

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 8, 2020



Town Administrator: This past week's activities included: Continued developing plans with the Town Moderator and Superintendent of Schools regarding alternative town meeting options and holding a drive in style Town Meeting on June 20th at the Sandwich Fairgrounds, continued to address personnel matters, participated in conference calls with NHHSEM regarding COVID-19 pandemic, attended the virtual Milfoil Committee meeting, lead the monthly Department Head meeting, met with the MPD union representatives regarding a request for bargaining on call time, and attended the Select Board meeting. Staffing levels in the Town office increased this week with no 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 to finalize plans for the June 20th town and school meetings at the Sandwich Fairgrounds, prepare for and attend the Select Board's work session. Town facilities will remain closed to the public until all service area modifications have been completed in mid-June. Re-opening plans will be finalized this week and the target date for a partial re-opening is June 22nd. 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: The Highway team spent the week grading and ditching on Dodge, Kent, Old Long Island, Ossipee Mountain, Red Hill and Sibley Roads.

Facilities & Grounds: This past week the F&G crew continued spring clean-up, mowing and trimming Town properties and cemeteries. We continue to fog and sanitize Town buildings and vehicles.

Fleet: TRK2 2011 F550 - rebuild leaf gate to fit truck and box. CAR162 2016 Ford Police Interceptor sedan - performed PM-B service. 15R33 2015 F550 Mini-Evo - replaced l.f. mud flap and surge tank pressure cap. EQ32 2017 Eager Beaver 20 ton trailer - road call to Long Island to replace airline. EQ16 2015 Cat Skid steer loader lube machine check out sweeper. CAR182 2018 Ford Police Interceptor Utility - performed PM-B service and swap out to summer. TRK11 2016 F350 - rack body replaced track bar ball joint and steering stabilizer. TRK10 2007 Peterbilt - replaced fitting. Trucked gravel. Loaded chips.

Transfer Station: Last week we shipped out 7 containers of municipal solid waste and 8 of construction and demolition. The brush pile was burned, and the compost turned. Car counts: Monday 387, Tuesday 241, Friday 440, Saturday 442 and Sunday 323, a total of 1,833 residents served.

Moultonborough Fire Rescue: For the period of 05/29/2020 to 06/04/2020, there were 15 calls for service: 1 – Transformer fire; 9 – Emergency medical incidents; 1 – Service call, other; 1 – Tree on wires, no fire; 1 – Dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched address; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 330. Automatic Aid: Once from Stewart's Ambulance. Mutual Aid: Given to Sandwich for a carryout of an injured hiker. Overlapping Incidents: One instance where two 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	11:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:04 mins/sec.
	Average Night/Weekend response time	13:31 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 about 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 remains as being shown as having a cumulative of 1-4 confirmed cases in the Town. There are currently no active cases in town. 5/30 - Moultonborough firefighters responded to the Mead Base Camp in Sandwich to assist with the carry out of a hiker having a medical emergency on the Mount Israel Trail. 6/2 - Chief Bengtson participated in the Zoom monthly Department Head meeting with the Town Administrator. The Fire Department and Facilities & Grounds staff continue to disinfect the building and the Fire Department offices/quarters at the Public Safety Building. Throughout the week the Department has continued 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.

Burning Permits: Due to the COVID-19 (Corona virus) situation burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday, 8am-4pm), or on-line 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. Since the State of Emergency was declared on March 13, 2020, 469 fire permits have been issued in Town, using the on-line system. 52 fire permits have been issued using the on-line fire permit system between 5/29-6/4. 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 235 log entries, which included the following calls for service, 11 Assist Citizens, 10 Motor Vehicle Stops, 5 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 6 complaints, 1 MV Accident, 7 MV Complaints, 3 Residential Alarms, 2 Commercial Alarms and 3 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Last week's Home RECs idea encouraged families to make pet rocks. The idea behind it was to go for a hike or walk in the woods and search for a special rock, take it home and let the creative juices flow by turning it into a pet rock. Donna T. continues to maintain the

StoryWalks® at Sutherland Park. Stories are posted along the outskirts of the park and down the trail for all ages to enjoy. On inclement and windy weather days, the pages are taken down and reposted when it clears. Donna T. hopes to be able to continue posting stories through the coming weeks. Staff continues to work on the record retention project.

Important Dates to Remember

Board of Selectmen's Work Session, June 11, 2020, 4 PM, Streaming Only

Selectmen's Informational Session Re Town Meeting, June 16, 2020, 7 PM, Streaming Only

Board of Selectmen's Meeting, June 18, 2020, 7 PM, Streaming Only

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

School & Town Meeting, Sandwich Fairgrounds, Rte. 109 Entrance, Saturday, June 20th, 9 AM

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