



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 22, 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, attended the annual school meeting to coordinate logistics as Town Meeting was cancelled, continued to address personnel matters, participated in conference calls with NHHSEM regarding COVID-19 pandemic, reviewed temporary parking plan for States Landing with DPW Director and some Board members, and prepared for and attended the Select Board's Town Meeting information sessions on Tuesday and the regular meeting on Thursday. This coming week's activities include: Oversee and evaluate the Town Hall opening on June 22nd, address several personnel matters, participate in conference calls with NHHSEM regarding COVID-19 pandemic, finalize plans and logistics for the June 29th Town Meeting at the Moultonborough Academy, prepare for and attend the Select Board's work session. Have a great week and be well and stay safe.

Finance: Nothing to report this week.

Assessor: As of today, Town offices are open to the public by appointment only. We are available by phone, e-mail to answer assessing questions or concerns. Whitney Consulting Group (WCG) is measuring building permits and will be visiting sale properties to ensure the Town's data is accurate. We started to measure and list the cabins/improvements for all summer/youth camps. The Vision web page is no longer available through the Town's website. Property record cards can be viewed by going to the Town's Website: 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. All tax-exempt properties have been reviewed and completed. If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 am to 4:00 pm, 603-476-2347 or email 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 filled potholes throughout Town on pave roads, did paving on Geneva Point Road, and trimmed trees on Birch Lane and Wentworth Shores Road.

Facilities & Grounds: This past week the F&G prepped for the installation of the safety glass at the Town Hall and the Recreation Department. We prepared the fairgrounds for the Town/School meeting and continued mowing and trimming cemeteries and Town facilities. The States Landing Boat Ramp/Dock Project has commenced. The installation of the boat ramp planks on the roadside along with the retaining walls for the docking system was completed last week. Construction of the dock portion will take place this week. The boat ramp will remain closed until construction is complete.

Fleet: EQ40 2018 Volvo SD75B Roller - made up asphalt scraper for the drum. EQ49 Stihl Pole Saw - replaced pull start rope. EQ12 2009 John Deere 310SJ-TC backhoe - fabricate new wear plates for the bucket and welded it on. 15-E-4 2002 H.M.E. pumper - check out parking brake and adjust brakes. TRK7 2020 Western Star - perform PM-B service, free up pintle hitch, build step, check out tarp system and add weight to the bar. TRK20 2007 F550 Bucket truck - recharge a/c system. EQ23 2009 John Deere 772 GP grader - had Nortrax run system codes on operator complaint on a shifting issue.

Transfer Station: Last week we shipped out 4 containers of municipal solid waste, 6 of construction and demolition, and 119 Freon containing devices were evacuated. The brush pile was burned, and the compost pile was turned. Car counts for the week: Monday 433, Tuesday 340, Friday 614, Saturday 327, Sunday 261. A total of 1,975 served.

Moultonborough Fire Rescue: For the period of 06/12/2020 to 06/18/2020, there were 15 calls for service: 1 – Brush fire; 6 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident with no injuries; 1 – Lockout- residential; 1 – No incident found at dispatched location; 1 – Smoke detector activation due to malfunction; 1 – Alarm system sounded due to malfunction; 1 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no carbon monoxide found. Year to Date Incidents: 363. Automatic Aid: Received once from Tuftonboro and once from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Three instances where 2 incidents were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend	5 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:38 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:19 mins/sec.
	Average Night/Weekend response time	08:03 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 having a cumulative of 1-4 confirmed cases in the town. There are currently no active cases in Town. 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. 6/15 - A motor vehicle accident on Governor Wentworth Highway near the entrance to the Bald Peak Colony Club resulted in a lane closure and a temporary loss of power in the area. Moultonborough and Tuftonboro Fire Departments responded to find a vehicle had struck a utility pole, snapping it off and resulting in the pole resting upon the vehicle. The occupant was able to exit the vehicle and was unharmed. Fire Department personnel assisted with traffic control and remained on scene until NH Electric Coop was able to secure the utility pole and the vehicle could be removed. 6/18 - A Place of Assembly permit was issued to an Ossipee Park Road restaurant to enable dining in compliance with the COVID-19 Safer at Home Reopening guidance for food services industry. 6/18 - A Place of Assembly permit was issued for a Whittier Highway restaurant for compliance with Liquor Commission regulations. 6/18 - A new dry fire hydrant was installed at 276 Moultonboro Neck Road after the property owners graciously offered the site to the Fire Department. With the assistance of the Public Works Department, a dry hydrant capable of flowing in excess 1,250-gallons per minute was installed. This will be a valuable fire protection water resource on Moultonboro Neck. 6/18 - Fire Department

personnel conducted testing of a new brand of fire hose that has reduced kinking properties. This hose could benefit operations when the Fire Department uses the compressed air foam systems on three of its apparatus. The hose was supplied by Fire Tech & Safety of New England. Testing was performed at the Transfer Station to simulate obstacles found on the fireground. Testing had very positive results and the product will be considered for future purchase as hose is replaced. 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 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, 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, 585 fire permits have been issued in Town, using the on-line system. 50 fire permits have been issued using the on-line fire permit system between 6/12-6/18. 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 239 log entries, which included the following calls for service, 10 Assist Citizens, 20 Motor Vehicle Stops, 8 Assists to Fire/EMS, 2 Directed Patrols, 2 Arrests, 7 complaints, 4 MV Accidents, 5 MV Complaints, 2 Residential Alarms, 2 Commercial Alarms and 4 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: The delayed first session of Adult Pickleball got underway this morning – Monday June 22nd. We have made modifications to the program and process in order to maintain the safety of participants and staff. The first concert of the summer is this Wednesday at 6:30 PM with entertainment being provided by Dave Thompson and the Railroad Express. Next week's concert (July 1st) is Tom Bartlett. The hiring process for lifeguards is moving along. Paperwork and schedules are in process. We're finishing up interviews and reference checks. Orientation and pre-season training should be occurring this week. The record retention project and cleaning out old files and supplies is on-going.

Important Dates to Remember

Board of Selectmen's Work Session, June 25, 2020, 4:00 PM, Streaming Only
Town Meeting, Moultonborough Academy, Monday, June 29th, 6:30 PM
Board of Selectmen's Meeting, July 2, 2020, 7 PM, Streaming Only
Independence Day, July 3, 2020, All Non-Emergency Depts. Closed
Department Head Staff Meeting, July 7, 2020, 9 AM