



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 29, 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 an inside Town Meeting on June 29th at the Moultonborough Academy, continued to address personnel matters, participated in conference calls with NHHSEM regarding Covid-19 pandemic, oversee and evaluate the town hall opening on June 22nd, and prepare for and attended the Select Board's work session. This coming week's activities include: participate in conference calls with NHHSEM regarding Covid-19 pandemic, finalize plans and logistics for and attend the June 29th town meeting at the Moultonborough Academy, prepare for and attend the Select Board's meeting, coordinate orientation for new Police Chief, coordinate inspection, pay requisition and the opening of States Landing Boat ramp. All non-emergency departments including the transfer station will be closed on Friday, July 3rd in observance of the 4th of July holiday. Have a great week and holiday. 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 island and 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 Assessing office has started to conduct some interior inspections by appointment. The April 1, 2020 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 do not hesitate to contact the Assessor's Office, Monday through Friday 7:30am to 4:00pm, 603-476-2347 or email jberville@moultonboroughnh.gov or arush@moultonboroughnh.gov.

Tax Collector: A reminder that the July 2020 Real Estate taxes are due Wednesday July 1, 2020. Please call to make an appointment if you need to come into the office to pay. As always, we accept the post-mark date, and payments may also be left in the drop box outside of the Town Hall. As a reminder, you may pay online by going to www.nhtaxkiosk.com.

Town Clerk: Nothing to report this week.

Department of Public Works: The team started the week trimming trees on Hauser Estates and Kona Farm Roads. The week ended ditching on Redding Lane. The States Landing Boat Ramp/Dock Project has been completed and will be ready and operational on July 3rd.

Facilities & Grounds: The past week continue mowing and trimming of the cemeteries and town facilities.

Fleet: TRK5 2015 F550 diagnosed oil pressure light problem, replaced defective switch. Performed PM-C service. 15-R-1 2012 HME Heavy Rescue replaced low air pressure buzzer and retest. 15-E-4

2002 HME Pumper replaced rear air chamber assemblies and readjust brakes. TRK8 2003 F350 Pickup replaced front brakes and rotors, replaced parking brake cables, and replaced rear brake pads and rotors. TRK9 2014 Kenworth T470 check out DEF/DOC issue. Set up TRK9 for watering roads.

Transfer Station: This week we shipped out 6 containers of municipal solid waste, 7 containers of construction and demolition. The brush piles were burned, and compost turned. Car counts for the week Monday 480, Tuesday 370, Friday 615, Saturday 427, Sunday 279 total 2171 residents served.

Moultonborough Fire Rescue: For the period of 06/19/2020 to 06/25/2020, there were 26 calls for service: There was 1 – Brush fire; 1 – Bark mulch fire; 1 – Excessive heat, scorch burns with no ignition; 12 – EMS calls; 1 – Lockout- residential; 1 – Water evacuation from basement; 1 – Assist the police; 1 – Assist the physically disabled; 2 – No incident found at dispatched location; 1 – Smoke detector activation due to malfunction; 4 – Alarm system sounded due to malfunction. Year to Date Incidents: 389. Automatic Aid: received twice from Center Harbor and once from Tuftonboro and three times from Stewart's Ambulance. Mutual Aid: none. Overlapping Incidents: nine instances where two incidents were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend	4 firefighters

<u>Response Times:</u>	Overall average response time of first arriving unit	11:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:04 mins/sec.
	Average Night/Weekend response time	14:34 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. Resident and businesses having questions life safe 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 remain 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. 6/20 The fire department provided fire and EMS coverage during the annual School District meeting held at the Sandwich Fairgrounds due to COVID-19 social distancing requirements. Personnel assisted with traffic management prior to the meeting and then stood by during the meeting. The meeting was completed in less than 30-minutes without the need for emergency services. 6/23 The Chief approved fireworks display applications for July 3rd & July 4th displays at the Bald Peak Colony Club. Atlas Pyrovision Entertainment Group will be conducting the displays. The Fire Department and Building & Grounds staff continue to disinfect the building the Fire Department offices and quarters at the Public Safety Building. The Department has continues 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 COVI-10 (Corona virus) 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. 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 permit using the online system www.nhfirepermit.com for their convenience and to observe the stay at home guidelines.

Moultonborough Police Department: The Moultonborough Police Department recorded 259 log entries, which included the following calls for service, 15 Assist Citizens, 10 Motor Vehicle Stops, 4 Assists to Fire/EMS, 3 Directed Patrols, 2 Arrests, 11 complaints, 3 MV Accident, 6 MV Complaints, 6 Residential Alarms, 0 Commercial Alarms and 3 K-9 complaints

Land Use Department: Nothing to report this week.

Recreation Department: Lifeguard orientation and in-service training began on Monday, June 29, 2020. When the work schedule and training is complete, the guards will begin guarding at both beaches. Last Wednesday after the early rain, the sky cleared for opening night of our Summer Concert Series. Just over 70 people, young and old, came out to enjoy the performance of *The Railroad Express*. We hope this week's concert brings a similar crowd. Concerts are scheduled every Wednesday at 6:30 pm at the Moultonborough Function Hall Gazebo. Weather cancellations are posted on the town website on the Recreation Department's Home Page and on Facebook. There is plenty of space on the lawn for families to physically distance themselves from others, or, patrons can stay in their cars if they wish. We are looking forward to this week's performer: Tom Bartlett. Adult Pickleball began last week. The program ran smoothly, and all participants adhered to the guidelines. Registrations for the program are limited this year, however, a waiting list is available.

Important Dates to Remember

Town Meeting, Moultonborough Academy, Monday, June 29th, 6:30 PM

Board of Selectmen's Meeting, July 2, 2020, 4 PM, Streaming Only

Independence Day, July 3, 2020, All Non-Emergency Depts. And Transfer Station are Closed

Department Head Staff Meeting, July 13, 2020, 9 AM