



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 27, 2020

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**Town Administrator:** This past week's activities included: Participated in daily conference calls with NHHSEM regarding COVID-19 pandemic, assisted Dave Crawford and Norm O'Neil with the virtual interview process of police chief candidates, continued review of YTD expenditures and revenue, assessed possible changes to recommendations for the 2020 budget appropriations, tele met with representatives from the Conservation Commission and DPW Director regarding the MFCA proposed parking area, tele met with Winnepesaukee 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 prepared for and attended the Select Board's work session. This coming week's activities include: Participate in conference calls with NHHSEM regarding COVID-19 pandemic, meet with DPW Director on pending projects and department operations, prepare for and facilitate the civilian panel interviews with the remaining police chief candidates, continue work with the Finance Director to evaluate opportunities and benefits under the Families First Coronavirus Response Act, (FFCRA), finalize and issue an RFP for replacing the roof shingles on the Historic Town House, continue ongoing monitoring of Town revenues and expenditures, and prepare for and attend the Select Board's non-public 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 new Avitar program to utilize for 2020. 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 until it is safe to do so. Our office is reviewing campgrounds to ensure the ownership information and data on file is accurate. On April 2, 2020, the Board of Selectmen authorized to extend the deadline for filing exemption and credit applications from April 15th to June 1st. The 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 the DRA that they were chosen as part of the monitoring sample. Property owners who have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 a.m. to 4 p.m., 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 worked on multiple drainage concerns on Kona Farm and Severance Roads. The crew graded Cottage, Davis, Harvard Camp, and Lunt Roads. The week ended continuing with ditching on Ossipee Mountain Road.

**Facilities & Grounds:** Last week the F&G crew continued cemetery spring cleanups, blowing and picking up leaves and tree debris. We raked and cleaned up around the Town Hall and Recreation buildings as well as prepped the parking lots for the sweeper.

**Fleet:** Eq39 2018 Volvo ES145 excavator - performed PM-B service and checked over machine. 15-E-1 HME pumper - performed PM-A service and general check over. 15-E-4 HME pumper - performed PM-A service and general check over, diagnosed driver side window issue and ordered parts. CAR162 2016 Ford Interceptor sedan - swapped out snow tires and performed state inspection. CAR141 2014 Ford Interceptor Utility - performed PM-B service, serviced transmission fluid, replaced spark plugs, swapped out winter tires, and checked for state inspection. EQ28 DOOLEY landscape trailer - repaired flat tire adjusted bearings and repaired lights.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle and 6 of construction and demolition. Car counts for this week: Monday 328, Tuesday closed, Friday 427, Saturday 394, Sunday 311. A total of 1,460 residents served.

**Moultonborough Fire Rescue:** For the period of 04/17/2020 to 04/23/2020, there were 13 calls for service: 1 – Outside fire; 9 – Emergency medical incidents; 1 – Motor vehicle accident with injuries; 1 – Assist the Police with search; 1 – Authorized controlled burning. Year to Date Incidents: 233. Automatic Aid: 11 times from Stewart’s Ambulance, 3 from Center Harbor. Mutual Aid: Once given to Tamworth for a brush fire. Overlapping Incidents: None.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	15:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	19:20 mins/sec.
	Average Night/Weekend response time	14:04 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 on 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. 4/21 - Moultonborough sent a crew to Tamworth for a first alarm outside fire at 129 Ossipee Lake Road. 4/22 - The Chief participated in a conference call with Lakes Region Mutual Fire Aid fire chiefs to discuss and review operations under COVID-19 conditions. Fire Department personnel are continuing to monitor their temperatures daily upon entering the Public Safety Building and Building & Grounds staff continue to disinfect the building using the electro-static fogger. Working with the Town Mechanic, bi-annual inspection and maintenance of fire apparatus has begun, time permitting one or two vehicles will be serviced daily. Throughout the week the Department continued with maintenance, repairs and testing of dry hydrants and push lines in on the eastern side of Town.

**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 and can only be kindled between 5 pm-9 am. Category 3 fires (brush piles) must be 50 feet from any structure, and can only be kindled between 5 pm

to 9 am, unless it is raining. All fires must be attended and must be fully extinguished when done burning. Permit holders are required to have a means of extinguishing the fire. Due to the COVID-19 situation, burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday from 8 am-4 pm), or at [www.nhfirepermit.com](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits. The on-line fire permit system is operated and run by the NH Division of Forest and Lands. When the daily fire danger level reaches “High”, the Division of Forest and Lands may shut off the on-line permit system. During this time period, 46 fire permits have been issued using the on-line fire permit system. 163 fire permits have been issued in Town, using the on-line system since the March 13 State of Emergency Order was issued by the Governor. Residents are strongly encouraged to obtain burning permits using the online system, [www.nhfirepermit.com](http://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, 5 Assist Citizens, 1 Motor Vehicle Stop, 4 Assists to Fire/EMS, 1 Directed Patrol, 0 Arrests, 5 complaints, 2 MV Accidents, 5 MV Complaints, 62 Residential Alarms, 3 Commercial Alarms and 1 K-9 complaint.

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

**Recreation Department:** Online registrations are temporarily closed at this time. We are accepting summer registrations in hard copy at the office. There is a drop box outside our door that is checked daily. Payments for summer programs will be collected at a later date. Registrations are currently being limited for each program and will be handled on a first come, first serve basis. Donna T. continues to offer unique weekly activities via the Home RECers program. The current weekly activity is Story Dice. This game uses one’s imagination to create stories from pictures on a set of dice. Last week’s Home RECers idea, StoryWalk® at Sutherland Park, will continue into summer. The story pages are removed from the trail during rainy or windy days, in order to prevent them from blowing off the wooden stakes. A new story will be posted on Tuesday. The Home RECers flyer is posted every Friday online on the Recreation Department’s webpage and Facebook page. The flyer is also posted in the window at the Recreation Department.

**Important Dates to Remember**

**Board of Selectmen’s Work Session (Non-Public), April 29, 2020, 4 PM  
Town & School Meeting, Tentatively Scheduled, May 30, 2020, 9 AM**