

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 15, 2020



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**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 20<sup>th</sup> at the Sandwich Fairgrounds, continued to address personnel matters, participated in conference calls with NHHSEM regarding COVID-19 pandemic, 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, coordinated a meeting of town hall supervisory staff to plan town hall opening on June 22<sup>nd</sup>, participate in conference calls with NHHSEM regarding COVID-19 pandemic, continue to finalize plans for and attend the June 20<sup>th</sup> Town and School meetings at the Sandwich Fairgrounds, prepare for and attend the Select Board's Town Meeting warrant information session on Tuesday at 7:00 pm, prepare for and attend Select Board's regular meeting on Thursday at 7:00 pm. 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 is still 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. Interior inspections will be scheduled once it is safe to do so. We started to measure and list the cabins/improvements for all summer/youth camps. 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; "x" out of the box that appears and hit the search key on the left side. You can search by owner, map & lot, or street name. The tax maps have been updated in the office and on the Town's Axis/GIS website. If property owners have any questions or concerns regarding assessing, please contact our office, Monday - Friday 7:30 am to 4 pm, 603-476-2347 or email [jbelville@moultonboroughnh.gov](mailto:jbelville@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 on cutting trees, removing debris, drainage issues and ditching on Eagle Shores, Geneva Point, Long Point, Paradise Drive, 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:** EQ39 2018 VolvoES145 excavator - install line clamp and grease line. Eq14 2015 Cat926M loader - rotate blades on the bucket, install toolbox for tow chain. CAR152 2015 Ford Police Interceptor utility - mount summer tires, replaced sway bar links to repair clunking noise. TRK6 2018 Western Star - replaced broken glad hands and replaced line to the trailer. AR181 2018 Ford Police Interceptor utility

swap out summer tires, perform 4 wheel brake job, and PM-B service. TRK9 2014 Kenworth T470 dump truck - replace front brake shoes and drums, adjust brakes, replaced front shocks, diagnosed coolant leak and found loose clamps at heater hoses. EQ23 2009 John Deere 772 GP grader - replaced Moe board guides and adjusted, tried to calibrate cross slope ordered sensor. 15-R-1 2012 HME Rescue - diagnose low air buzzer not working, ordered new buzzer. Load trucks.

**Transfer Station:** This week we shipped out 7 containers of municipal solid waste, 6 of construction and demolition, 1 of mixed scrap metal, 1 grapple load of mixed scrap metal, and 1 bulk load of shingles were picked up. The brush piles were burned, and compost turned. Car counts: Monday 352, Tuesday 288, Friday 473, Saturday 405, Sunday 454. A total of 1,972 residents served.

**Moultonborough Fire Rescue:** For the period of 06/05/2020 to 06/11/2020, there were 18 calls for service: 1 – Brush fire; 1 – Excessive heat, scorch burns with no ignition; 8 – EMS calls; 1 – Dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched address; 3 – Alarm system sounded due to malfunction; 2 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Year to Date Incidents: 348. Automatic Aid: Three times aid was received from Center Harbor and given once to Center Harbor. Mutual Aid: Given to Meredith for a brush fire on Tracy Way. Overlapping Incidents: Two instances 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	6 firefighters
	Average Night/Weekend	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:28 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:38 mins/sec.
	Average Night/Weekend response time	14:07 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 remains as being shown having a cumulative of 1-4 confirmed cases in the Town, with no current active cases. Local restaurants have been providing take-out and outside dining within the restrictions of the Stay at Home 2.0 guidelines. Local businesses have been adapting to reduced occupancy and personal protective equipment requirements. 6/5 - Chief Bengtson conducted a place of assembly inspection for a Lee Road restaurant. 6/5 – We responded to a 1<sup>st</sup> Alarm brush fire on Tracy Way in Meredith. 6/8 - Chief Bengtson provided a life safety code consultation for a Geneva Point Road camp to aid them in developing options for opening for business under the COVID-19 restrictions. 6/8 - The Fire Department tested and certified the flow capability of a cistern on Christmas Tree Lane at the request of the homeowner for insurance documentation. 6/9 - Chief Bengtson conducted place of assembly inspections in the Bald Peak Colony Club. 6/10 - The Fire Chief provided a life safety and fire code consultation for the Whittier Highway business looking to offer expanded services. 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 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 situation burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday from 8 am-4 pm), 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, 546 fire permits have been issued in Town, using the on-line system. 66 fire permits have been issued using the on-line fire permit system between 6/5-6/11. 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 247 log entries, which included the following calls for service, 13 Assist Citizens, 9 Motor Vehicle Stops, 9 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrests, 8 complaints, 2 MV Accidents, 6 MV Complaints, 1 Residential Alarm, 2 Commercial Alarms and 0 K-9 complaints.

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

**Recreation Department:** With the change in the Stay at Home orders to Safer at Home, the last “Home RECers” project was posted last Friday – Hairy Monsters and Zen Gardens were the final projects. The adult Pickle Ball program is slated to get underway once we have all necessary supplies and equipment in place to do so. We are in the process of hiring lifeguards for Long Island and States Landing Beaches. Guards are scheduled to go on duty the week of June 29<sup>th</sup> at Long Island and July 15<sup>th</sup> at States Landing. The concert series will begin at the Gazebo at the Moultonborough Function Hall (Lion’s Club) property on Wednesday June 24<sup>th</sup> at 6:30 PM. The Railroad Express (Dave Thompson) will be the first performer for the 2020 season.

#### Important Dates to Remember

**Selectmen’s Info. Session Revised Warrant & Town Meeting, 6/16/2020, 7 PM, Streaming Only**

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

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

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

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