



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 11, 2020



Town Administrator: This past week’s activities included: Participated in conference calls with NHHSEM regarding COVID-19 pandemic, continued discussions with the Town Moderator and the NH Municipal Association regarding alternative town meeting options, prepared for and led the monthly Department Head meeting, continued to work with the HR Manager on the police chief selection process, continued to address personnel matters, continued to evaluate Town operations for compliance with the State and Federal regulations as related to the pandemic, and prepared for and attended the Select Board meeting. This coming week’s activities include: Participate in conference calls with NHHSEM regarding COVID-19 pandemic, continue working with NHMA legal staff, Superintendent of Schools and Town Moderator to obtain approved alternatives for traditional town meeting, continue to work with the Select Board and HR Manager on the police chief hiring process, continue research on meeting room audio/visual upgrade, coordinate with the Facilities Supervisor the installation of new physical barrier safeguards for all Town buildings where needed, attend the JLMC (Joint Loss Management Committee) meeting via Zoom, prepare for and attend the Select Board special meeting. Have a great week and 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 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 and inspections will be scheduled once it is safe to do so. The campgrounds have been updated for the first half tax bill. The first half tax warrant has been printed and submitted to the Board of Selectmen for signatures. Due to the data conversion with Avitar, the Vision web page will no longer be available through the Town’s website. Property owners with any questions or concerns should contact the Assessor’s 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: The Highway team spent the majority of the week finalizing the site work at the Pavilion. The balance of the week the team took care of drainage concerns on Bodge Hill and Randall Roads.

Facilities & Grounds: This past week the F&G continued spring mowing and trimming of the Town properties and cemeteries. We assisted other departments with the finish grade and loam of the pavilion.

Fleet: 15-C-1 2017 Ford Interceptor - performed PM-B service and swapped out for summer tires.
15-E-4 2002 H.M.E. Pumper - replaced front heater core assembly and driver side window channel and

adjusted. TRK10 2007 Peterbilt dump - repaired rear lights. TRK9 2014 Kenworth T47 dump truck - replaced tarp. TRK4 2012 F350 pick up - replaced D.E.F. liquid line assembly, performed PM-B service, replaced steering damper and front brakes/rotors, swapped out summer tires. Loaded chips. Loaded dump trucks for Highway Dept. T2 training on ethics. Did monthly facilities audit.

Transfer Station: Last week we shipped out 6 containers of municipal solid waste, 1 of single stream recycle, 7 of construction and demolition and 1 of mixed scrap metal. The compost was turned, and 2 brush piles burned. Car counts: Monday 411, Tuesday 161, Friday 403, Saturday 297 and Sunday 189, a total of 1461 residents served.

Moultonborough Fire Rescue: For the period of 05/01/2020 to 05/07/2020, there were 15 calls for service: 1 – Cooking fire, confined to container; 6 – Emergency medical incidents; 1 – Arcing, shorted electrical equipment; 1 – Tree on wires, no fire; 2 – Unauthorized burning; 1 – Authorized burning; 1 – Hazardous material release investigation with no hazard found; 1 – Alarm system activation due to malfunction; 1 – Alarm system activation, unintentional, no fire. Year to Date Incidents: 261. Automatic Aid: Seven times from Stewart’s Ambulance, three times from Center Harbor. 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	6 firefighters
	Average Night/Weekend	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:53 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:20 mins/sec.
	Average Night/Weekend response time	12:50 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, Wednesdays 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. 5/4 - Chief Bengtson participated in the monthly Department Head meeting with the Town Administrator via Zoom. 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 one or two 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 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 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 period, 49 fire permits have been issued using the on-line fire permit system. 254 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 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 220 log entries, which included the following calls for service, 13 Assist Citizens, 9 Motor Vehicle Stops, 1 Assist to Fire/EMS, 0 Directed Patrols, 1 Arrest, 4 complaints, 0 MV Accidents, 6 MV Complaints, 3 Residential Alarms, 0 Commercial Alarms and 0 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Each Friday, MRD posts an activity for families to safely participate in during social distancing. Last week's Home RECers activity was a Glow in the Dark Bowling project. Along with the bowling project, MRD compiled a list of museum and zoo websites for patrons to check out for live webcams and virtual museum tours. A new story will be posted at Sutherland Park on Tuesday this week. MRD will continue to post stories along the path at the park for patrons to enjoy. Registrations for our summer programs are coming into the office via the drop box and mail. MRD is not accepting any payments at this time for summer registrations. This week, MRD software company, Sportsman, is offering webinars to train users on new features that were created for COVID-19. Staff will be logging into one of the sessions.

Important Dates to Remember

Board of Selectmen's Work Session, May 13, 2020, 3 PM

Board of Selectmen's Meeting, May 20, 2020, 3 PM