



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 20, 2020



Town Administrator: This past week's activities included: Participated in daily conference calls regarding the COVID-19 pandemic, continued with the police chief hiring process and scheduling virtual interviews with seven candidates in the next two weeks, addressed ongoing personnel matters and continued to review performance evaluations, several staff continued to rotate between working remotely and in their offices. All staff continue to practice social distancing whenever possible and have masks if needed. This coming week's activities include: Participate in daily conference calls with NHHSEM regarding COVID-19 pandemic, assist Dave Crawford and Norm O'Neil with the virtual interview process of police chief candidates, continue review of YTD expenditures and revenue, assess possible changes to recommendations for the 2020 budget appropriations, tele meet with representatives from the Conservation Commission and DPW Director regarding the MFCA proposed parking area, tele meet with Winnipesaukee Watershed Grant coordinator and DPW Director regarding BMP funding for culverts on Ossipee Mtn. Road, on site meeting with DPW staff and Code Officer regarding completing the Kraine Meadow Park Pavilion project and prepare for and attend the Select Board's work session. 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 and 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. Interior inspections will be scheduled once it is safe to do so. Our office will be out reviewing campgrounds to ensure the information we have is accurate. On April 2, 2020 the Board of Selectmen authorized to extend the deadline for filing exemption and tax credit applications from April 15 to June 1, 2020. The 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 the DRA that they were chosen as part of the monitoring sample. Please contact our office if you have any questions or concerns regarding assessing, Monday - Friday 7:30 a.m. to 4 p.m., email jberville@moultonboroughnh.gov.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway crew worked on drainage issues on Bodge Hill, Shaker Jerry, and Sibley Roads. The week continued with part of the team ditching on Ossipee Mountain Road. The rest of the team worked on grading and rolling Bartlett Landing, Blake, Ben Ayers, Old Harvard, Lees Mills, and Singing Eagle Roads.

Facilities & Grounds: This past week the F&G crew continued spring cleanups in the cemeteries and around the Town facilities . We have been fogging and sanitizing the facilities.

Fleet: TRK24 2009 Freightliner dump truck - replaced broken wheel studs, driver's right rear wheel, freed up brakes and readjusted, removed onspots for the summer season. EQ40 2018 Volvo roller - performed pm service for the season. Performed regen and general check over. TRK7 2019 Western Star dump truck - set up body pan and hold down plates for summer service, installed scuttle door, checked for leaks, lubed chassis, removed spinner assembly and onspots for season, replaced driver's side mirror and adjusted tool box cover, repaired air leak, swapped trailer air line connections at the back of the truck. 15-R-1 2012 H.M.E. fire truck - performed PM-A service (lube chassis and general check over). TRK11 2016 F350 - perform PM-B service. Did monthly facilities audit. Loaded trucks.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle and 7 of construction and demolition. The brush pile was burned, and the leaf and yard waste pile is getting bigger. Residents are enjoying the free compost pile. Car counts: Monday 250, Tuesday closed, Friday 533, Saturday 305 and Sunday 212, a total of 1,300 residents served.

Moultonborough Fire Rescue: For the period of 04/10/2020 to 04/16/2020, there were 9 calls for service: 6 – Emergency medical incidents; 1 – Authorized burning; 1 – Smoke detector activation, no fire, unintentional; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 220. Automatic Aid: 6 times from Stewart's Ambulance. 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	3 firefighters
	Average Night/Weekend	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:35 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:48 mins/sec.
	Average Night/Weekend response time	10:22 mins/sec.

Operations: The Public Safety Building continues to be closed to the public due to the COVID-19/ Corona virus situation. Fire permits, permits to install, and operate oil fired equipment are being issued by appointment. Residents and businesses having questions life safety and fire code issues should call 476-5658 for service. The Fire Chief/Emergency Management Director continues to participate 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. 4/13 - The Fire Chief conducted a place of assembly inspection at a Whittier Highway restaurant. 4/15 - The Chief participated in a conference call with Lakes Region Mutual Fire Aid Fire Chiefs to discuss and review operations under COVID-19 conditions. 4/15 - The Fire Chief met with the Code Enforcement Officer to discuss building and life safety code issues regarding a Moultonboro Neck Road occupancy. Fire Department personnel are monitoring their temperatures daily upon entering the Public Safety Building and Building & Grounds staff continue to disinfect the building using the electro-static fogger. Throughout the week the Department back-flushed dry hydrants and tested the push lines in the West Village District and the Farm Road Subdivision.

Burning Permits: Burning permits are now required for all open burning. Category 1 fires (aka campfires) must be 25 feet from any structure, 2 feet in diameter, surrounded by non-combustible material, can be kindled at any time of the day. Category 2 fires must be 50 feet from any structure, 4 feet in diameter, surrounded by non-combustible material, can only be kindled between 5pm-9am. Category 3 fires (brush piles) must be 50-feet from any structure, they 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-10 (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. There is a \$3.00 convenience fee for on-line permits. During this time period, 32 fire permits have been issued using the on-line fire permit system. 117 fire permits have been issued in Town, using the on-line system since the March 13th State of Emergency Order was issued by the Governor. Residents are strongly encouraged to obtain burning permit using the online system www.nhfirepermit.com for their convenience and to observe the stay at home guidelines.

Moultonborough Police Department: The Police Department recorded 188 log entries, which included the following calls for service, 9 Assist Citizens, 2 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 2 Arrests, 7 complaints, 2 MV Accidents, 4 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms and 1 K-9 complaint.

Land Use Department: Nothing to report this week.

Recreation Department: Last Friday, Donna Tatro set up a StoryWalk® at Sutherland Park for all ages to enjoy. The story pages will remain set up providing there are no storms in the forecast. The stories will be rotated moving forward, as we hope to be able to add new stories to our collection. Each Friday, a new “Home RECers” flyer is posted on our website and Facebook pages. The flyers offer suggestions for activities that can be done safely following social distancing guidelines, helping parents and grandparents to combat “boredom”. It is also a means to keep our patrons engaged and connected to the Recreation Department during the pandemic. The Summer Brochure is now available online. The printing of hard copies has been delayed at this time. Registrations are open online or can be dropped off in the outside drop box at the Recreation office. Staff is available to answer questions via email Monday-Friday: 8 a.m. until 4 p.m., and also available by phone at the office Monday, Wednesday, and Friday. We are addressing and planning for multiple possible alternatives for our regular summer programs should we have restrictions when the programs are slated to start in late June. Our on-going projects have included, but not been limited to organizing office spaces, supply and equipment inventory, and modified summer planning. Donna K. will be taking a webinar on Wednesday, April 22 to learn about hiring and training seasonal staff in the days of COVID 19. We’re creating a video to reach out to residents on FB and the website to keep them engaged with us and let them know we miss them.

Important Dates to Remember
Board of Selectmen’s Work Session, April 22, 2020, 3 PM, Streaming Only
Town & School Meeting, Tentatively Scheduled, May 30, 2020, 9 AM