09 mins/sec. |

**Operations:** 2/14 - Firefighter Austin Wakefield returned from spending three weeks at the National Fire Academy attending classes on Youth Fire Setting Prevention & Intervention and Management of Emergency Medical Services. 2/15 - Moultonborough provided an engine and crew to Tamworth for a second alarm building fire at 229 Plain Road. The crew was released after spending 3 hours on scene assisting with overhaul of the building. 2/17 - The Fire Department was called to the Moultonborough Public Library on the President's Day holiday by Building Maintenance Supervisor Dennis Emerton for the report of an odor of something burning. Upon arrival crews found a light smoke condition in the meeting room. Investigation found the cause of the problem to be in the kitchen and it was quickly removed. The smoke was ventilated from the building. The building was not open to the public at the time of the incident. No damage or injuries occurred. 2/20 - Captain Fullerton, Firefighters Chris Bassett and David Houghton and Chief Bengtson attended a class put on by the State Fire Marshal's Office and taught by Chief Electrical Inspector Kenneth Vallery on Inspecting Electrical in Your Town.

**Moultonborough Police Department:** The Police Department recorded 267 log entries, which included the following calls for service, 18 Assist Citizens, 26 Motor Vehicle Stops, 6 Assists to Fire/EMS, 1 Directed Patrol, 1 Arrest, 4 complaints, 3 MV Accidents, 3 MV Complaints, 11 Residential Alarms, 3 Commercial Alarms and 3 K-9 complaints.

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

**Recreation Department:** The annual Father Daughter Dance was another glowing success! We had 69 Dads and daughters in attendance (3 had to cancel at the last minute for illness). One of the things that we do as a public recreation agency is to create meaningful experiences for our residents. This event never fails to do so. School vacation is underway. Our boys and girls Basketball Tourney teams will be

traveling to Fryeburg Maine to compete in the Carroll County Youth Basketball (double elimination) Tournament. Yes, some of the towns that participate in the Carroll County Recreation Departments organization and events are in Maine. Tournament rules state that someone from the Recreation Dept. be present at all games that their teams compete in so Dan and Donna K. will share duties and will be traveling to Fryeburg this week for as long as our teams are in the tournament. Also slated for the week are the sledding party on Tuesday, the Safe at Home class on Wednesday, and Twilight Skating Party on Thursday. Registrations are beginning to come in for the two trips we have scheduled for early March- a Family/Youth Trip to see the Portland Red Claws (a “development” team for the Boston Celtics) take on the Windy City Bulls on Sunday March 8<sup>th</sup>; and the adult/senior trip to the Boston Flower Show on Wednesday March 11<sup>th</sup> (snow date March 12<sup>th</sup>). Summer planning is underway at the Recreation Department. Invitations for last year’s summer staff to re-apply have been sent out and they have until this Friday, February 28<sup>th</sup> to respond. We have also begun advertising for summer staff and have received several responses and applications. The spring session of Beyond the Bell, our “after-school” program gets underway on Monday March 2<sup>nd</sup>.

**Important Dates to Remember**

**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**