

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 1, 2020



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**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 address personnel matters, participated in conference calls with NHHSEM regarding COVID-19 pandemic, continued working with NHMA legal staff, Superintendent of Schools and Town Moderator to obtain approved alternatives for traditional town meeting and prepared for and attended the Select Board's meeting. Staffing levels in the Town office will increase this week with limited staff working from home. 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, prepare for and coordinate the monthly Department Head meeting, attend the Milfoil Committee meeting, prepare for and attend the Select Board's meeting. Town facilities will remain closed to the public until all service area modifications have been completed in mid-June. Have a great week and be well and stay safe.

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

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

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

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

**Department of Public Works:** Part of the Highway team began the week cutting trees on Ferry and Kent Roads, while the rest of the crew worked on paving multiple sections on Ferry Road. The balance of the week was spent ditching and grading on Blake, Evans, Far Echo, Ferry, Kent, and Lee's Mills Roads. The States Landing boat ramp/dock project has commenced. The dewatering operation in the cofferdam, sealing leaks and installing dewatering sumps was completed last week. Excavation and construction of the boat ramp and dock will continue for several weeks. The boat ramp will remain closed until construction is complete.

**Facilities & Grounds:** This past week the F&G crew continued spring maintenance on the Town properties and the cemeteries. We have been sanitizing and fogging Town buildings and vehicles.

**Fleet:** 15R3 2015 F550 H.M.E. mini pumper - check out coolant loss. EQ14 2015 CAT 926M loader - cleaned out cab to replace stop light switch and get ready for glass replacement, lubed machine. Pemi Glass replaced front windshield and lower glass. EQ32 2018 Eager Beaver 20 ton trailer - repair ramps and replace boards, repaired trailer harness at truck end, replaced airline and glad hand. TRK9 2014 Kenworth - Recharged a/c system and checked for leaks. TRK10 2007 Peterbilt - Make a step for the dump body, repair leaks. Load water tank into TRK9. Push back chip piles to try out EQ14.

**Transfer Station:** This week we shipped out 5 containers of municipal solid waste, 6 of construction and demolition, and 1 of mixed scrap metal. The brush piles were burned, and the compost was turned. Car counts: Monday closed, Tuesday 371, Friday 607, Saturday 395, Sunday 198. A total of 1,571 residents served.

**Moultonborough Fire Rescue:** For the period of 05/22/2020 to 05/28/2020, there were 15 calls for service: 1 – Building fire; 10 – Emergency medical incidents; 1 – Arcing, shorted electrical equipment; 1 – Assist the Police; 1 – Unauthorized burning; 1 – Alarm system activation due to malfunction. Year to Date Incidents: 314. Automatic Aid: Twice from Stewart’s Ambulance. Mutual Aid: Received from Center Harbor, Holderness, Meredith, Sandwich and Tuftonboro for first alarm building fire on Shangri La Drive. Overlapping Incidents: None.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	10:06 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	03:52 mins/sec.
	Average Night/Weekend response time	11:17 mins/sec.

**Operations:** The Public Safety Building continues to be closed to the public due to the COVID-19 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 and currently there are no active cases in Town. 5/27 - Moultonborough firefighters and Stewart’s Ambulance were dispatched at 6:45 am to Shangri La Drive for the report of a garage fire. Upon arrival, first arriving units found a well involve detached garage fire with roof collapse and fire extending to the house approximately 15 feet away. After confirming that all occupants were out of the building and accounted for, crews knocked down the fire on the house. Crews were then split to extinguish the garage fire and to check for hidden fire in the walls, ceiling, and roof of the house. Two firefighters were treated on scene for heat related issues, there were no civilian injuries. Crews were assisted by mutual aid departments from Tuftonboro, Sandwich, Holderness, Center Harbor and Meredith. Crew were on scene for approximately 3 hours and 45 minutes. The loss and damage are estimated at \$300,000. The cause of the fire remains under investigation. The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building. Throughout the week the Department has continued the annual fire hose testing, which is required for compliance with NFPA 1962 to ensure the safety of personnel when using fire hose.

**Burning Permits:** Due to the COVID-19 situation burning permits are available by appointment, at no cost, at the Public Safety Building by calling 476-5658 (Monday-Friday from 8am-4pm). They are also available on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com), with a convenience fee of \$3.00. 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, 417 fire permits have been issued in Town, using the on-line system. 76 fire permits have been issued using the on-line fire permit system between 5/22-5/28. Residents are strongly encouraged to obtain burning permits using the online system for their convenience and to observe the stay at home guidelines.

**Moultonborough Police Department:** The Police Department recorded 236 log entries, which included the following calls for service, 5 Assist Citizens, 13 Motor Vehicle Stops, 11 Assists to Fire/EMS, 7 Directed Patrols, 1 Arrest, 5 complaints, 2 MV Accidents, 4 MV Complaints, 5 Residential Alarms, 1 Commercial Alarm and 3 K-9 complaints.

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

**Recreation Department:** Last week's Home RECers activities offered ideas to keep cool in the summer heat. A new story will be posted at Sutherland Park on Monday, June 1, 2020. Summer Pickleball is scheduled to open on Monday, June 8 at Kraine Meadow Park. Adult Fitness classes are scheduled to begin on Tuesday, June 23 at the Recreation Department. MRD staff is awaiting the "green light" to begin these programs. 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 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**

**School & Town Meeting Tentatively Scheduled Saturday, June 20, 2020, 9 AM**

**Department Head Staff Meeting, July 7, 2020, 9 AM**