



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 4, 2020



Town Administrator: This past week's activities included: Participated in conference calls with NHHSEM regarding COVID-19 pandemic, met with DPW Director on pending projects and department operations, prepared for and facilitated the civilian panel interviews with the remaining police chief candidates, continued work with the Finance Director to evaluate opportunities and benefits under the Families First Coronavirus Response Act (FFCRA), finalized and issue an RFP for replacing the roof shingles on the Historic Town House, continued ongoing monitoring of Town revenues and expenditures, and prepared for and attended the Select Board's non-public work session. This coming week's activities include: Participate in conference calls with NHHSEM regarding COVID-19 pandemic, continue discussions with the Town Moderator and the NH Municipal Association regarding alternative town meeting options, prepare for and lead the monthly Department Head meeting, continue to work with the HR Manager on the police chief selection process, continue to address personnel matters, continue to evaluate Town operations for compliance with the State and Federal regulations as related to the pandemic, and prepare for and attend the Select Board meeting. Have a great week and be well and stay safe.

Finance: Nothing to report this week.

Assessor: Due to the COVID-19 pandemic our office has been closed to the public, and now closed on Tuesday and Thursday. We are available by phone and email to answer assessing questions or concerns. Whitney Consulting Group (WCG) is measuring commercial properties and new construction to ensure the Town's data is accurate. Building permits are being reviewed by the office staff and WCG. No interior inspections will be done at this time due to the COVID-19 pandemic until it is safe to do so. The campgrounds have been updated for the first half tax bill. 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 DRA that they were chosen as part of the monitoring sample. Property owners with any questions or concerns regarding assessing should contact the Assessor's office, Monday - Friday 7:30 a.m. to 4 p.m., 476-2347 or email jbelville@moultonboroughnh.gov.

Tax Collector: Nothing to report this week.

Town Clerk: The month of April 2020 the Town Clerk's office processed 699 - Motor Vehicle Registrations, 64 - Boat Registrations, 61 - Titles, 2 - Vital Records (Birth, Death, Marriage, Divorce), 294 - Dog Licenses, received Wetlands Applications and various miscellaneous services.

Department of Public Works: The Highway team started the week cutting and removing trees/debris at multiple locations from the Sunday evening rain and windstorm event. The rest of the week the crew worked on drainage concerns and ditching projects throughout Town.

Facilities & Grounds: F&G continued spring cleanups, as well as mowing and trimming at Lee's Mills and various cemeteries, and minor building repairs. The expansion take at the PSB has failed and was replaced.

Fleet: 15-E-4 2001 H.M.E. pumper - diagnosed coolant leak ordered front heater core. 15-R-3 2015 F550 Mini-Evo - perform PM-B service. 15-U-1 2015 F350 - perform PM-B service. 15-T-1 2017 International 7600 tanker - perform PM-A service. 15-E-3 2019 H.M.E. pumper - perform PM-A service. 15-F-2 1985 Chevy K3500 - repaired fuel issue, cleaned carburetor. CAR141 2014 Ford Police Utility - repaired exhaust and inspected. EQ17 2010 Mobark chipper - performed state inspection. TRK1 2019 Ram 3500 - repaired tailgate issue. TRK10 2007 Peterbilt - repaired driver's report of a loose tailgate. TRK15 2009 F550 - repaired a starting issue, replaced defective battery and bad battery cable to lower battery. TRK9 2014 Kenworth - repaired driver's report rear lights out and air leak.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 2 of single stream recycle, 5 of construction and demolition, and 1 of mixed scrap metal. The brush pile was burned, and the compost turned. The car counts were Monday 245, Tuesday 106, Friday 415, Saturday 405, and Sunday 209. A total of 1,380 residents served.

Moultonborough Fire Rescue: For the period of 04/24/2020 to 04/30/2020, there were 13 calls for service: 1 – Building fire, Sandwich; 5 – Emergency medical incidents; 1 – Power line down; 4 – Assist the physically disabled; 1 – Unauthorized burning; 1 – Dispatched & cancelled en-route. Year to Date Incidents: 246. Automatic Aid: Nine times from Stewart's Ambulance, once from Center Harbor. Mutual Aid: Once given to Sandwich for a building fire. Overlapping Incidents: None.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:40 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:09 mins/sec.
	Average Night/Weekend response time	17:26 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 Friday 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. 4/24 - Chief Bengtson attended an on-line webinar for applying for Public Assistance from FEMA. 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 inspections of fire apparatus have begun, time permitting 1 or 2 vehicles will be serviced daily. Throughout the week the Department has continued with maintenance, repairs and testing of dry hydrants and cisterns on Moultonboro Neck and Long Island.

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

pm to 9am, 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 situation burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday from 8am-4pm), or at 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, 41 fire permits have been issued using the on-line fire permit system. 205 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 for their convenience and to observe the stay at home guidelines.

Moultonborough Police Department: The Police Department recorded 237 log entries, which included the following calls for service, 13 Assist Citizens, 11 Motor Vehicle Stops, 8 Assists to Fire/EMS, 5 Directed Patrols, 1 Arrest, 6 complaints, 2 MV Accidents, 2 MV Complaints, 3 Residential Alarms, 1 Commercial Alarm and 2 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Summer registrations are slowly coming into the office. We have put a limit on the number of registrations for our day camps as well as our Adult Pickleball program. Registrations are only being accepted in hard copy, via the drop box at our office. Online registration remains closed at present. With the state beginning to re-open businesses, the staff at MRD is researching ways to safely run our summer programs, specifically day camp and adult pickleball. We are looking into the best practices for day to day activities with the intention of keeping staff and patrons safe and following suggested guidelines. The StoryWalk® at Sutherland Park will be an ongoing activity throughout the spring. Stories are being rotated and we hope to be able to add new stories along the way. There are currently 3 books prepared for the trail. Last week's Home RECs activity sent our patrons out into their yards or the woods to look for natural items to build fairy and toad houses with. Things like pine needles, twigs, pinecones, tiny pebbles, etc. can all be incorporated in the project. "Tree Cookie" bases are available outside the Rec. Department. Also included in our Home RECs flyer is a method to do a "meditational body scan" which will help people to relax during these trying times. Something for everyone, as Stay at Home 2.0 is in effect until late May.

Important Dates to Remember
Board of Selectmen's Meeting, May 6, 2020, 3 PM
Town & School Meeting, Tentatively Scheduled, May 30, 2020, 9 AM