



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 23, 2020



**Town Administrator:** This past week's activities included: Participated in several conference calls related to the corona virus pandemic during the course of the week, prepared for and attended the Select Board's emergency meeting on March 17th, met with the Deputy Tax Collector regarding staffing and the status of the election, addressed several operations issues including closing all Town buildings to the public and accommodations for affected employees, continued planning for modifying the police chief search, and addressing several personnel matters. This coming week's activities includes participating in several conference calls regarding the Covid-19 pandemic, continue moving forward with the police chief interview process plans, attend a conference call meeting with MTS representatives regarding implementing additional finance software modules. Have a great week, be well and stay safe.

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

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

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

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

**Department of Public Works:** At the beginning of the week, the Highway team plowed and salted the paved roads throughout Town during a sleet and wet snowstorm event. The rest of the week the crew worked on cleaning, undercoating, painting and additional preventative maintenance on the trucks and equipment.

**Facilities & Grounds:** Last week the F&G crew continued to wipe down doors, handles, light switches, flat surfaces, and fogged the Town facilities. We started service on our mowing equipment as spring is on its way. Some minor building repairs were made, changed air filters, replaced the drive belt on the furnace at the Lions Club facility, and oiled and adjusted doors and mechanical strikes at the Public Safety Building.

**Fleet:** Administrative work was done to get caught up on paperwork and Dossier. The Highway team assisted and worked on spring fleet maintenance.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 1 of single stream recycle, and 3 of construction and demolition. The brush pile was burned. The car counts for this week: Monday 242, Tuesday 152, Friday 328, Saturday 335, and Sunday 219. A total of 1276 residents served. For the safety of the staff and residents when the facility is busy the staff will be wearing N95 dust masks starting immediately. The free area has been eliminated and residents will not be able to enter the main building.

**Moultonborough Fire Rescue:** For the period of 03/06/2020 to 03/19/2020, there were 23 calls for service: 2 – Building fires; 5 – Emergency medical calls; 1 – LPG gas leak; 1 – Water evacuation from a building; 1 - Unauthorized burning; 1 – Smoke/odor investigation; 1 – Smoke detector activation due to malfunction; 1 – Detector activation, unintentional, no fire. Year to Date Incidents: 137. Automatic Aid: Four times from Center Harbor, once from Sandwich, five times from Stewart's Ambulance. Mutual Aid: Once given to Tamworth for a building fire on Mabel Evans Road. Overlapping Incidents: During this time period, there were three instances where two were occurring simultaneously. Year to date there have been twenty-three instances where one or more incidents are occurring at once.

<u>Staffing:</u>	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:41 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:04 mins/sec.
	Average Night/Weekend response time	18:21 mins/sec.

**Operations:** The Public Safety Building is now 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 of life safety and fire code issues should call 476-5658 for service. 3/10 - The Fire Chief provided a life safety code consultation for a commercial occupancy on Ossipee Park Road. 3/12 - The Fire Chief/Emergency Management Director participated in a NH Homeland Security Emergency Management conference call on the COVID-19 virus and statewide situation and preparations. 3/12 - Monthly Department meeting with Call firefighting personnel. 3/13 - The Fire Chief/Emergency Management Director participated in a NH Homeland Security Emergency Management conference call on the COVID-19 virus updates. 3/18 - The Fire Chief/Emergency Management Director participated in a NH Homeland Security Emergency Management conference call on the COVID-19 virus and statewide situation and preparations.

**Burning Permits:** With conditions rapidly changing and snow cover diminishing, burning permits are now required. Brush burning can be conducted from 5 p.m. to 9 a.m. 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-19 (Corona virus) situation burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday from 8 a.m.-4 p.m.), or on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits. In order to avoid COVID-19 exposure residents are strongly encouraged to obtain a burning permit using the online system.

**Moultonborough Police Department:** The Police Department recorded 252 log entries, which included the following calls for service, 10 Assist Citizens, 16 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrests, 5 complaints, 2 MV Accidents, 4 MV Complaints, 1 Residential Alarm, 1 Commercial Alarm, and 2 K-9 complaints.

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

**Recreation Department:** Currently, all Recreation programs and trips are cancelled or postponed. Most days, Monday - Friday, there is someone at the office between the hours of 8 a.m. to 1 p.m. to answer your questions by phone. We hope to expand the hours until 4 p.m. later this week. However, if the answering machine picks up, please leave a message or send us an email. We are checking messages and email, as well as our drop box every day. MRD would love to see your family's creative activities

as we all hunker down at home. Check our Facebook page for weekly challenges, send your pics to [dtat@moultonboroughnh.gov](mailto:dtat@moultonboroughnh.gov), and we will post as many as we can to try to stay connected with you as much as possible! Also, on our website and Facebook pages, we have posted a Spring Bingo Card. Print it out and check off each activity your family does. This week's challenge is to build a fort, inside or out. Send us pics and/ or a video tour of your fort. The adult trip to the Boston Encore Casino is postponed. A new date will be determined in the coming weeks, as the situation is changing so quickly right now. MRD staff will be in touch with those who have already signed up this week. Youth T-Ball and Softball are delayed at this point however, registrations are being accepted. With opening day still quite far in the future, May 2, we hope to be able to run the program as scheduled. The Mother/Son event scheduled for April 3, will be postponed to a later date, TBD. Our Beyond the Bell after school program will resume once school is back in session. We are moving forward with our summer program planning. Registrations will open for the day camps on April 15. We hope to be able to accept registrations in our office, however, our online registration portal will be open as well. Registration forms can also be dropped off in our drop box or sent by snail mail. MRD is committed to make camp affordable for all. Once again, we will offer payment plans to any family who wishes to spread their payments out across several weeks. We are also offering a multi-child discount for families that are registering 2 or more children in Happy Campers and/or RECKing Crew. Scholarships are also available for our summer programs. Please note, our multi-child discount, payment plan and scholarship options will need to be processed in the office as opposed to registering online. Check our website for registration instructions as we approach the opening of registrations on April 15.

**Important Dates to Remember**

**Board of Selectmen's Meeting, March 26, 2020, 4 PM, Viewing by Streaming Only**  
**School & Town Meeting, Moultonborough Academy, Saturday, April 18, 2020, 9 AM**