

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 13, 2020



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 hiring process and scheduling virtual interviews with six candidates within two weeks, addressed several personnel matters and reviewed a number of performance evaluations, continued to evaluate and adjust personnel work schedules as needed including closing the Town Hall and the 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. This coming week's activities include: Participate in daily conference calls regarding the COVID-19 pandemic, continue with the police chief hiring process and scheduling virtual interviews with six candidates in the next two weeks, address ongoing personnel matters and continue to review performance evaluations. Several staff continue to rotate between working remotely and in their office. All continue to practice social distancing whenever possible and have masks if needed. 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 has been closed to the public, and now closed on Tuesday and Thursday. We will be available by phone and email to answer assessing questions or concerns. We are coming 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. Whitney Consulting Group (WCG) is measuring commercial properties and new construction to ensure the data is accurate. No interior inspections will be done at this time due to the COVID 19 pandemic. Scheduling interior inspections will take place once it is safe to do so. Our office will be out reviewing campgrounds to ensure the information we have is accurate. 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. NH Department 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. Property owners who have questions or concerns regarding assessing, please contact our office, Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347, or email jbelville@moultonboroughnh.gov.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: Highway's week began doing preventive maintenance on trucks and equipment. The crew continued the week removing some of the waste/damaged material that has been stockpiled at the Highway Garage for many years. The week ended taking care of drainage concerns on Red Hill and Sibley Roads.

Facilities & Grounds: Last week the F&G crew continued spring cleanup in the cemeteries and around Town facilities. We have been fogging and sanitizing the facilities as well. We removed the aquatherms from Lee's mills and the boat docks have been installed at the Town ramps. There were a couple of minor building repairs at the Public Safety Building, electronic door strikes were repaired and replaced as well as one of the overhead doors.

Fleet: TRK 20, 2007 F550 - bucket truck finish injector installed finish transmission service finish - PM/B service. Truck 9, 2014 Kenworth Dump truck - replace air dryer assembly recheck for air leaks. Truck 9, 2014 Kenworth Dump truck - check out drivers report of smoking exhaust system was in regen - system normal. Truck 7, 2019 Western Star - repaired trap arm. Truck 2, 2011 F550 Dump Truck - rebuild tailgate to outfit truck for wood chipping. Truck 3, 2018 Ram 3500- finish fuel filler upgrade. Truck 5, 2015 F550 Dump truck - straighten rear body at latch rebuild latch and adjust, also straighten rear bumper. Truck 11, 2016 F350 - repaired right front tire. Unloaded sandbags off 15-U-1 for fire Department. Cleaned My Shop Area.

Transfer Station: Last week we shipped out 1 container of municipal solid waste, 1 single stream recycle, 3 construction and demolition, and 1 mixed scrap metal. The brush pile was burned. Car counts Monday 306, Tuesday closed, Friday 351, Saturday 340, Sunday closed. A total 997 residents served.

Moultonborough Fire Rescue: For the period of 04/03/2020 to 04/09/2020, there were 16 calls for service: 1 – Dispatched & cancelled en-route; 6 – Emergency medical incidents; 2 – Fire alarm activations; 2 – Good intent calls; 4 – Unauthorized burning incidents; 1 – Police matter. Year to Date Incidents: 211. Automatic Aid: 3 times from Center Harbor and six times from Stewart's Ambulance. Mutual Aid: once given to Tuftonboro for station coverage, Moultonborough companies were cancelled en-route. Overlapping Incidents: None.

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| <u>Staffing:</u> | Overall average staffing per incident | 4 firefighters |
| | Average Daytime (7 AM-5 PM, Mon-Fri) staffing | 5 firefighters |
| | Average Night/Weekend | 4 firefighters |
| <u>Response Times:</u> | Overall average response time of first arriving unit | 07:58 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 07:48 mins/sec. |
| | Average Night/Weekend response time | 08:03 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 safe and fire code issues should call 476-5658 for service. The Fire Chief/Emergency Management Director participates 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 town. 4/6 - The Fire Department was dispatched for a water rescue in Braun Bay, while crews were responding, the Police Department was able to determine that the canoe in question had drifted away from its dock. The owner was en-route to retrieve it. Responding units were cancelled . 4/8 - Moultonborough was requested for station coverage in Tuftonboro as Tuftonboro assisted Wolfeboro with a 2nd alarm building fire at 581 Pleasant Valley Road. Moultonborough was cancelled en-route. Throughout the week the Fire Department has responded to multiple illegal burning issues. All open fires require a fire permit. Burning of brush can only be conducted between the hours of 5 p.m. to 9 a.m. unless it is raining.

Burning Permits: Burning permits are now required for all open burning. Category 1 fires (aka campfires) must be 25' from any structure, 2' in diameter, surrounded by non-combustible material can

be kindled at any time of the day. Category 2 fires must be 50' from any structure, 4' in diameter, surrounded by non-combustible material, and can only be kindled between 5 p.m.-9 a.m. Category 3 fires (brush piles) must be 50' from any structure and can only be kindled between 5 p.m. to 9 a.m., unless it is raining. All fires must be attended and must be fully extinguished when you are done burning. Permit holders are required to have a means of extinguishing the fire. Due to the COVID-19 (Corona virus) situation, burning permits are available at no cost at the Public Safety Building by appointment: 476-5658 (Monday-Friday from 8 a.m.-4 p.m.), or on-line at www.nhfirepermit.com. There is a \$3.00 convenience fee for on-line permits. Residents are strongly encouraged to obtain burning permits using the online system nhfirepermit.com

Moultonborough Police Department: The Police Department recorded 183 log entries, which included the following calls for service, 4 Assist Citizens, 0 Motor Vehicle Stops, 3 Assists to Fire/EMS, 5 Directed Patrols, 1 Arrest, 3 complaints, 0 MV Accidents, 3 MV Complaints, 6 Residential Alarms, 3 Commercial Alarms and 1 K-9 complaint.

Land Use Department: Nothing to report this week.

Recreation Department: MRD staff is preparing to open summer registrations, as scheduled, on Wednesday, April 15. Online registration will be open, as well as our 24 hour drop box outside the office. The office will be staffed Monday, Wednesday, and Friday for people to call with any questions. Scholarships and payment plans will be completed electronically, as needed. Patrons should contact the Recreation office to set up those plans. The summer brochure will also be finalized and uploaded to our website by Wednesday. The brochure will be sent to the printer for hard copies to be printed, which will be available at Town Hall, the Library, and the Recreation Department once our buildings reopen. MRD is adjusting the number of copies to be printed at this time, as they are normally distributed to students through the Central School. If students return to school before the end of the year, we will determine if printing a second batch is needed at that time. Current office hours for the Recreation Department are Monday, Wednesday, & Fridays from 8 a.m. -4 p.m., however, staff is available via email or Facebook Messenger Monday - Friday. On Facebook and our website pages we have been posting some fun activities for all ages to do at home and this will continue to reach out to patrons electronically.

Important Dates to Remember

Board of Selectmen's Meeting, April 15, 2020, 4 PM, Streaming Only
Town & School Meeting, Tentatively Scheduled, May 30, 2020, 9 AM