

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 1, 2019



Town Administrator: Walter will return from his vacation and in the office on Wednesday, April 3, 2019 in the afternoon.

Finance: Nothing to report this week.

Assessor: The contract assessor, Whitney Consulting Group (WCG) is working in the field, measuring and listing 20% of the Town properties. If property owners have any questions or concerns regarding this process, please contact the Assessing Office or the Police Department. The Assessing office hours are Monday - Friday 7:30 a.m. to 4 p.m. The second week of April, WCG will begin reviewing building permits and picking up any new construction. Alison Rush, Assessing Technician will begin her certification as a DRA-certified measure and lister. The office continues to review all Veteran's Credits, Elderly and Disabled exemptions and Tax-Exempt applications to ensure documentation complies with state laws and rules. The Avitar Assessing CAMA system has been installed, we are entering sketches and verifying data.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: Highway's week began working on culvert issues, grading and raking dirt roads. R. DeDucca, K. Joyce, and C. Theriault went to Communication Skills for public employees class at Primex. The week ended with preparing some of the winter maintenance equipment for storage, and continued grading and raking dirt roads.

Facilities & Grounds: Last week the F&G crew began getting ready for spring. Scrap copper and batteries were brought to the Tamworth Recycling Center. We started cutting brush along the tree line at Shannon Cemetery, set up some shelving at the rink building, and removed and cleaned the sander off of truck 11. The Christmas tree from the Taylor property was removed.

Fleet: 15-F-2 1985 GMC K3500 - Finished installing coolant gauge, worked on selector valve issue; TRK8 2003 F350 pick up - replaced broken fuel tank straps; repaired back up alarm; TRK9 2014 Kenworth - replaced NOX sensor and reset system, checked for a coolant leak and tightened hose clamps; EQ14 2015 CAT 926M loader - cut off and replaced wear plates on the bucket; CAR151 2015 Interceptor SUV - checked for battery draw and swapped batteries; 15-E-4 2002 HME pumper - start fabricating front exhaust pipe to replace rotted out one. Performed administrative duties.

Transfer Station: Last week we shipped out 2 municipal solid waste, 2 single stream recycle, 2 construction and demolition and 1 container of mixed scrap metal. The staff burned the brush pile.

Moultonborough Police Department: The Police Department recorded 228 log entries, which included the following calls for service, 34 motor vehicle stops, 4 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 3 MV Accidents, 2 MV Complaints, 2 residential alarms, 2 commercial alarms and 0 K-9 complaints.

Training: March 27th – Officer O’Brien attended Effective Police Interactions with the Youth and The Mirror Project. March 28th - Officer O’Brien attended Social Media and Right to know training.

Moultonborough Fire Rescue: For the period of 03/22/19 to 03/28/19, there were 9 calls for service: 4 – EMS Calls; 1 – Motor vehicle accident with no injuries; 2 – Assist the physically disabled; 1 – Dispatched & Cancelled en route; 1 – No incident found upon arrival at dispatched address. Incidents Year to date: 164. Automatic Aid: Once from Center Harbor. Mutual Aid: None. Overlapping Incidents: None.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	4 firefighters
	Average Night & Weekend Staffing	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	16:29 mins/sec.
	Average Night & Weekend response time	09:05 min/sec.

Operations: 3/22 - Chief Bengtson conducted a Place of Assembly inspection at a Geneva Point Road occupancy. 3/26 - The Fire Chief participated in 3 technical review committee meetings for upcoming land use applications. 3/27 - At the request of Sandwich Fire Chief Call, departments from Moultonborough, Sandwich and Stewart’s Ambulance participated in a joint training session with staff from Dartmouth Hitchcock Hospital training for a special need’s patient in Sandwich.

Land Use Office: Prepared for and attended the Community Development Advisory Committee meeting. Major item discussed was the trails around the Village; prepared for and attended TRC meeting that focused on site plan applications from Camp Tecumseh building enlargement, Kraine Meadow Park pavilion and Bob House Cottage Ice Cream stand; worked on the Land Use Department Improvement Plan and met with the HR Director on same.

Recreation Department: T-Ball and Softball Early Bird registrations are due April 3. The deadline to register for the programs is April 10. Softball clinics for grades 2-6 begin April 6, at the Academy Gym. A new indoor Pickleball session begins April 9 held at the Meredith Community Center, Tuesday and Friday mornings from 9-11 a.m. The Recreation Department is hosting a Mother Son Evening of Fun on April 12th from 6-8 p.m., at MCS. Pre-registration is required before the April 8th deadline for dinner, games, and loads of fun. The popular Toddler Drop-In continues and meets on Tuesday and Thursday mornings at the Recreation Department. The 2019 summer brochure will be finalized within the next week or so. It will be posted on the web site and copies of the brochure available in early May. Registrations for summer camps and programs open on Monday, April 15.

Important Dates to Remember

Board of Selectmen’s Meeting, April 4, 2019, 7 PM

Board of Selectmen’s Meeting, April 18, 2019, 7 PM

Board of Selectmen’s Work Session, April 25, 2019, 4 PM

Department Head Meeting, April 9, 2019, 9 AM