



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 17, 2020



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 CIPC meeting, attended a follow up meeting with HUB66 broadband company regarding reaching unserved areas, reviewed Town tax deeded property inventory for public sale and for Board review, attended a pre-election site meeting at the Academy and met with the Tax Collector on staffing and new hire recommendations. This coming week's activities include continue review of employee performance evaluations, prepare for and attend the 2nd CIPC presentation meeting, continue work on the Recreation Director search plan and community survey, finalize new position description for Recreation Department, continue work on broadband expansion efforts in underserved areas of Town, prepare for and attend the Select Board meeting, continue work on Primex Prime program applications with the HR Manager, review proposals for the marketing of the former Taylor house and the RFP for touchless plumbing fixtures. Have a great week. Be well and stay safe.

Finance: Nothing to report this week.

Assessor: Town offices are now open to the public. We are available to answer assessing questions or concerns. Whitney Consulting Group (WCG) finalized the 2020 preliminary values in the new Avitar CAMA system. Notices to all taxpayers were mailed last week. Hearings will be scheduled August 27, 28 & 31, and September 1 & 2. Taxpayer hearings are an opportunity for the taxpayer to sit with WCG and discuss the newly established 2020 value placed on their property. The preliminary values will be on the Town's website by location and owners name. A list is also available at the Town Hall and the Moultonborough Library. The Town is utilizing a new assessing program and Vision software is no longer available for use. The new property record cards will be posted on the Town's website this week; Tax & GIS Maps; Documents & Links, Avitar Property Card. The Town's website will also describe how to read the new property record card. If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 am 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 worked on ditching and drainage concerns on Redding Lane, Eagle Shore, Harvard Camp, Old Harvard, Paradise, and Pratt Roads.

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

Fleet: EQ50 p.t.o. driven wood splitter - repaired hydraulic suction line to pump and refill system. TRK10 2007 Peterbilt - freed up tailgate linkage was sticking. TRK19 2018 Ram 1500 pickup - performed PM-B service, rotated tires, repaired sticking brakes, and state inspection. TRK1 2019 Ram

3500 - repaired tire. CAR131 - pulled headliner to replace third brake light, replaced light and reinstalled headliner. Mounted tire and balanced passenger rear. Worked on shoulderering machine mounting frame. Loaded chips. Ran dump truck for Reading Lane ditch cleaning job. Set up new hydraulic hose unit.

Transfer Station: Last week we shipped out 5 containers of municipal solid waste and 7 of construction and demolition. The brush pile was burned, and the compost pile was turned. The bears have been visiting us every night this week. Car counts: Monday 479, Tuesday 455, Friday 586, Saturday 459, Sunday 360. A total 2,339 served.

Moultonborough Fire Rescue: For the period of 08/07/2020 to 08/13/2020, there were 33 calls for service: 2 – Forest, woods, or wildland fire; 20 – EMS calls; 1 – Motor vehicle accident with injuries; 2 – Motor vehicle/pedestrian accidents; 1 – Motor vehicle accident without injuries; 1 – Power line down; 1 – Public service call; 1 – Assist the physically disabled; 1 – Smoke detector activation due to malfunction; 1 – Alarm system activation due to malfunction; 1 – alarm system activation, on fire, unintentional; 1 – Carbon monoxide activation, no CO found. Year to Date Incidents: 565.

Automatic Aid: Once from Center Harbor and twice from Stewart's Ambulance. Mutual Aid: Once to Waterville Valley via Sandwich for a medical emergency, possible carry out of hiker off the Rollins Trail. Overlapping Incidents: Twelve instances where two incidents were occurring simultaneously

<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	09:59 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:15 mins/sec. *
	Average Night/Weekend response time	09:42 mins/sec.

* response to Waterville Valley

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. NH DHHS COVID-19 Dashboard indicates that Moultonborough has had a cumulative of 10-19 confirmed cases in the Town. The current active cases in Town is in the 5-9 range. This information can be found at NH DHHS web site (<https://www.nh.gov/covid19/dashboard/summary.htm>). The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building. 8/10 - Review and provide comments on subdivision application for Tax Map 213-002. 8/12 - Investigate cause of brush fire at 2020 Gilman Point Road. Present the 2026 capital items to the CIPC via Zoom. 8/13 - Witness test of NFPA 13D fire sprinkler at 276 Moultonboro Neck Road.

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 from 8 am-4 pm). Fire permits can also be obtained on-line at www.nhfirepermit.com. There is a \$3.00 convenience fee for on-line permits. Twenty-one permits were issued using the on-line system between August 7-August 13. 790 permits have been issued using the on-line system since the State of Emergency was declared on March 13, 2020. 801 permits have been issued using the system year to date.

Moultonborough Police Department: The Police Department recorded 268 log entries, which included the following calls for service, 12 Assist Citizens, 14 Motor Vehicle Stops, 15 Assists to Fire/EMS, 1 Directed Patrol, 2 Arrests, 13 complaints, 1 MV Accident, 1 MV Complaint, 5 Residential Alarms, 0 Commercial Alarms and 8 K-9 complaints.

Land Use Department: Nothing to report this week.

Recreation Department: We guarded Long Island Beach for the last time for this season on Saturday August 15th. It was another successful year under the watchful eye of an exceptional group of responsible young men and women. With the guards also finished for the season at States Landing there has been an increase in people walking dogs on the beach with some of the unfortunate results i.e. not picking up after the dogs. We also have had some issues with trash being left behind. For the next two weeks full time Recreation Staff will make it a point to make trips to States Landing to check on the facility. Water samples were taken at States Landing and both sides of Long Island last week and taken to the labs at Eastern Analytical and we await those results. This past week's concert with Rick Clogston and the Red Hat band drew over 80 people to enjoy the music and a beautiful evening. This Wednesday's concert is the last of the season, "Cover Story with Felicia Steriti". This is another re-scheduled concert due to inclement weather. We'll be getting underway at 6:00 rather than 6:30 due to the earlier sunset times. This concert season has been the most successful in terms of attendance for as long as the Recreation Department has been in charge of the series. Hats off to Program Coordinator, Donna Tatro, for her work in organizing and implementing the concert series. The concert series is a valuable community activity.

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