



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 6, 2020



Town Administrator: Walter is enjoying a few days off and will return to the office on Thursday.

Finance: Nothing to report this week.

Assessor: Town offices are open to the public by appointment only. We are available by phone, e-mail, or appointment 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 measured and listed the cabins and improvements for summer/youth camps. Island properties were visited last week. The compliant 2019 USPAP Report is on the Town's website, and can be found by going to Assessor's page, 2019 Valuation Update Information. Property record cards can be viewed on the Town's Website, Tax & GIS Maps. Property can be searched 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 - 4:00 pm, 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 spent the majority of the week working on States Landing parking areas and the major drainage issues surrounding the beach and ramp. The balance of the week was spent working on a few drainage issues throughout Town to prepare for the holiday weekend.

Facilities & Grounds: The past week we continued mowing and trimming Town facilities and cemeteries.

Fleet: TRK8 2003 F350 pick up - installed rear brakes, replaced rear shocks, replaced intermediate steering shaft, replaced tie rod end, and fabricated new fuel fill mount. EQ16 2015 CAT skid steer - replaced auxiliary hydraulics, connectors and refilled system. EQ35 Quick-Attach broom - replaced broom wafers and lubed machine. 15-T-1 2017 International tanker - diagnosed check engine light issue. 15-F-2 1985 Chevy 3500 - diagnosed coolant leak. Ran shuttle for Town Meeting.

Transfer Station: Last week we shipped out 6 containers of municipal solid waste and 6 of construction and demolition. The compost pile was turned, and the brush pile was burned. Car counts: Monday 444, Tuesday 417, Friday closed, Saturday 470, Sunday 425. A total of 1,756 served.

Moultonborough Fire Rescue: For the period of 06/26/2020 to 07/02/2020, there were 15 calls for service: 1 – Building fire, Sandwich; 1 – Excessive heat, scorch burns with no ignition; 7 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Police matter; 2 – No incident found at dispatched location;

2 – alarm system activation, no fire, unintentional. Year to Date Incidents: 404. Automatic Aid: Received once from Tuftonboro and once from Stewart's Ambulance. Mutual Aid: Given to Sandwich for building fire. 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	2 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	08:54 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:02 mins/sec.
	Average Night/Weekend response time	09:52 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 and currently without any active cases. Local businesses have been adapting to reduced occupancy and personal protective equipment requirements. 6/30 - Chief Bengtson and Kelly Marsh participated in a Zoom training session on the Town's purchase order system. 6/30 - Moultonborough provided mutual aid assistance to Sandwich for a first alarm building fire on Bearcamp Pond Road. Nine firefighters responded with an engine, tanker and the heavy rescue for the cascade system. Companies were on scene for approximately three hours. The cause of the fire was a lightning strike. 7/2 - The Fire Chief attended the Select Board meeting to explain his request to waive requirements of the Town's Competitive Bidding policy. With the delays associated with Town Meeting, the purchase of the cab and chassis for the brush truck being replaced were delayed. Compliance with the requirements of the competitive bidding policy would further delay the purchase and would push the cab and chassis into the next model year resulting in an increase that would put the total cost of the project out of the scope of what was authorized by the voters when the warrant article was approved on 6/29. The request was approved by the Select Board and the cab and chassis were ordered. The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building. The Department continues testing fire hose, moving to testing supply hose. The 4" diameter hose is carried on all the engines and the tanker. 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. 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, 623 fire permits have been issued in Town, using the on-line system; 38 fire permits have been issued using the on-line fire permit system between 6/19-6/25. 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 300 log entries, which included the following calls for service, 11 Assist Citizens, 20 Motor Vehicle Stops, 8 Assists to

Fire/EMS, 11 Directed Patrols, 1 Arrest, 10 complaints, 2 MV Accidents, 10 MV Complaints, 0 Residential Alarms, 1 Commercial Alarm and 6 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Lifeguards began guarding Long Island Beach on Thursday July 2nd. We have ordered the swim line for States Landing and are hoping to get the guards trained on the intricacies of that facility and on duty by next weekend. In spite of a questionable weather forecast last Wednesday's summer concert series went off as scheduled with Tom Bartlett as the performer. Over 50 people enjoyed the performance. Our former Postmaster, Rick Clogston and his Red Hat band are scheduled for this Wednesday at 6:30 p.m. at the gazebo at the Function Hall. With the opening of the Function Hall and the Governor's guidance allowing weddings etc., the hall has been reserved for most weekends through October. Adult Pickleball is continuing to go well with a few cancellations due to the weather.

Important Dates to Remember

Board of Selectmen's Meeting, July 16, 2020, 7 PM, Streaming Only
Board of Selectmen's Work Session, July 23, 2020, 4 PM, Streaming Only
Department Head Staff Meeting, July 13, 2020, 9 AM