



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 9, 2020



---

**Town Administrator:** This past week's activities included: Participated in a conference call with Town Counsel and Moderator regarding Town Meeting warrant, prepared for and led the monthly Department Head meeting, reviewed several personnel matters with HR Manager, attended the in-house MTS finance software training, prepared for and attended the Select Board meeting, reviewed performance evaluations. This coming week's activities include: Preparing for Town Election Day and Town Meeting, participate in the weekly NHHSEM Covid-19 conference call update, meet with the elected Tax Collector on staffing and other issues, meet with the VALIC representative regarding the employee 457 retirement plan, meet with the Town auditors as needed, attend the student job fair at Moultonborough Academy, review applications for the Police Chief position and prepare for interview sessions, and attend Town 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 within a few weeks. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the CAMA system to reflect the 1<sup>st</sup> half tax bill, mailed May of 2020. Abatements are being reviewed and processed. Notices for tax-exempt properties were mailed to remind owners the BTLA Forms are due by April 15, 2020. The NH 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 the DRA that they were chosen as part of the monitoring sample. Property owners with any 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 began the week posting roads with 6-Ton Weight Limit signs. The crew salted the roads during an ice and freezing rainstorm event. Part of the team worked on ditching along the fence line at the ball field, while the rest of the team worked on a few drainage concerns on Red Hill and Sibley Roads. For the balance of the week the entire team worked on trucks and equipment to prepare for the summer maintenance season.

**Facilities & Grounds:** This past week the F&G crew took advantage of the good weather washing trucks and cleaning and greasing sanders and plows. We are working on the shelving system in the back room at Town Hall. The Public Safety Building's main circulator was replaced by the HVAC contractor. We continue to monitor the aqua-therms at Lee's Mill boat docks. We attended a meeting at the Academy for Town Meeting set up and parking issues.

Fleet: Car181 2018 Ford Police Utility - diagnosed abs issue, ordered sensor and replaced. 15R2 1989 Ford F250 - diagnosed hard starting issue, ordered glow plugs and replaced. TRK1 2019 Dodge 3500 - checked stop light issue, took truck to AutoServ for warranty repairs. TRK11 2016 F350 - replaced D.E.F. heater assembly and reset system, rebalanced and rotated front tires. Attended air brake training class in Concord Thursday and picked up supplies for equipment touch up. TRK19 2018 Ram 1500 - installed window visors.

Transfer Station: Last week we shipped out 1 container of municipal solid waste, 1 of single stream recycle, and 3 of construction and demolition. The brush pile was burned. Car counts for the week were: Monday 179, Tuesday 245, Friday 275, Saturday 293, Sunday 201, a total of 1193 served.

**Moultonborough Fire Rescue:** For the period of 02/28/2020 to 03/05/2020, there were 17 calls for service: 11 – Emergency medical incident, 3 – Motor vehicle accidents with injuries, 2 – Dispatched and cancelled en-route, 1 – No incident found upon arrival at dispatched location. Year to Date Incidents: 135. Automatic Aid: Once from Tuftonboro, twice from Stewart’s Ambulance. Mutual Aid: Once given to Sandwich. Overlapping Incidents: In this time period, there was 1 instance where 2 were occurring simultaneously. Year to date there have been 20 instances where 1 or more incidents are occurring at once.

<u>Staffing:</u>	Overall average staffing per incident	5 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	09:29 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:11 mins/sec.
	Average Night/Weekend response time	09:38 mins/sec.

Operations: 3/2 - Monthly Officers Meeting with Call company officers. 3/5 - The Fire Chief participated in a pre-town meeting planning session at the Academy Auditorium. The new initial attack truck (Rescue 2) has been delivered to Lakes Region Fire Apparatus in Tamworth, while there it will have equipment mounted, be lettered and have the radios installed. The Department should be able to take delivery within the next two weeks.

2020 Burning permits are available at no cost at the Public Safety Building, Chick-A-Dee Station and on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits.

**Moultonborough Police Department:** The Police Department recorded 290 log entries, which included the following calls for service, 12 Assist Citizens, 46 Motor Vehicle Stops, 7 Assists to Fire/EMS, 1 Directed Patrol, 1 Arrest, 1 complaint, 2 MV Accidents, 3 MV Complaints, 1 Residential Alarm, 2 Commercial Alarms and 2 K-9 complaints.

**Land Use Department:** The Planner continues to work with the Septic Health Information Task Team and Town Counsel to develop a draft health ordinance or a Town policy for tracking septic inspections or evaluations on real property that have been transferred. The Planner continues to work with the Land Use Task Group on an appropriate overlay district boundary and use regulations that would promote infill and growth for the Greenes Corner area. The Land Use Department has been working on creating a checklist for determining developments that have the potential for regional impact and the Planner has drafted revisions to all Land Use board regulations and bylaws reflecting the statutory requirement to do so. The Planner has prepared a draft solar ordinance for Planning Board review later this year. The Planner prepared the Trail Permit by Notification (SPN) and related maps and materials for the Conservation Commission for the Moultonborough Falls Conservation Area Trail. The Planner

continues to work with several groups, including the Conservation Commission on the GIS Layers Table of Contents to purge useless and outdated data layers and duplicate information. The Planner added a new 2-ft. lidar generated contour map layer and replaced the outdated Broadband testing data layer with a new up-to-date speed layer on the staff-only site. The Planner continues to work on the commercial listing of the Taylor property for the Town.

**Recreation Department:** Last Sunday, MRD ran a family trip to see the Maine Red Claws basketball game. Although the home team were not victors, the group won a free pizza for being the loudest in the crowd! A great time was had by all. Youth softball and T-Ball information has been distributed to students at MCS. Registrations are currently open online and in the office. The deadlines for the program are in mid-April. The season opens the first Saturday of May. MRD also released general knowledge regarding our 2020 summer day camp program. The informational flyer contains pricing, dates, times, and an overview of the program and is posted on the Recreation Department's website and has been distributed to students at MCS. A new session of Beyond the Bell after school program began last week, as well as a new session of our Adult Strength & Balance program. The exercise program is facilitated by certified physical therapists from the Lakes Region Visiting Nurse Association. Participants are able to join at any time. The trip to the Boston Flower Show is scheduled for this Wednesday, March 11 and is being offered in conjunction with Meredith Parks & Recreation.

**Important Dates to Remember**

**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, April 7, 2020, 9 AM**