



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 6, 2020



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**Town Administrator:** This past week's activities included: Participated in daily conference calls regarding the COVID-19 pandemic, continued moving forward with the police chief interview process plans, addressed several personnel matters, evaluated and adjusted personnel work schedules as needed, updated continuity of operations plan. This coming week's activities include: Participate in daily conference calls regarding the COVID-19 pandemic, continue moving forward with the police chief hiring process and scheduling virtual interviews with six candidates within two weeks, address several personnel matters and review a number of performance evaluations, continue to evaluate and adjust personnel work schedules as needed including closing the Town Hall and Recreation Center on Tuesdays and Thursdays, closing the Transfer Station on Tuesdays in addition to Wednesday and Thursdays, and dividing DPW staff into small project teams. Public access to all public buildings is only possible by appointment and only when absolutely necessary. Have a great week, be well and stay safe.

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

**Assessor:** Due to the COVID-19 virus pandemic our office at Town Hall has been closed to the public. We are available by phone and email to answer assessing questions or concerns. We're close to finalizing all the sketches, table changes, ownership and current use values into the Avitar program. We hope to complete this project in time for our first 2020 tax billing. Commercial properties are being measured to ensure the data is correct and all attributes are considered. Whitney Consulting Group (WCG) started reviewing new construction and building permits. No interior inspections will be done at this time due to the COVID-19 pandemic. Scheduling interior inspections will begin once it is safe to do so. 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 State of NH, Dept. of Revenue Administration (DRA) will monitor work completed by WCG which includes monitoring a sample of the cyclical work and qualified sale properties when it is safe to do so. Taxpayers may receive notice from DRA that they were chosen as part of the monitoring sample. If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday-Friday 7:30 am to 4 pm, 476-2347 or email [jbelville@moultonboroughnh.gov](mailto:jbelville@moultonboroughnh.gov).

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

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

**Department of Public Works:** The Highway team spent the week cutting and removing the wood from States Landing. During the rest of the week the team removed plow frames and prepared equipment for summer maintenance.

**Facilities & Grounds:** Nothing to report this week.

**Fleet:** EQ12 2009 John Deere backhoe - replaced bad hydraulic hose on the boom. TRK20 2007 F550 bucket truck - replaced #1 injector, performed PM-B service and serviced transmission.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle and 4 of construction and demolition. Car counts Monday 147, Tuesday 251, Friday 255, Saturday 340 and Sunday 231, a total of 1,224 served.

**Moultonborough Fire Rescue:** For the period of 03/27/2020 to 04/02/2020, there were 15 calls for service: 1 – Building fire; 1 – Chimney fire; 9 – EMS incidents; 1 – LP Gas leak; 1 – Unauthorized/illegal burning; 1 – Alarm system sounded due to malfunction; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 195. Automatic Aid: Once from Center Harbor and 9 times from Stewart’s Ambulance. Mutual Aid: Once given to Tuftonboro for a building fire on Hidden Valley Drive. Overlapping Incidents: During this time period, there was 1 instance where 2 were occurring simultaneously. Year to date there have been 30 instances where 1 or more incidents are occurring at once.

<b>Staffing:</b>	Overall average staffing per incident	6 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend	7 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	14:58 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	15:18 mins/sec.
	Average Night/Weekend response time	14:58 mins/sec.

**Operations:** The Public Safety Building continues to be closed to the public due to the COVID-19/Corona virus situation. Residents needing fire permits, permits to install and operate oil fired equipment, and having questions life safety and fire code issues should call 476-5658 for service. 3/29 - Moultonborough provided mutual aid to Tuftonboro on Hidden Valley Drive. While en-route Rescue 1 became stuck in the mud and needed to be towed out by Crowell’s, the vehicle was not damaged. 3/30 - Glenn Davis of Lakes Region Fire Apparatus provided the HME factory training for the new Rescue 2. The Fire Chief/Emergency Management Director participated in conference calls on Monday, Wednesday and Fridays regarding the ongoing COVID-19 pandemic and the situation in the State. Moultonborough currently is shown as having 1-4 confirmed cases in the Town.

**Burning Permits:** Burning permits are now required for all open burning. Brush burning can be conducted from 5 pm – 9 am with a fire permit. If snow cover returns, no permit is required and burning can be done at any time with snow cover 100 feet in every direction around the burn site. Due to the COVID-10 (Corona virus) situation, burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday, 8 am-4 pm), or 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 213 log entries, which included the following calls for service, 11 Assist Citizens, 3 Motor Vehicle Stops, 8 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 8 complaints, 0 MV Accidents, 2 MV Complaints, 2 Residential Alarms, 1 Commercial Alarm and 1 K-9 complaint.

**Land Use Department:** Nothing to report this week.

**Recreation Department:** With most of the spring programs cancelled or delayed, MRD staff continues to prepare for our summer programs. Staff is currently working on recruiting summer employees and re-hiring returning staff from last year. Field Trips for both RECKing Crew and Happy Campers are

now set and reserved with the venues. About half of the Teen Adventure trips are also booked. This week, we will be building our summer programs into our software in order to create our online registration modules and online registrations open next week on April 15. Staff will be available by email and/or phone to answer questions, and guide patrons through the online registration process. MRD has launched an online program named HOME REC-ers. The idea of the program is to keep people active at home, even on rainy days! Fridays, we will post on Facebook and our website our activities of the week. The activities can be done from home, will be much different than the structured programs we usually offer, and will include something for all age groups to enjoy. This week's challenge is for families to prepare an indoor camp out. The post includes some fun indoor twists on common camping activities. The post also includes some gentle upper body stretches for our adult population, that can be done while seated or standing. Donna T. will be joining in on a webinar this Thursday to gain unique ideas for distance programming and creating strategies to engage the community. We are rescheduling the adult trips we had planned for this spring. The trip to Encore Casino will be postponed to later in the spring or summer or when it is determined that the stay at home order is lifted. Our trip to the Currier Museum of Art will be moved to September. This trip will include tours of two houses designed by Frank Lloyd Wright, a famous American Architect. Finally, the trip to Pickity Place in Mason, NH will occur in mid-August.

**Important Dates to Remember**

**Board of Selectmen's Meeting to Be Determined**

**Town & School Meeting, Tentatively Scheduled, May 30, 2020, 9 AM**