



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 30, 2020



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**Town Administrator:** This past week's activities included: Participated in several conference calls regarding the COVID-19 pandemic, continued moving forward with the police chief interview process plans, attended a conference call meeting with MTS representatives regarding implementing additional finance software modules, prepared for and attended the Select Board meeting, continued to review personnel performance evaluations, continued work on the States Landing project, addressed several personnel matters. This coming week's activities include: Participate in daily conference calls regarding the COVID-19 pandemic, continue moving forward with the police chief interview process plans, address several personnel matters, evaluate and adjust personnel work schedules as needed, update continuity of operations plan. 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:** Highway's week began with the team plowing and salting the roads throughout Town due to a snowstorm event. The week continued with doing the necessary preventive maintenance on trucks and equipment and ended grading roads and filling potholes.

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

**Fleet:** CAR171 2017 F150 - Perform PM-B service. TRK15 2009 F550 - Repaired oil leak on engine. EQ39 2018 Volvo 145 Excavator - no start issue, diagnoses and replaced bad batteries. 15-F-2 - Perform PM-B service (annual) performed service on pump motor. TRK3 - start fuel filter upgrade. TRK9 2014 Kenworth - check for air leak. Do paperwork. Clean shop.

**Transfer Station:** Last week we shipped 2 containers of municipal solid waste, 2 of single stream recycle, and 5 of construction and demolition. 17 gaylords of electronics were shipped and the brush pile was burned. Car counts for this week Monday 251, Tuesday 154, Friday 328, Saturday 304, Sunday 122 total, a total of 1,159 served. Due to COVID-19 facility staff are allowing only 4 cars at a time in the trash and recycle area, this is to help with crowding and maintaining social distancing. Attendants working outside and around the public are wearing N95 dust masks.

**Moultonborough Fire Rescue:** For the period of 03/20/2020 to 03/26/2020, there were 21 calls for service: 4 – Fire alarms; 1 – Dispatched & cancelled en-route; 1 – Hazardous material release investigation with no hazard found; 2 – Illegal burning/burning without a fire permit; 5 – EMS calls, two were dispatched with first responders to take precautions for COVID-19 symptoms; 1 – Motor vehicle accident with no injuries; 1 – No incident found at dispatched location; 1 – Brush fire; 2 – Service calls.

Year to Date Incidents: 180. Automatic Aid: Twice from Center Harbor and 5 times from Stewart's Ambulance. Mutual Aid: Once given to Sandwich on Mountain Road. Overlapping Incidents: During this time period, there were 3 instances where 2 were occurring simultaneously. Year to date there have been 23 instances where 1 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	4 firefighters
	Average Night/Weekend	4 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 about life safety and fire code issues should call 476-5658 for service. 3/21 - EMT Recertification training as required for NREMT certification and NH State Providers licensing. 3/22 - EMT Recertification Day 2, 20 hours required for recertification.

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. Residents are strongly encouraged to obtain burning permit using the online system

**Moultonborough Police Department:** The Police Department recorded 210 log entries, which included the following calls for service, 10 Assist Citizens, 5 Motor Vehicle Stops, 5 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrests, 10 complaints, 1 MV Accident, 2 MV Complaints, 6 Residential Alarms, 1 Commercial Alarm, and 1 K-9 complaint.

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

**Recreation Department:** MRD staff continues to work on planning our summer programs. Registrations for our day camps is scheduled to open on April 15. This will include scholarship and payment plan requests. Instead of setting up meetings with people requesting scholarships and payment plan, we will be doing this over the phone, until our office is able to re-open. In addition to registrations, staff is currently booking field trips and preparing daily activities, theme days, and arts & crafts. The summer brochure is starting to come together. We hope to have hard copies available the first week of May. The interviews and reference checking process has begun for hiring our summer staff. This process will continue until all positions are filled. Staff is taking this time to inventory our supplies and equipment. The office remains staffed for phone calls and email inquiries during our regular office hours. MRD staff is keeping in touch with patrons via our Facebook page by encouraging weekly recreational challenges for families and our Spring Bingo program.

### **Important Dates to Remember**

**Board of Selectmen's Meeting, April 2, 2020, 4 PM, Viewing by Streaming Only**