

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 3, 2019



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**Town Administrator:** This past week's activities included: Attended a legal workshop on managing social media in the public sector, met with the Facility Team Leader and DPW Director on CIPC presentation, completed review of personnel handbook with HR Manager and Finance Director, attended the Huggins Family Health Center open house, prepared for and attended the 3<sup>rd</sup> CIPC meeting, attended the NHMA Rights of Way workshop, prepared for and attended the 3<sup>rd</sup> Hazard Mitigation Plan update meeting. This coming week's activities include: Continue review of personnel performance evaluations, attend the NH Emergency Preparedness Conference, meet with the Planning Board Chair on task groups, prepare for and attend the Select Board meeting, prepare for and attend the 4<sup>th</sup> CIPC meeting, meet with Department Heads on department matters, finalize the new former Taylor house reuse RFP and attend the annual States Landing Cleanup day. Have a great week!

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

**Assessor:** The contract assessor, Whitney Consulting Group (WCG) continues working in the field, measure and listing building permits, picking up new construction and properties that sold since April 1, 2017. Property owners with any questions or concerns regarding this process, should contact the Assessing Office or the Police Department. The Assessing office hours are Monday through Friday 7:30 a.m. – 4 p.m., 476-2347. First half estimated 2019 tax bills have been mailed. Alison Rush, Assessing Technician completed her necessary hours toward her certification as a DRA-certified measure and lister, all her documentation has been submitted to the NH DRA for approval. She will be working in the field the next few weeks measure and listing some building permits. We continue to data enter sketches and are verifying data in the new Avitar CAMA system.

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

**Town Clerk:** Nothing to report this week.

**Public Works & Facilities:** The Highway team worked on trimming trees and ditching on Butternut Lane, Hanson Mills, Hanson Drive, Wentworth Shores, and Winauke Roads. The week continued with the crew working on the drainage at Playground Drive to prepare for the work on the pavilion at Kraine Meadow Park.

**Facilities & Grounds:** This past week the F&G crew continued mowing and trimming Town properties and cemeteries. The phone company repaired a bad line at the Recreation Department.

**Fleet:** EQ13 2000 Komatsu WA180 - repaired write ups, replaced back up alarm, replaced stop and back up lights, replaced stop light switch, sealed roof leaks; CAR162 2016 Ford Interceptor sedan - replaced driver front headlight bulb; TRK10 2008 Peterbilt - replaced driver side rear wheel seal, cleaned up all parts and reassemble; EQ39 2018 Volvo excavator - checked coolant and repaired hydraulic leak at pump; TRK15 2009 F550 - diagnosed noise complaint, replaced broken rims, replaced wheel studs and nuts, swapped tires for the summer; EQ39 Little Wonder blower - added supports to

the mounting frame; Picked up TRK2 from Irwin Motors and transported EQ16 to Shaker Jerry Road. Performed administrative duties.

**Transfer Station:** Last week we shipped out 4 containers of municipal solid waste, 4 containers of single stream recycle and 8 containers of construction and demolition. 164 Freon units recovered, and appliances recycled into scrap metal, 52 propane tanks at 20 lbs., 4 propane tanks at 30 lbs. recycled. The tire container was swapped out by the tire vendor. Car counts: Monday closed, Tuesday 597, Friday 309, Saturday 387 and Sunday 275. Our seasonal staff person Mike Walsh is back for another season. Welcome back Mike!!

**Moultonborough Police Department:** The Police Department recorded 252 log entries, which included the following calls for service, 31 motor vehicle stops, 9 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 7 complaints, 5 MV Accidents, 5 MV Complaints, 5 residential alarms, 0 commercial alarms and 3 K-9 complaints.

**Training:** 5/30 All officers attended firearms training. 5/28-5/31 Officers Cotese and Singletary attended the Police Academy. 5/28-5/30 Officer Balser attended the Police Academy.

**Moultonborough Fire Rescue:** For the period of 5/24/19 to 05/30/19, there were 24 calls for service: 1 – Bark mulch fire; 1 – Excessive heat, scorch burns with no ignition; 14 – EMS incidents; 1 – Energized powerline down with arcing; 2 – Assist the physically disabled; 1 – Dispatched & Cancelled en route; 2 – Alarm system sounded due to malfunction; 1 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found upon metering. Incidents Year to date: 288. Automatic Aid: Received once from Center Harbor and twice from Tuftonboro. Stewart’s Ambulance provided automatic aid three times; Automatic aid was provided to Sandwich once. Mutual Aid: Received from Center Harbor, cancelled en route. Overlapping Incidents: There were 2 instances where 2 incidents were occurring concurrently.

<b><u>Staffing:</u></b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) Staffing	5 firefighters
	Average Night & Weekend Staffing	3 firefighters
	Average Holiday staffing	3 firefighters
<b><u>Response Times:</u></b>	Overall average response time of first arriving unit	10:32 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:07 mins/sec.
	Average Night & Weekend response time	11:36 min/sec.
	Average Holiday response time	09:41 mins/sec

**Operations:** 5/27 - Three Call firefighters and Chief Bengtson participated in the Memorial Day parade. 5/27 - Call firefighters provided staffing of the fire stations on Memorial Day. 5/29 - The Department continued working on repairs and maintenance of dry hydrants, returning the Hemlock Harbor Drive hydrant to service and beginning work on the Paradise Drive dry hydrant. The Department has been working with Marine Solution Diving Services for in-water repairs and with the Town DPW for land-based repairs.

**Land Use Department:** Prepared for and attended Joint Land Use Board meeting. Major item discussed was CDAC involvement in Cooperative Extension’s program entitled “First Impressions”; Attended a PLAN NEW HAMPSHIRE workshop re planning for elderly housing and elderly-related economic development; Prepared for and attended meeting of the Hazard Mitigation Committee with LRPC staff; Contacted members of the Conservation Commission re obtaining final version of Master Plan Chapter V (Natural Resources Chapter) as recently adopted by the Planning Board. This chapter

will be filed with the Town Clerk (as required by State law) and will be posted on the Town website; Prepared for and had meeting with Code Enforcement Officer re Tasks #7 and #12 of the Annual Work Plan; Prepared for and had meeting with Town Administrator concerning the Sign Ordinance Revision Committee and revisions to Sign Ordinance.

**Recreation Department:** We will host our Granite State local track meet this Tuesday, June 4, beginning at 4:15 p.m., at the Community Track. Participants from several towns are expected to participate. Next Saturday, June 8 is the last weekend for Tee-ball and softball at all levels. The 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade ends their season with a small double elimination tournament in Tamworth. There are still seats available for the Adult Mystery Trip, coming up next Thursday, June 6. We will be traveling north for some great scenic views and stopping for lunch at a restaurant that has been featured on WMUR's *Chronicle*. The deadline for summer camp registration is Wednesday, June 12. Registrations received after that date will entail a late fee. Training will continue June 19 - June 22. Summer Camp begins the week of June 24. Most of our summer day camp counselor staff went to the Wink Tapply Playground Leader's Workshop in Franklin, NH this past Saturday, June 1. There were nationally known speakers delivering messages on how to make camp safer, be aware of the risks and how to make it great for their communities. This was the first official trip that the new coach bus was driven on! For the first time ever, camping in the field at Castle in the Clouds is happening! MRD is offering a Family Camp Out in collaboration with Castle in the Clouds and Lakes Region Conservation Trust. The event is on the summer solstice, June 21 – 22. There are various activities planned for participants which include structured games, lawn games, a guided hike, songs by the campfire, age appropriate ghost stories, star gazing, and lots more. "Cones in the Clouds" will stay open late for dinner and ice cream. Registrations have been closed as we are SOLD OUT! There is a wait list being taken.

**Important Dates to Remember**

**Board of Selectmen's Meeting, June 6, 2019, 7 PM**

**Moultonborough & Center Harbor Selectboard Meeting, C. H. Town Hall, 6/12/19, 7 PM**

**Regional Selectboard Meeting, June 18, 2019, June 18, 2019, 6:30 PM**

**Board of Selectmen's Meeting, June 20, 2019, 7 PM**

**Board of Selectmen's Work Session, June 27, 2019, 4 PM**

**\*Department Head Meeting, June 11, 2019, 9 AM\***