



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 27, 2020



**Town Administrator:** This past week's activities included: Participate in conference calls with NHHSEM regarding Covid-19 pandemic, prepared for and attended the Select Board's work session, met with Chief Stillman on personnel matters and budget and CIP review, continued to review employee performance evaluations, prepared for July 27<sup>th</sup> Town Hall reopening with staff and Facilities Supervisor, attended a Land Use TRC meeting for a large subdivision off of Bean Road, attended a walkover with DPW Director at States Landing for signage and punch list items, conducted the annual facility inspection at the former Lions Hall for the JLMC. This coming week's activities include: Evaluate reopening of Town Hall to public, continue review of employee performance evaluations, prepare for CIPC update and presentation, participate in a presentation of new Cartographic Associates data integration with Docuware information on the web. Have a great week. Be well and stay safe.

**Finance:** Nothing to report this week.

**Assessor:** Town offices are now open to the public and we are available to answer assessing questions or concerns. Whitney Consulting Group (WCG) is measuring building permits and sale properties to ensure the Town's data is accurate. We will be working on the 2020 newly established values. The compliant 2019 USPAP Report is on the Town's website, at Departments, Assessor, 2019 Valuation Update Information. Property record cards can be viewed on the Town's Website:

[www.moultonboroughnh.gov](http://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. If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 am to 4 pm, 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 catch basins, ditching and paving on Redding Lane. The end of the week the crew worked on trimming trees and cutting wood. The 2020 Capital Road Program work began last week with the asphalt rubber chip sealing of Ames, Myers, Ossipee Mountain, Randall, Winaukee Roads, Kerrie Court, Playground Drive, and Redding Lane. Roadway geo-probe test borings were also conducted on Ferry, Jacobs, and Shaker Jerry Roads to evaluate future reconstruction work.

**Facilities & Grounds:** Last week we continued mowing and trimming cemeteries and Town facilities. Minor building repairs were made at the PSB. Signage was added to the parking areas at Town beaches.

**Fleet:** Repaired handicap sign base for Facilities Maintenance. Cut up requested plate steel for culvert project on Reading Lane. Repaired weed whackers for the mow crew, installed knives. TRK4 2012

F350 - replaced passenger side tie rod ends and recheck. TRK9 2014 Kenworth - replaced broken gate valve on water tank. TRK15 2009 F550 - started on d.v.i.r. list replacing shocks and front springs, started repairs on dump body hinge that was seized. 15-F-2 1985 Chevy K3500 - repaired coolant leak. EQ25 2006 Case XT60 skid steer - performed PM-C service and replaced broken side glass. Delivered EQ25 to Transfer Station. Picked up lumber for side boards at the sawmill.

Transfer Station: Last week we shipped out 6 containers of municipal solid waste, 6 of construction and demolition. The brush pile was burned, and the compost pile was turned. Car count for this week: Monday 530, Tuesday 432, Friday 626, Saturday 389, Sunday 360. A total of 2,337 served.

**Moultonborough Fire Rescue:** For the period of 07/17/2020 to 07/23/2020, there were 24 calls for service: 1 – Tent/Shelter fire; 11 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Rescue/EMS Standby; 2 – Power/Utility lines down; 1 – Lockout, motor vehicle; 1 – Assist the physically disabled; 1 – Dispatched & cancelled en-route; 1 – Alarm system activation due to malfunction; 1 – CO alarm activation due to malfunction; 2 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 480. Automatic Aid: Four times from Stewart's Ambulance and once each from Center Harbor and Tuftonboro. Mutual Aid: Once from New Hampton. Overlapping Incidents: Five instances where two incidents were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:17 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:43 mins/sec.
	Average Night/Weekend response time	13:08 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's status remains as having a cumulative of 5-9 confirmed cases in the Town. There are currently some new active cases in Town. 7/21 - Chief Bengtson met with members of the Heatherwood Estates Association on firefighting water resources options for the subdivision. The Department will be testing use of the Turbodraft at the Association beach in the coming week. 7/22 - The Chief attended a Land Use Department TRC meeting with developers interested in creating a large subdivision in the West Village Overlay District. 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](http://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 260 log entries, which included the following calls for service, 12 Assist Citizens, 12 Motor Vehicle Stops, 14 Assists to Fire/EMS, 3 Directed Patrols, 9 Arrests, 10 complaints, 3 MV Accidents, 3 MV Complaints, 7 Residential Alarms, 2 Commercial Alarms and 0 K-9 complaints.

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

**Recreation Department:** Long Island was particularly busy again this past weekend due to the hot weather. There are much smaller numbers at States Landing, but the facility is being used and the feedback on the improvements has overall been positive. The Police are monitoring the parking situation at the beaches. The No Fireworks signs at States Landing have been posted again. Those posted before July 4<sup>th</sup> appear to have been taken down. We've received a complaint that there were fireworks set off from the new dock. We received the results on the water testing program. While DES no longer tests, they do administer the Beach Monitoring program. As part of the testing program this year, I chose to test the water on the "other side" of Long Island, although not designated as a swimming area, there tends to be a lot of swimming/wading in that water from the boats that "raft in the area". In the past when we've had a high bacteria advisory on the swimming side, the public has always asked about the "other side". While the test results for both swim areas at Long Island and States Landing – tested extremely well, there was a higher than acceptable level on the "other side" at Long Island. I reached out to DES for advice, explaining the situation. They advised that we post it on that side, but unlike how we would handle the situation in a designated swimming area, not to worry about an additional test before our normal testing cycle. The advisory is posted at this time. The next testing cycle will be in the middle of August. We had an accident at the pickle ball program last week that necessitated calling 911, a player fell and broke her wrist. Donna Tatro handled the emergency extremely well. Last week's concert with the band Cover Story with Felicia Sterti was cancelled due to the forecast for thunderstorms and has been rescheduled at the end of the season, August 19<sup>th</sup>. This week's performer is Tim Hazelton with a favorable weather forecast. Our Family Bingo Night is scheduled for August 6<sup>th</sup>, with a rain date of August 7<sup>th</sup>.

**Important Dates to Remember**

**Board of Selectmen's Meeting, August 6, 2020, 4 PM, Streaming Only**

**Board of Selectmen's Meeting, August 20, 2020, 4 PM, Streaming Only**

**Board of Selectmen's Work Session, August 27, 2020, 4 PM, Streaming Only**

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