

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 18, 2020



Town Administrator: This past week's activities included: Continued discussions with the Town Moderator and the NH Municipal Association regarding alternative town meeting options, continued to work with the HR Manager on the police chief selection process, continued to address personnel matters, continued research on meeting room audio/visual upgrade and met with a second vendor for a proposal, coordinated with the Facilities Supervisor for the installation of new physical barrier safeguards for all Town buildings where needed, attended the Joint Loss Management Committee meeting via Zoom, and prepared for and attended the Select Board meeting. This coming week's activities include: Continue to evaluate Town operations for compliance with the State and Federal regulations as related to the pandemic, including preparing plans for reopening Town facilities in June, 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, prepare for and attend the Select Board special meeting and regular meeting. Staffing levels in the Town office will increase this week with limited staff working from home. The Town facilities will remain closed to the public until all service area modifications have been completed in June. 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. We are available by phone and email to answer assessing questions or concerns. Whitney Consulting Group (WCG) is measuring commercial properties and building permits to ensure the Town's data is accurate. No interior inspections will be done at this time due to the pandemic and will be scheduled once it is safe to do so. Campgrounds have been updated for the first half tax bill; all data is accurate. Due to the data conversion with the Avitar program, the Vision web page will no longer be available through the Town's website. Property record cards are available on our website, www.moultonboroughnh.gov; click on Tax & GIS Maps; "x" out of the box that appears and hit the search key on the left side, searching by owner, map and lot, or street name. The Assessor's office is available by telephone or email Monday – Friday, 7:30 a.m. to 4 p.m., jbelville@moultonboroughnh.gov or arush@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 ditching on Abbott, Ben Berry, Bodge, Evans, and Kent Roads. The crew graded Abbott, Bodge, and Randall Roads. They finished the week filling potholes on dirt roads and chipping a few trees on Lees Mills Road.

Facilities & Grounds: This past week the F&G crew continued to disinfect with the fogger and wipe down Town buildings. The crew mowed and trimmed Town properties and cemeteries. The

landscaping is complete at the Pavilion and the start-up and certification for the bathrooms has been done by Clivus.

Fleet: CAR151 2015 Ford Police Interceptor - swap out winter tires for summer tires. 15-R-3 2015 F550 Mini-Evo - replaced b/u alarm. EQ44 Land pride rake - replaced tube in guide tire. EQ48 Ferris Zero Turn mower - no start issue, replaced starter solenoid and also the mower drive belt. TRK9 2014 Kenworth T470 - replaced oil pan assembly and performed PM-B service. TRK10 2007 Peterbilt dump truck - rewired rear lights, performed PM-B service, pulled winter gear, adjusted clutch. Worked at Transfer Station directing traffic. Loaded trucks. Attended J.L.M.C. meeting on Zoom Tuesday.

Transfer Station: Last week we shipped out 5 containers of municipal solid waste, 0 of single stream recycle, and 8 of construction and demolition. The brush pile was burned, and compost turned. Car counts Monday 305, Tuesday 167, Friday 515, Saturday 346, Sunday 316. Total served 1649.

Moultonborough Fire Rescue: For the period of 05/08/2020 to 05/14/2020, there were 11 calls for service: 6 – Emergency medical incidents; 1 – Lockout-residential; 1 – Water evacuation, flooded basement; 1 – Unauthorized burning; 1 – No incident found upon arrival at dispatched location; 1 – Alarm system activation due to malfunction. Year to Date Incidents: 272. Automatic Aid: Six times from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: None.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 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	11:05 mins/sec.
	Average Night/Weekend response time	13:52 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 Town. 5/11 - Engines 1, 3 and 4, Tanker 1 and Rescue 3 received their annual pump tests, all passed. Pump testing was conducted by Lakes Region Fire Apparatus with assistance of the day shift. The test was performed at Lee's Mills. 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. 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 5pm-9am. Category 3 fires (brush piles) must be 50-feet from any structure, they can only be kindled between 5pm 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 period, 26 fire permits have been issued using the on-line fire permit system. 281 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 265 log entries, which included the following calls for service, 14 Assist Citizens, 4 Motor Vehicle Stops, 8 Assists to Fire/EMS, 4 Directed Patrols, 11 Arrests, 6 complaints, 0 MV Accidents, 9 MV Complaints, 6 Residential Alarms, 2 Commercial Alarms and 3 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: This week's Home RECers activities are a DIY Mini Golf Course and instructions on how to make shadow puppets. These are two great projects that families can do at home, in the yard, or at a campground! We will continue to post new stories at Sutherland Park for patrons to enjoy while visiting the park, weather permitting. The final LWCF inspection on the Pavilion project will be this Friday. Last Wednesday Dan, Donna K., and DPW were trained by Clivus on the basic operation of the composting toilets. New signs have been ordered for the park and beach encouraging proper usage and distancing requirements. MRD staff continues to meet via zoom on a regular basis and is making slow but steady progress with cleaning out and reorganizing the basement storage bays.

Important Dates to Remember

Board of Selectmen's Work Session, May 18, 2020, 8 AM, Streaming Only
Board of Selectmen's Meeting, May 21, 2020, 4 PM, Streaming Only
Board of Selectmen's Work Session, May 28, 2020, 4 PM, Streaming Only