

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 5, 2018



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**Town Administrator:** This past week's activities included: Prepared a draft of the Select Board's Town Meeting information newsletter, prepared additional RFPs for capital items, conducted the bid opening for the Town marketing proposals, attended a payroll software presentation with the Finance Director, prepared for and attended the Select Board's regular weekly meeting, met with various Department Heads to review department matters. This coming week's activities include: A conference call meeting with Town Counsel regarding the Conservation Commission's pending land purchase, preparing for and facilitating the monthly Department Head meeting, facilitating the Department Heads' review of the Local Emergency Operations Plan, finalizing the Town Meeting Newsletter, continuing employee performance reviews, continued work on RFPs, and review marketing plan proposals. 2017 Town Reports are available at Town Hall, the Library and on the Town's website. Have a great week!

**Finance:** Nothing to report this week.

**Assessor:** The deadline for filing abatements for taxpayers was March 1, 2018. Carol and I continue to work on qualifying the exemption and credit applicants. I am reviewing the conservation and barn easement files to ensure all the paperwork is in order and applicants comply with the state laws and rules for 2018. Vision Government Solutions will begin to measure and list properties the week of March 20th for those that obtained a building permit or were under construction as of April 1, 2017. Vision will also be measuring and listing properties that sold within the past year to ensure the data on the property record card is accurate. The State of NH DRA will be in the field reviewing properties to ensure the Town data is accurate. If a taxpayer has any questions during this process, please do not hesitate to contact our office.

**Tax Collector:** Nothing to report this week.

**Town Clerk:** The month of February 2018 the Town Clerk's office processed 802 - Motor Vehicle registrations, 52 - Boat registrations, 93 - Titles, 22 - Vital Records (Birth Death, Marriage, Divorce), 92 - Dog licenses and various miscellaneous services. Last week we processed many absentee ballots being returned and we're preparing for the election. I attended a SB 3 voter training with the Secretary of State Office in Wolfeboro on Monday.

**Public Works & Facilities:** Highway's week started out with the team posting the road limit signs throughout the entire Town. The crew continued the week completing maintenance on all the trucks and heavy equipment. They also worked on taking care of pot holes on both dirt and paved roads. The week ended by plowing and treating the roads due to a snow storm event.

**Facilities:** Routine maintenance of the facilities and grounds were done. The skating rink was closed for the season due to the warm weather.

Fleet Maintenance: 15 Forestry 2: Perform L.O.F. service check all fluids; TRK24 2009 Freightliner - pull apart sander to replace broken sprockets and bearings; EQ28 Dooley trailer - rewire trailer plug, pull inner fender; TRK2 2011 F550 - work on turbo.

Transfer Station: Last week we shipped out 2 municipal solid waste, 3 single stream recycle and 2 construction and demolition. We also burned brush.

**Moultonborough Police Department:** The Police Department recorded 259 log entries, which included the following calls for service, 34 motor vehicle stops, 10 assists to Fire/EMS, 0 Directed Patrols, 2 arrests, 0 complaints, 0 MV Accidents, 3 MV Complaints, 8 residential alarms, 1 commercial alarm and 3 K-9 complaints.

Training: Feb. 26<sup>th</sup>, MPO Melanson attended Intox Recert training. Feb 26<sup>th</sup> - March 2<sup>nd</sup>, Off. Alberico attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 02/23/18 to 03/01/18, there were eleven calls for service: 5 – EMS incidents; 1 – Motor vehicle accident with no injuries; 1 – Unauthorized burning; 1 – Hazardous materials release investigation with no hazard found; 1 – Carbon monoxide detector activation with no CO found; 2 – Alarm system activation, no fire, unintentional. There was one automatic aid during this period from Stewart’s Ambulance. There were no calls for mutual aid. There were two instances of overlapping incidents occurred.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:27 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:12 mins/sec.
	Average Night/Weekend response time	08:36 mins/sec.

Operations: 2/23 - Inspection of the installation of oil burning equipment at Old Mountain Road residence; Life Safety code inspection of a Whittier Highway business. 2/26 - Fire training session or size-up, modes of fire attack; offensive vs. defensive.

Fire Permits: Many residents take advantage of winter to burn brush they have accumulated throughout the year. Winter is an ideal time to perform this task. There is usually snow on the ground and the fire danger risk is normally low. However, as we move into the later part of winter, temperatures rise, and the sun becomes stronger. Patches of open ground begin to appear, and snow cover becomes spotty. NH Fire permit laws require a fire permit any time there is insufficient cover to prevent the combustion or ignition of woodland fuels like grass, leaves and brush. Adequate ground cover is defined as the following, “Ground Covered with Snow” means the area within a 100’ radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished. Fire permits can be obtained from the Fire Warden or online at [www.nhfirepermit.com](http://www.nhfirepermit.com)

**Land Use Office:** I met with Bill Gassman in a working session concerning preparation of an executive summary addition to the draft Housing Chapter of the Master Plan. I prepared for and attended the Planning Board meeting: Under consideration was a Boundary Line Adjustment for the Shou and Petell properties located on Badger Island Point and was approved by the Planning Board. I met with property owner (Steven Hall) and CEO Don Cahoon concerning a recently-granted variance by the ZBA and provided extensive assistance to the owner concerning the variance for the construction of a 40’x80’

garage/storage building on a vacant lot located on the corner of Driftwood Drive and Rose Lane. I also provided extensive assistance to concerned abutters re this variance and reviewed this matter in depth with the Town's attorney Matthew Serge. I met with Daniel Ringlestein concerning economic development in the "west village" area and his interest in appointment to the Community Development Advisory Committee. I also met with property owner Steve Buy and his engineering consultant re expansion of his plumbing and heating business on Shaker Jerry Road property. I continued communication with various agencies concerning economic development for Moultonborough.

**Recreation Department:** Last week the Carroll County basketball teams represented Moultonborough in great fashion. The girls' team made it through to the third round, where they lost to Fryeburg by one point. The boys' team fought their way into the semi-final round where they fell to a strong team from Bartlett. Donna T. and Dan instructed a Safe Sitter® Class last Wednesday, and certified eleven students, ages 11-13 as certified safe sitters. There are only a few spots available on the trip to the Boston Flower Show, which takes place next week on March 14. MRD is also offering a spring trip to the Boston Aquarium and Museum of Fine Arts and is teaming up with Belmont Parks & Recreation for this trip. Final details will be available soon. MRD is gearing up for the Youth T-Ball and Softball season. Information will be distributed to students through MCS this week. The registration deadline is April 12.

**Important Dates to Remember**

**Board of Selectmen's Meeting, March 8, 2018, 7 PM**

**Election Day, March 13, 2017, Public Safety Building, 7 AM to 7 PM**

**Board of Selectmen's Meeting, March 15, 2018, 7 PM**

**School & Town Meeting, March 17, 2018, Moultonborough Academy, 9 AM**

**Board of Selectmen's Work Session, March 22, 2018, 4 PM**

**\*Department Head Meeting, Tuesday, March 6, 2018, 9 AM\***