



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 13, 2020



**Town Administrator:** This past week's activities included: Continued to address personnel matters, participated in conference calls with NHHSEM regarding COVID-19 pandemic, met with the CIPC Chair and Town Planner regarding process schedule, worked with the auditor to finalize the 2019 audit, continued implementation of the new PO system, and prepared for and attended the Select Board's meeting. This coming week's activities include: Participate in conference calls with NHHSEM regarding COVID-19 pandemic, prepare for and host the July Department Head meeting, prepare for and attend the Select Board's meeting, continue orientation with Chief Stillman, attend the Milfoil Committee Zoom meeting, continue to review employee performance evaluations, attend a Right to Know update webinar, finalize the grant reimbursement request to GOFERR with the Finance Director. Have a great week. Be well and stay safe.

**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. The compliant 2019 USPAP Report is on the Assessor's page of the Town's website, 2019 Valuation Update Information. Property record cards can also be viewed on the Town's website; click on Tax & GIS Maps. Searches can be done 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 the Assessor's office, Monday - Friday 7:30 am to 4 pm, 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 began the week working on a drainage issue on Old 109 and fixing the water line at the Highway Garage. The rest of the week the crew worked on ditching Bodge Hill and Randall Roads.

**Facilities & Grounds:** Last week we continued mowing and trimming cemeteries and Town facilities.

**Fleet:** 15-C-1 2017 Ford Interceptor Utility - performed 4 wheel brake job and state inspection. CAR152 2015 Ford Police Interceptor Utility - repaired clunk in front end, performed 4 wheel brake job, and a state inspection. EQ12 2009 John Deere 310 backhoe - diagnosed noise in loader, repaired stuck pin and repaired grease fittings. EQ23 2009 772GP Grader - replaced cross slope sensor and performed a PM-B service. EQ25 2006 CASE 60XT skid steer - replaced leaking grapple bucket piston and strobe light on the cab. TRK4 2012 F350 - repaired b/u lights. Load chips and push back piles. Performed monthly facility audit.

**Transfer Station:** This week we shipped out 7 containers of municipal solid waste, 6 of construction and demolition and 7,900 lbs. of E-waste. Car counts: Monday 720, Tuesday 578, Friday 621, Saturday 383, Sunday 338. A total of 2,640 served.

**Moultonborough Fire Rescue:** For the period of 07/03/2020 to 07/09/2020, there were 28 calls for service: 1 – Special outside fire; 13 – EMS calls; 1 – Search for person on land; 1 – Lockout; 1 – Assist the Police; 1 – Public Service; 2 – No incident found at dispatched location; 1 – Smoke detector activation due to malfunction; 3 – Alarm system activation due to malfunction; 2 – Alarm system activation, no fire, unintentional; 1 Carbon monoxide detector activation, no CO found. Year to Date Incidents: 432. Automatic Aid: Received once each from Center Harbor, Tuftonboro and one time from Stewart's Ambulance. Given once to Sandwich. Mutual Aid: Given to Sandwich for carry out of injured hiker on the Bennett Trail. Overlapping Incidents: 5 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	4 firefighters
	Average Night/Weekend/Holiday	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:43 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:37 mins/sec.
	Average Night/Weekend response time	12:03 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 Town and currently there are no 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. 7/6 - Chief Bengtson conducted a Place of Assembly inspection for a Whittier Highway restaurant. 7/9 - The Fire Chief performed a foster care home inspection for an occupancy on Redding Lane. 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 and 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 8am-4pm), or on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits.

**Moultonborough Police Department:** The Police Department recorded 287 log entries, which included the following calls for service, 9 Assist Citizens, 14 Motor Vehicle Stops, 11 Assists to Fire/EMS, 8 Directed Patrols, 4 Arrests, 8 complaints, 7 MV Accidents, 12 MV Complaints, 3 Residential Alarms, 1 Commercial Alarm and 10 K-9 complaints.

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

**Recreation Department:** Lifeguards went on duty at States Landing Beach on Thursday July 9<sup>th</sup> for the first time since the summer of 2009. There will be a learning curve for the public in terms of the rules, especially the “No Dogs” ordinance. Guards have been doing one of their two “in service” trainings at States Landing to familiarize them with the area. Lines and buoys have been ordered to signify the swimming area and we’re addressing the best way to warn of the deep end, and also addressing signage and notification on the proper use of the dock for the boats and to keep swimmers from diving or jumping from the dock. I met with Chief Stillman last week regarding parking and Police presence at Long Island Beach and have followed up with two who have written the BoS with concerns about various issues with the beach. I make regular visits to the beach and have followed up with the guards to get their input and ensure that they are staying on top of those issues that are within their job expectations. This past week’s concert with Rick Clogston and the Red Hat Band was cancelled due to thunderstorms. He has been re-scheduled for August 12<sup>th</sup>. This week’s concert is Mark Bartram and the weather forecast is looking good. Adult Pickleball is continuing to go well. Second session which starts on August 3<sup>rd</sup> is full. The Recreation Department has put out a scavenger hunt for families to enjoy called “Discover FUN by Nature” which takes participants to venues around Town to discover the natural beauty and little known areas of the Town. We’ve received great feedback on this. The Drive-In Bingo event has been scheduled for Thursday August 6<sup>th</sup> with a rain date of Friday August 7<sup>th</sup>.

**Important Dates to Remember**

**Board of Selectmen’s Meeting, July 16, 2020, 4 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**