



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 20, 2020



Town Administrator: This past week's activities included: Worked with the auditor to finalize the 2019 audit, continued implementation of the new PO system, prepared for and managed the monthly Department Head meeting, attended the Milfoil Committee meeting via Zoom, participated in a RTK update webinar, finalized and submitted the grant reimbursement request to GOFERR with the Finance Director, managed the aggregates bid opening and prepared for and attended the Select Board's meeting. This week's activities include: Participate in conference calls with NHHSEM regarding Covid-19 pandemic, prepare for and attend the Select Board's work session, continue orientation with Chief Stillman, continue to review employee performance evaluations, prepare for July 27th Town Hall reopening with staff and Facilities Supervisor, attend a Land Use TRC meeting. Have a great week. Be well and stay safe.

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway crew began working on drainage issues at the States Landing boat ramp area and worked the rest of the week trimming trees and taking care of drainage concerns in Town.

Facilities & Grounds: Last week we continued summer maintenance on Town properties and cemeteries, repaired the docks at the Lee's Mills and Long Island boat ramps. The lifeguard stand was completed and delivered to States Landing.

Fleet: TRK1 2020 Dodge 3500 pick up - performed PM-B service and state inspection also repaired back up camera. CAR171 2017 F150 pick up - performed PM-B service, did complete 4 wheel brake job for inspection. Performed state inspection. TRK4 2012 F350 pick up - repaired left rear tire, replaced DEF heater assembly and reset system. TRK20 2007 F550 bucket truck - replaced wiper blades and checked out running issue. TRK18 2010 Dodge Grand Caravan - checked out no start issue and work on DVIR list. Performed J.L.M.C. audit. Performed weekly administrative duties.

Transfer Station: Last week we shipped 7 containers of municipal solid waste, 6 of construction and demolition, and 250 yards mixed scrap metal. We burned the brush pile and turned the compost. The car count: Monday 433, Tuesday 404, Friday 661, Saturday 353, Sunday 264. A total of 2,115 served.

Moultonborough Fire Rescue: For the period of 7/10/20 to 07/16/20, there were 24 calls for service: 13 – EMS calls; 2 – Motor vehicle accident with no injuries; 1 – Lockout, motor vehicle; 1 – Police matter; 1 – Unauthorized burning; 2 – Dispatched & cancelled en-route; 2 – No incident found upon

arrival at dispatched location; 1 – Smoke detector activation due to malfunction; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 456. Automatic Aid: 3 times from Stewart's Ambulance. Mutual Aid: 0. Overlapping Incidents: 4 instances where 2 incidents occurred at once.

<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	07:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:48 mins/sec.
	Average Night/Weekend response time	07:42 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 of 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's status has changed to having a cumulative of 5-9 confirmed cases in the Town and currently has some active cases in Town. 7/13 - The Fire Chief attended the monthly Department Head staff meeting. 7/16 - Chief Bengtson attended the Lakes Region Mutual Fire Aid Executive Committee meeting at the Communication Center in Laconia. They have reopened to a modified level of operations to allow non-essential personnel and the public access to the building by appointment. The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building.

Burning Permits: Due to the COVID-19 (Corona virus) situation burning permits are available at no cost at the Public Safety Building by appointment by calling 476-5658 (Monday-Friday, 8 am-4 pm), or on-line at www.nhfirepermit.com. There is a \$3.00 convenience fee for on-line permits. Fire permits are required for fires that involve burning wood. Brush may only be burned between 5 pm to 9 am, unless it is raining. Fire permits are still required when it is raining.

Moultonborough Police Department: The Police Department recorded 254 log entries, which included the following calls for service, 8 Assist Citizens, 21 Motor Vehicle Stops, 11 Assists to Fire/EMS, 3 Directed Patrols, 1 Arrest, 13 complaints, 5 MV Accidents, 8 MV Complaints, 1 Residential Alarm, 4 Commercial Alarms and 6 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: The beaches have been busy due to the high temperatures. We've decided to not extend the States Landing swimming area to its full size for this year, providing us time to get designations for the deep water/drop off and the public informed and guards prepared. Signs were ordered for the docks and for swimmers to educate the public. There seems to be a large geese population at times at States Landing which can affect the water quality. As DES has suspended its beach monitoring program due to staff layoffs, we've chosen to take the samples ourselves and to be tested at Eastern Analytical (recommended by DES) in Concord. The first test was taken and delivered on Friday and we're awaiting results. The pickle ball equipment bin has been put out for the public use with signage. Last week's concert with Mark Bartram was another success with over 50 people in attendance. This week's Cover Story with Felicia Steriti will be playing, and a strong turnout is expected, weather permitting, as always. Good feedback continues to come in on the scavenger hunt created for families called "Discover FUN by Nature" which takes participants to venues to discover the

natural beauty and little known areas of Town. The Story Walk continues providing an activity for families of young children to do on their own, also with good feedback.

Important Dates to Remember

Board of Selectmen's Work Session, July 23, 2020, 4 PM, Streaming Only

Board of Selectmen's Meeting, August 6, 2020, Time to be Determined, Streaming Only

Board of Selectmen's Meeting, August 20, 2020, Time to be Determined, Streaming Only

Board of Selectmen's Work Session, August 27, 2020, Time to be Determined, Streaming Only

Department Head Staff Meeting, August 4, 2020, 9 AM