



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 26, 2020



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**Town Administrator:** Walter will be out of the office due to a death in his family and will return on Thursday, May 28<sup>th</sup>.

**Finance:** Nothing to report this week.

**Assessor:** Due to the COVID-19 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 until it is safe to do so. Seasonal campgrounds were updated for the first half tax bill. We will begin measuring and listing the cabins/improvements for all summer camps. 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 can be viewed on the Town's website, [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov); Tax & GIS Maps; searching by owner, map & lot, or street name. Property owners with questions or concerns should contact our office, Monday - Friday 7:30 a.m. to 4 p.m., or email [jberville@moultonboroughnh.gov](mailto:jberville@moultonboroughnh.gov). or [arush@moultonboroughnh.gov](mailto:arush@moultonboroughnh.gov).

**Tax Collector:** Nothing to report this week.

**Town Clerk:** Nothing to report this week.

**Department of Public Works:** The Highway team worked throughout the week ditching Blake, Buxton, Evans, and Lee's Mills Roads. The Highway and Facilities crews worked together to clean up the beaches and grounds at Long Island.

**Facilities & Grounds:** This past week the F&G crew continued to disinfect by using the fogger and wipe-down Town buildings. We mowed and trimmed town properties and cemeteries.

**Fleet:** CAR151 2015 Ford Police Utility - replaced rear brake pads and rotors. CAR161 2016 Ford Police Utility - swapped tires, performed PM-B service, diagnosed battery draw issue and found issue in radio side sent to O.M.E., replaced battery. EQ12 2009 John Deere backhoe - W.I.F. light came on, drained water separator. TRK10 2007 Peterbilt - replaced pinion seal and cleaned, replaced valve seals in valve body for plow lift function. TRK11 2016 Ford F350 - checked front end issue. TRK4 2012 F350 - picked up and repaired coolant leak. EQ39 2018 Volvo ECR145E excavator - freed up rubber pad hold down bolts and repaired 2 pads. EQ14 2015 CAT 926M - evaluated machine after incident, ordered new glass and brake light switches. Went to Milton Cat and H.P. Fairfield for parts for the loader and dumpcart parts.

**Transfer Station:** Last week we shipped out 7 containers of municipal solid waste, 0 of single stream recycle, and 8 of construction and demolition. The brush pile was burned, and the compost turned. Car counts: Monday 353 (closed early due to compactor box fire), Tuesday 245, Friday 470, Saturday 493, Sunday 456, Monday closed. A total of 2,017 residents served.

**Moultonborough Fire Rescue:** For the period of 05/15/2020 to 05/21/2020, there were 27 calls for service: 1 – Trash compactor fire; 1 – Wildland/woods fire; 16 – Emergency medical incidents; 1 – Carbon monoxide incident; 1 – Assist the physically disabled; 1 – Dispatched & cancelled en route; 2 – Authorized controlled burning; 1 – Biological hazard investigation; 2 – Alarm system activation due to malfunction; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 299.

Automatic Aid: 16 times from Stewart's Ambulance. Mutual Aid: Given once to Center Harbor for a carryout of an injured hiker, once to Belmont for a 4<sup>th</sup> alarm brush fire, and once to Meredith for an outside fire on Hen Island. Overlapping Incidents: 7 instances occurred where 2 incidents were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 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	13:02 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	14:52 mins/sec.
	Average Night/Weekend response time	11:30 mins/sec.

Operations: The Public Safety Building continues to be closed to the public due to the COVID-19 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. 5/15 - Moultonborough's fireboat was requested by Meredith for an unknown type of fire on Hen Island following a lightning strike. The boat was cancelled en route after responding unit found an outside fire not threatening any structures. 5/16 - Moultonborough supplied personnel to Center Harbor to assist with the carryout of an injured hiker on Center Harbor Neck Road. 5/21 - Moultonborough sent 2 trucks and 4 personnel to Belmont for a 4<sup>th</sup> alarm brush fire on Wareing Road. The Fire Department and Facilities & Grounds staff continue to disinfect the building, Fire Department offices and quarters at the Public Safety Building. Throughout the week the Department has been testing fire hose. Annual service testing of fire hose is required for compliance with NFPA 1962 to ensure the safety of personnel when using fire hose. Chief Bengtson worked with several local restaurants to help them obtain the necessary inspections and place of assembly permits to open for outdoor dining under the Governor's COVID-19 Reopening Guidance for restaurants.

Burning Permits: 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 a.m.-4 p.m.), or on-line 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. Since the State of Emergency was declared on March 13, 2020, 341 fire permits have been issued in Town, using the on-line system. 61 fire permits have been issued using the on-line fire permit system between 5/15-5/21. Residents are strongly encouraged to obtain burning permit using the online system for their convenience and to observe the stay at home guidelines.

**Moultonborough Police Department:** The Police Department recorded 299 log entries, which included the following calls for service, 10 Assist Citizens, 28 Motor Vehicle Stops, 4 Assists to Fire/EMS, 8 Directed Patrols, 4 Arrests, 11 complaints, 1 MV Accident, 10 MV Complaints, 7 Residential Alarms, 1 Commercial Alarm, and 1 K-9 complaints.

Training: May 19<sup>th</sup> Detective John attended Mini Law School for HR Professionals.

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

**Recreation Department:** Last week's Home RECs activities were created with a camp out theme for the holiday weekend and warm weather to follow. Look for a new story to be posted at Sutherland Park later this week. Summer registrations continue to be received. At this time, no money is exchanging hands. Most of the registrations being received are for summer full day camp. Staff continues to work on the basement clean out project and is making progress.

#### **Important Dates to Remember**

**Board of Selectmen's Work Session, May 28, 2020, 4 PM, Streaming Only**

**Board of Selectmen's Meeting, June 4, 2020, 4 PM, Streaming Only**

**Board of Selectmen's Meeting, June 18, 2020, Time to be Determined**

**Board of Selectmen's Work Session, June 25, 2020, 4 PM**