



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 25, 2019



Town Administrator: This past week's activities included: Met with the Recreation Director regarding the phase III Pathway plan, met with the HR Manager regarding preparation for discussion with the Board regarding the wage range analysis and recommendations, attended the First Impressions follow-up meeting, continued work on the FY20 budget, met with the DPW staff and HR Manager to review the update and rewrite of the Department's operating guidelines, met with the SAU Superintendent and Academy representatives regarding a local government career day, met with a representative from Waste Management regarding new contract pricing, and prepared for and attended last week's Select Board meeting. This coming week's activities include: Finalize the proposed FY20 budget and prepare budget books for Board and ABC members for pickup on Wednesday this week, a construction project meeting at States Landing, and a meeting with the interim Town Planner regarding the former Taylor House. Have a great week and a Happy Thanksgiving.

Finance: Nothing to report this week.

Assessor: We received the 2019 tax rate from the NH Department of Revenue Administration (DRA). The new tax rate is \$7.15 per thousand. Sales information has been entered in the DRA Equalization Portal and submitted. This information is used to determine the overall ratio for the Town and to determine the accuracy of the assessments, such as the weighted mean, median ratio, Coefficient of Dispersion (COD), and Price Related Dispersion (PRD). Alison Rush and I continue to work on updating the Current Use files to ensure they comply with the RSA's and CUB Rules. We're updating the Avitar program with sketches and table changes. I will be meeting with Whitney Consulting Group to identify which sections of Town will be measured and listed in 2020 as part of the 2nd year cyclical program. Property owners will be notified that a visit will occur. I am working with Vision and Cartographics to transfer the 2019 final values and information over to the mapping program for the public to view. If property owners have any questions or concerns regarding assessing, please contact the Assessor's Office, Monday - Friday 7:30 a.m. – 4 p.m.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway team spent the majority of the week grading and ditching at multiple locations throughout Town. The week ended with a rain, sleet, ice, and wet snowstorm event. The crew worked during the event plowing, salting and sanding. The storm ended with a tremendous amount of rain on the east side of Town, resulting in a flash flooding issue requiring the team to work on damage which occurred on Bodge Hill, Kent, Ossipee Mountain, Ossipee Park and Randall Roads. The States Landing Beach Project continues. The first half of the dredging area has been completed, the excavator platform has been relocated to the second half area, and dredging will continue this week.

Facilities & Grounds: Last week the F&G crew continued working on the pump house at the Highway Department. We finished up some fall cleanup at the Playground and some cemeteries. We treated parking lots and sidewalks due to freezing rain.

Fleet: Car162 2016 Police Interceptor sedan - mount snow tires, perform PM-B service, replaced headlight bulbs and repair harnesses, replaced serpentine belt. EQ39 2018 Volvo 145 Excavator – road call to the Transfer Station, checked out hydraulic leak, replaced broken fitting, refilled system. CAR181 2018 Police Interceptor Utility - mounted snow tires. EQ12 2009 John Deere backhoe - replaced rear tires, replaced heater blower motor assembly, replaced boom extension hoses due to chafing issues. TRK10 2008 Peterbilt - replaced leaking swing piston hose and tightened pivot pin and reweld. CAR 182 2018 Police Interceptor - mounted snow tires. EQ14 2015 Cat 926M loader - repaired wipers. TRK4 2012 F350 - repaired sander grate and mounts, made new supports, mounted snow tires and connected sander lights. Cleaned shop. Performed administrative duties. Compared loader brands for the Transfer Station.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 2 single stream recycle, and 7 construction and demolition. 97 propane tanks were recycled. The brush pile was burned, and the truck scale calibrated for the year. Car counts: Monday 233, Tuesday 163, Friday 278, Saturday 313 and Sunday 90, total of 1,077 served.

Moultonborough Fire Rescue: For the period of 11/15/19 to 11/21/19, there were 9 calls for service: 8 – Emergency medical incidents; 1 – Carbon monoxide incident; Incidents Year to date: 810.

Automatic Aid: Center Harbor and Stewart's Ambulance provided automatic aid once each. 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	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:17 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:50 mins/sec.
	Average Night & Weekend response time	12:07 mins/sec.

Operations: 11/15 - The Day Crew conducted driver/pump operator training on Engine 4 with a probationary Call firefighter. 11/18 - The Day Crew installed a Supra box and performed smoke detector checks and battery changes for senior citizens. 11/18 - Chief Bengtson conducted a life safety code inspection of a day care occupancy. 11/20 - Chief Bengtson and interim Town Planner Woodruff conducted a site visit regarding a building height issue and compliance with a ZBA variance. 11/21 - EMS Continuing Education training for Department personnel to be recertified in CPR/AED as required by State Bureau of EMS regulations for compliance with NH Providers licensing.

Fire Permits: The recent snow fall has triggered some inquiries about the need for fire permits. Fire permits are not required if there is snow cover on the ground for 100 feet in every direction around the brush pile.

Moultonborough Police Department: The Police Department recorded 219 log entries, which included the following calls for service, 12 motor vehicle stops, 6 assists to Fire/EMS, 0 Directed Patrols, 1 arrest, 3 complaints, 7 MV Accidents, 0 MV Complaints, 2 residential alarms, 1 commercial alarm and 1 K-9 complaint.

Trainings: 11/21 - All sworn personnel attended Civil Liability training.

Land Use Department: Nothing to report this week.

Recreation Department: MRD has some exciting events coming up around the Holidays. Wednesday, December 4, MRD is offering a trip to the Yankee Candle Village and Magic Wings Butterfly Conservatory in S. Deerfield, MA. Registrations for this trip will be accepted until Monday, December 2. Saturday, December 7, MRD will be participating at the PTA Holiday Fair at MCS. At the fair, MRD staff will be accepting sign-ups for our annual Greetings from the North Pole event, which will be held on Tuesday, December 10. Friday, December 13, MRD has teamed up with the Public Library for our annual Open House events. The fun begins with “Holi-Games” and dinner at the Recreation Department at 5 p.m. At 6:15 p.m. guests will gather on the Library lawn for the annual tree lighting and following, there will be sweet treats and a visit from Santa!

Important Dates to Remember

Thanksgiving Holiday, All Non-Emergency Depts. Closed, November 28 & 29, 2019

Board of Selectmen's Meeting, December 5, 2019, 7 PM

Selectmen & Advisory Budget Committee Work Session, December 6 & 13, 2019, 8:30 AM

Board of Selectmen's Meeting, December 19, 2019, 7 PM

Merry Christmas, All Non-Emergency Depts. Closed, December 25, 2019

Board of Selectmen's Work Session, December 26, 2019, 4 PM

Happy New Year, All Non-Emergency Depts. Closed, January 1, 2020

Department Head Meeting, December 3, 2019, 9 AM