



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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



Town Administrator: This past week's activities included: Participate in conference calls with NHHSEM regarding Covid-19 pandemic, continued to review employee performance evaluations. Evaluated the July 27th Town Hall reopening with staff and Facilities Supervisor, which went very well with no major issues. It is expected the upcoming week being the first week of the month will be more challenging. Attended a presentation of a new Cartographic Associates data integration with Docuware information on the web. This program will provide staff and eventually the public access to all property record documents from the tax and GIS system which will be a tremendous asset for both. The project should be online for staff by the middle of September. This coming week's activities include: Continue review of employee performance evaluations, prepare for and attend the organizational CIPC meeting, attend a Milfoil Committee meeting, attend a meeting on new broadband options to unserved or underserved areas in Town, prepare for and attend the Select Board meeting, prepare for and direct the Monthly Department Head meeting, and conduct the JLMC annual facility inspection of the Library. 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 in person. Whitney Consulting Group (WCG) is measuring building permits and sale properties to ensure the Town's data is accurate. Alison Rush from the Assessing office is also working in the field. WCG is working on the 2020 newly established values. Notices will be mailed to all property owners with the preliminary values and taxpayer hearings will be scheduled at the end of August. The taxpayer hearings are an opportunity for the taxpayer to sit with WCG and discuss the newly established 2020 value placed on their property. If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347 or 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 began the week doing the final preparation on the areas to be paved at the Pavilion. They continued the week working on a couple drainage concerns, the vents on the drainage tank and the water line at the Highway Garage. The week ended preparing for and holding Household Hazardous Waste Day. The 2020 Capital Road Program work continued last week with the shim/overlay of Kona Farm Road. The next activity will be to complete the shoulder work on Kona Farm Road and to reclaim Highway Garage Road.

Household Hazardous Waste Day: HHWD went very well. There were many compliments from residents of multiple different towns. Both the staff and volunteers put in the extra effort during this event, which was very well received and very much appreciated.

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

Fleet: Performed administrative duties. Stihl TS 500i - cut off saw, changed blade on cut off saw. Quit running, ordered parts. Get pavement saw running and adjust belt. TRK15 2009 F550 - weld in cart hinge, repair rear lights, replaced front lock out hub. EQ29 2013 Downeaster dump trailer - repaired trailer harness and installed new plug, general look over and service. EQ14 2015 CAT 926M - replaced blown hydraulic hose to bucket locks. EQ16 2015 CAT265 skid steer - replaced worn broom wafers, checked out cat 131 for estimate. Organized all waste for pickup. Set up for Hazardous Household Waste Day. Worked Household Hazardous waste day. TRK18 2010 Dodge Grand Caravan - replaced rear brakes and calipers, replaced muffler assemblies, performed pm-b service, replaced wiper blades, state inspection, charge a/c and repair tire(omitted from previous weekly report).

Transfer Station: Last week we shipped out 5 containers of municipal solid waste and 5 of construction and demolition. The brush pile was burned, and the compost pile turned. Signs were posted to remind residents to wear masks when at the facility. Duffy Bengtson has left the Transfer Station to pursue his new career in Colorado. Best of luck to Duff! Jim Nave from Highway has transferred to the Transfer Station. Welcome aboard Jim! Car count for this week: Monday 551, Tuesday 556, Friday 656, Saturday 480, Sunday 379. A total 2,622 served.

Moultonborough Fire Rescue: For the period of 07/24/2020 to 07/30/2020, there were 32 calls for service: 18 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Motor vehicle accident without injuries; 1 – Assist the physically disabled; 1 – Dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched location; 1 – Smoke detector activation due to malfunction; 5 – Alarm system activation due to malfunction; 1 – CO alarm activation due to malfunction; 1 – Unintentional transmission of alarm, other; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 512. Automatic Aid: Four times from Stewart’s Ambulance and four times from Center Harbor. Mutual Aid: None. Overlapping Incidents: Four instances where two incidents were occurring simultaneously.

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| <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 | 10:51 mins/sec. |
| | Average Daytime (7 AM-5 PM, Mon-Fri) response time | 10:13 mins/sec. |
| | Average Night/Weekend response time | 11:09 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 on 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. 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: Fire permits are still 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. 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, 8am-4pm). Fire permits can also be obtained on-line at www.nhfirepermit.com. There is a \$3.00 convenience fee for on-line permits. Twelve permits were issued using the on-line system between July 24-July 30. 753 permits have been issued using the on-line system since the State of Emergency was declared on March 13, 2020.

Moultonborough Police Department: The Police Department recorded 257 log entries, which included the following calls for service, 10 Assist Citizens, 8 Motor Vehicle Stops, 11 Assists to Fire/EMS, 5 Directed Patrols, 1 Arrest, 12 complaints, 1 MV Accident, 1 MV Complaint, 4 Residential Alarms, 2 Commercial Alarms and 8 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: Outdoor Session Two of the adult pickleball program got underway this morning and it is full. The Family Bingo Night is scheduled for this Thursday, August 6th, 6:30 PM outside at the Function Hall. The rain date is the following night, Friday August 7th. This past week's concert with Tim Hazelton was well attended with well over 50 people enjoying the excellent entertainment. This week's concert is Bryan and Nick. The two concerts rained out will be made up on Wednesday August 12th, the Red Hat Band with Rick Clogston, and on the 19th, 6 PM with Cover Story with Felicia Sterti. Donna K. is one of two instructors leading a webinar offered nationally by the National Recreation and Park Association on Thursday August 13th. She is instructing with Chris Nunes from Woodlands, TX. The presentation is based on the session they led at the NRPA conference this past September, which was very well received. In addition to the webinar, Chris and Donna were also asked to write an article for the NRPA magazine, again based on the session and webinar. It is slated to be published in the September edition of the magazine. The subject matter getting all this attention is "Great Expectations – Financially Balancing Quality Programming with Social Equity". The beaches remain busy and we're already looking at some challenges with guard schedules through the remainder of the summer. Some colleges are returning to class (in person or virtually) much earlier than normal.

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