



## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 24, 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, prepared for and attended the Select Board meeting, met with the Town's IT contractor to review the status of the Town's computer system's security, met with the Library Director on department collaboration and CIP and budget preparation processes, conferred with Town Counsel on pending legal matters, met with assistant Recreation Director on Department management and fall programs, met with a number of Department Heads on pending matters. This coming week's activities include continue review of employee performance evaluations, prepare for and attend the 3<sup>rd</sup> CIPC presentation meeting, continue work on the Recreation Director search plan and community survey, finalize new position description for Recreation Department Assistant, continue work on broadband expansion efforts in unserved and underserved areas of Town, prepare for and attend the Select Board's work session, continue work on Primex Prime program applications with the HR Manager, hold the bid opening for the Ossipee Mountain Culvert Replacement project, attend the ribbon cutting for the pavilion/restroom project, participate in a virtual MMANH meeting with the NH Retirement System Director on the state of the system. Have a great week. Be well and stay safe.

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

**Assessor:** Town offices are open to the public, masks are required. Whitney Consulting Group (WCG) finalized the 2020 preliminary values in the new Avitar CAMA system. Notices to all taxpayers were mailed and hearings will begin on August 27 and continue through September 2<sup>nd</sup>. Taxpayer hearings are an opportunity for the taxpayer to discuss with WCG the newly established 2020 value placed on their property. The preliminary values are on the Town's website by location and owner's 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. The new property record cards are posted on the Town's website; Tax & GIS Maps; Documents & Links, Property Card. The Town's website also describes 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 a.m. to 4 p.m., 476-2347 or 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 worked on ditching and drainage concerns on Bodge Hill and Eagle Shore Roads. The week ended finalizing a few of the details at the Pavilion.

**Facilities & Grounds:** We continued summer maintenance on Town facilities and put the finishing touches on the pavilion.

Fleet: CAR171 2017 F150 replaced passenger front tire and reinstalled spare tire. 15-r-3 2016 F550 Mini-Evo - performed state inspection. 15-r-2 2019 F550 Mini-Evo - performed PM-B service and state inspection. TRK24 2009 Freightliner - road call to Bodge Hill Rd. to check out p/s system leak, ordered new steering box. EQ36 NITCO forklift - replaced steer tires with foam filled units and reinstalled at Transfer Station. Worked on fabrication of shoulder machine mounting framework.

Transfer Station: Last week we shipped out 6 containers of municipal solid waste and 7 of construction and demolition. 7,780 pounds of electronic waste was shipped, which was generated in 30 days. The brush pile was burned, and the compost pile was turned. The loader tires were filled to be made puncture resistant. Car counts: Monday 471, Tuesday 460, Friday 528, Saturday 429, Sunday 347. A total of 2,235 served.

**Moultonborough Fire Rescue:** For the period of 08/14/2020 to 08/20/2020, there were 27 calls for service: 1 – Building fire; 1 – Forest, woods, wildland fire; 16 – EMS calls; 1 – Lockout; 1 – Animal problem; 1 – Public service; 1 – Assist the physically disabled; 1 - Unauthorized burning; 1 – Dispatched & cancelled en-route; 1 – Alarm system activation due to malfunction; 1 – Smoke detector activation, no fire, unintentional; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 592. Automatic Aid: Twice from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Nine 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	09:12 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:52 mins/sec.
	Average Night/Weekend response time	07:48 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. NH DHHS COVID-19 Dashboard indicates that Moultonborough's has had a cumulative of 15 confirmed cases in the Town. The current active cases in Town is in the 1-4 range (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. During this period, the Day shift, and Weekend Duty crews flushed dry hydrants, repaired and tested hydrants in the Whittier Highway (Village West District) and Farm Road push-line system; cleaned and lubricated ladders; conducted a water supply test in the Heatherwood Estates subdivision, obtaining a 500 gpm flow rate; went to Vermont to pick up and place in service the new slide-in forestry unit on the Utility pick-up; went to Massachusetts to pick up the 400-gallon poly tank for the replacement of the forestry truck.

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](http://www.nhfirepermit.com). There is a \$3.00 convenience fee for on-line permits. 21 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 254 log entries, which included the following calls for service, 11 Assist Citizens, 23 Motor Vehicle Stops, 14 Assists to Fire/EMS, 2 Directed Patrols, 1 Arrest, 10 complaints, 4 MV Accidents, 3 MV Complaints, 2 Residential Alarms, 0 Commercial Alarms and 3 K-9 complaints.

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

**Recreation Department:** The results from the water tests taken at States Landing on August 14<sup>th</sup> came back with a high level of e-coli bacteria, necessitating the posting of Advisory Signs. We'll retest this morning (8/24) and take the samples to Concord. We should have results by Friday. In the meantime, both sides of Long Island tested fine for swimming and wading. The last concert of the summer was held last Wednesday August 19<sup>th</sup> and again drew well over 50 people to enjoy the music provided by Felicia Steriti and Cover Story. The Pavilion will be inspected by representatives of the State of NH Division of Parks and Recreation (LWCF) on Thursday the 27<sup>th</sup> for compliance to the federal grant requirements. Following that we will have a "formal" but appropriately social distanced ribbon cutting at 3:00 PM. Swim lines will remain out at States Landing and Long Island through Labor Day.

**Moultonborough Public Library:** The Library is open to the public Monday-Friday from 10-5 and we are also open Tuesdays 10-8. Materials can be reserved and put on the front porch for pick up for those who don't want to come into the building. For updated information, check the Library website at [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org).

#### **Important Dates to Remember**

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

**Board of Selectmen's Meeting, September 3, 2020, 4 PM, Streaming Only**

**Labor Day, All Non-Emergency Departments Closed, September 7, 2020**

**Board of Selectmen's Meeting, September 17, 2020, 4 PM, Streaming Only**

**Board of Selectmen's Work Session, September 24, 2020, 4 PM, Streaming Only**

**Department Head Staff Meeting, September 8, 2020, 9 AM**