



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 10, 2020



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**Town Administrator:** This past week's activities included: Participated in conference calls with NHHSEM regarding Covid-19 pandemic, continued to review employee performance evaluations, prepared for and attended the organizational CIPC meeting, attended a Milfoil Committee meeting, attended a meeting on new broadband options to unserved or underserved areas in Town, prepared for and attended the Select Board meeting, prepared for and directed the monthly Department Head meeting, and 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 to access 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 first CIPC presentation meeting, attend an election preparation webinar, continue work on the Recreation Director search, continue work on broadband expansion efforts in underserved areas of Town, review and prepare Town tax deeded property at public sale for Board review. 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 finalizing preliminary values in the new Avitar CAMA system. Notices will be mailed by the end of this week. Hearings will be scheduled for the last week of August, the first week of September. 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 questions or concerns regarding assessing, please contact the Assessor's Office, Monday - Friday 7:30 am-4 pm, 603-476-2347, [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 worked on drainage concerns and ditching on Butternut Lane, Hanson and Krainewood Drives, and Red Hill Road.

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

**Fleet:** TRK5 22015 F550 replaced leaking pto control line to power take off unit. EQ16 2015 CAT skid steer - retrieve key from engine compartment. CAR132 2013 Ford Interceptor utility - performed PM-B service, performed a 4 wheel brake job, replaced bad tire, fluid filmed chassis, replaced passenger side lower control arm, repaired lights and replaced leaking seals on power transfer unit. Replaced broken reflector and performed state inspection. CAR132 2013 Interceptor sedan - repaired items on list. TRK10 2007 Peterbilt - freed up tailgate linkage. Performed monthly facility audit. Worked on manhole covers for new holding tank. Finished up clean-up from H.H.W day on Saturday.

**Transfer Station:** Last week we shipped out 6 containers of municipal solid waste, 7 of construction and demolition and 104 units of Freon containing devices was extracted. The brush pile burned, and the compost was turned. We have evidence of bears visiting the facility after hours. Car counts: Monday 504, Tuesday 407, Friday 585, Saturday 452, Sunday 287. A total of 2,235 served.

**Moultonborough Fire Rescue:** For the period of 07/31/2020 to 08/06/2020, there were 20 calls for service: 1 – Forest, woods, or wildland fire; 10 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Carbon monoxide incident; 4 – Power line down; 1 – No incident found upon arrival at dispatched location; 2 – Alarm system activation due to malfunction. Year to Date Incidents: 532. Automatic Aid: Three times from Center Harbor, once from Sandwich and three from Stewart’s Ambulance. Mutual Aid: None. Overlapping Incidents: Eight instances where two incidents were occurring simultaneously, twice there were three incidents occurring concurrently during the storm.

|                        |  |                 |
|------------------------|--|-----------------|
| <b>Staffing:</b>       | Overall average staffing per incident                | 4 firefighters  |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) staffing        | 5 firefighters  |
|                        | Average Night/Weekend/Holiday                        | 4 firefighters  |
| <b>Response Times:</b> | Overall average response time of first arriving unit | 07:56 mins/sec. |
|                        | Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 07:33 mins/sec. |
|                        | Average Night/Weekend response time                  | 08:08 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 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 has had a cumulative of 10-19 confirmed cases in the Town. The current active cases in town is in the 5-9 range per the NH DHHS web site. The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building. 8/4 - Chief Bengtson attended the Department Head staff meeting with the Town Administrator. Selectman Gray was in attendance. 8/4 - Moultonborough firefighters were kept busy for approximately three hours responding to storm related incidents as well as several EMS incidents. Most incidents related to the storm involved trees and/or wires down. Mostly affecting the Moultonboro Neck and Long Island sections of Town. 8/4 - Chief Bengtson participated in UberConference for the Central NH Hazardous Materials Team Oversight Committee. The Committee discussed Team responses, training, and funding issues. The Chief also GPS’d the location of a new driveway on Red Hill Road and issued a new E911 address. 8/5 - The Chief checked road blockages from storm damage, assisted with a lockout on Mahala Road, collected GPS coordinates for new driveways on Ben Berry and Moultonboro Neck Roads, and issued new E911 addresses. 8/6 - Chief Bengtson met with Cory Noyes from Firematic to discuss eDraulic tools for the Capital Plan submission.

**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, 8 am-4 pm). Fire permits can also be obtained on-line at [www.nhfirepermit.com](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits. 12 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 241 log entries, which included the following calls for service, 10 Assist Citizens, 24 Motor Vehicle Stops, 5 Assists to Fire/EMS, 9 Directed Patrols, 1 Arrest, 9 complaints, 4 MV Accidents, 6 MV Complaints, 8 Residential Alarms, 4 Commercial Alarms and 6 K-9 complaints.

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

**Recreation Department:** We had a relatively small but enthusiastic group show up for Family Bingo Night on Thursday evening, August 6<sup>th</sup>, with 4 families and over 15 people. All had a wonderful time and the feedback we got was to continue to offer similar activities. This past week's concert with Bryan and Nick was also well attended with well over 50 people enjoying the excellent entertainment. The crowd was so enthusiastic that Bryan and Nick continued to play for more than an extra half hour. This Wednesday the concert is the re-scheduled one with Rick Clogston and the Red Hat Band, both had been rained out. Fingers crossed that we won't have a repeat as the forecast at this point in the week is not too promising for Wednesday evening. We will also be making up the other rained out concert on Wednesday August 19<sup>th</sup>, 6:00 PM, Cover Story with Felicia Sterti. Recreation Staff (Donna K. and Donna T.) met with the new Library Director, Deb Hoadley and Sharon Gulla to discuss further solidifying our already strong relationship and to take a look at other collaborations as well as possible modifications to those that we already do. Due to guard schedules (many colleges have moved up their start dates), we provided guards for the last time at States Landing Beach on Friday August 7<sup>th</sup>. Having guards there has been very helpful in safety, maintaining the beach, educating the public about the area and enforcing beach rules established by the Board of Selectmen. We will continue to guard Long Island Beach through this Saturday, August 15<sup>th</sup>. While our goal is always to continue to guard later in the season, this "closing" date is consistent with last year's and about a week to a week and a half earlier than our normal schedule. Securing the guard's positions earlier in the spring (as we do in a "normal" summer) will be helpful in reestablishing a later date for beaches to be guarded. The swim lines will stay out until at least Labor Day.

**Important Dates to Remember**

**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**