



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 31, 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 work session, finalized the new position description for Recreation Department Assistant, continued work on broadband expansion efforts in unserved and underserved areas of Town, continued work on Primex Prime program applications with HR Manager, held the bid opening for the Ossipee Mountain culvert replacement project, attended the ribbon cutting for the Pavilion/restroom project, participated in a virtual MMANH meeting with the NH Retirement System Director on the state of the system. This coming week's activities include continue review of employee performance evaluations, prepare for and attend the 4th CIPC presentation meeting, continue work on the Recreation Director's search plan, attend the Milfoil Committee meeting, prepare for and attend the Select Board meeting. 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 Avitar CAMA system. Hearings began on August 27 and continue through September 2nd. Taxpayer hearings are an opportunity for the taxpayer to sit with WCG and discuss the newly established 2020 value placed on their property. Once the hearings are over, we will begin working on the Form MS-1 to set the 2020 tax rate. 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 for use. The Avitar property record cards are posted on the Town's website; Tax & GIS Maps; Documents & Links, Property Card. Also on the Town's website, is information on how to read the new property record card. Property owners with any questions or concerns regarding assessing, should 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: Part of the Highway team worked on ditching and drainage concerns on Red Hill Road. The rest of the team worked with Maine Drilling and Blasting doing ledge hammering, removing the ledge from the ditches, and ditching on Bodge Hill Road and Redding Lane. The team also worked throughout the week taking care of tree work and removing debris that impacted the roadways during the heavy rainstorms.

Facilities & Grounds: This past week F&G crew continued summer mowing and trimming as the seasonal crew finished up their last week and are headed back to school. We completed the final touches at the Pavilion as it is now officially open.

Fleet: CAR151 2015 Ford Police Utility - diagnosed HVAC issue, replaced mode door actuator and stop light switch. CAR132 2013 Ford Interceptor Utility - replaced rear coil springs and performed state inspection. 15-U-1 2015 F350 - performed state inspection and replaced front brake pads and rotors. TRK20 2007 F550 Bucket truck - diagnosed and repaired drivability issue, performed state inspection and repaired lights. 15-F-2 1985 GMC K3500 - performed state inspection. TRK5 2015 F550 - repaired tailgate latch. Paperwork. Loaded trucks and pushed up chip pile. Attended quarterly J.L.M.C. meeting.

Transfer Station: Last week we shipped out 5 containers of municipal solid waste and 7 of construction and demolition. Many brush piles were burned this week and the compost was turned. Car counts: Monday 484, Tuesday 401, Friday 525, Saturday 432, Sunday 409. A total of 2,251 served.

Moultonborough Fire Rescue: For the period of 08/21/2020 to 08/27/2020, there were 31 calls for service: 1 – Building fire; 1 – Excessive heat, scorch burns with no ignition; 11 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – LP gas leak; 2 – Power lines down; 1 – Arcing, shorted electrical equipment; 1 – Ring removal; 1 – Public service; 1 – Tree on wires, no fire; 1 – Tree down, hazard; 3 – Assist the physically disabled; 3 – No incident found upon arrival at dispatched location; 1 – Hazardous materials release investigation, no Haz-Mat found; 1 – Alarm system activation due to malfunction; 1 – Alarm system activation, no fire, unintentional. Year to Date Incidents: 624. Automatic Aid: Once from Center Harbor and twice from Stewart's Ambulance; Mutual Aid: None. Overlapping Incidents: Nine instances where two incidents were occurring simultaneously.

Staffing:	Overall average staffing per incident	4 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters
Response Times:	Overall average response time of first arriving unit	09:07 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:54 mins/sec.
	Average Night/Weekend response time	10:07 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. DHHS COVID-19 Dashboard (<https://www.nh.gov/covid19/dashboard/summary.htm>) indicates that Moultonborough's has had a cumulative of 15 confirmed cases in the Town, with no active cases. The Fire Department and Facilities & Grounds staff continue to disinfect the building, the Fire Department offices and quarters at the Public Safety Building. 8/23 - The Fire Department was dispatched for a building fire at 816 Moultonboro Neck Road. Upon arrival crews found a fire in a portable/temporary structure being used for storage. The fire caused an explosion of a 40 lb. propane cylinder and the damage and venting of a 57-gallon propane tank. The fire was quickly extinguished, but crew remained on scene for 7.5 hours while the remaining propane was burned off the venting tank. The fire was contained to the building of the origin and there were no injuries reported. The estimated loss is \$3,381, property protected is valued at \$44,200. During this period, the Day shift, and Weekend Duty crews conducted the following activities: Flushed dry hydrants; 8/24 - Training on new Kimtek slide-in forestry unit at Lee's Mills. Rescue 2 & 3, Forestry 2 and Utility 1 annual DOT inspections performed by DPW mechanic.

Burning Permits: Fire permits are still required for fires that involve burning wood. Brush may only be burned between 5pm to 9am, 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. 13 permits were issued using the on-line system between August 21-August 27. 816 permits have been issued using the on-line system since the State of Emergency was declared on March 13, 2020. 827 permits have been issued using the system year to date.

Moultonborough Police Department: The Police Department recorded 262 log entries, which included the following calls for service, 11 Assist Citizens, 19 Motor Vehicle Stops, 12 Assists to Fire/EMS, 2 Arrests, 4 complaints, 3 MV Accidents, 7 MV Complaints, 3 Residential Alarms, 1 Commercial Alarm and 3 K-9 complaints.

Training: 08/27/20 – Det. John, MPO Balser and Ofc. Cortese: Intoxilyzer Recertification.

Land Use Department: Nothing to report this week.

Recreation Department: The results from the most recent water tests at States Landing came back with acceptable (quite low actually) level of e-coli bacteria. Advisory signs were removed, and it was posted as such on the website. The cyanobacteria advisory has also been lifted on Lake Kanasatka. The Pavilion had its final federal grant inspection last Thursday, followed by the ribbon cutting. The Board of Selectmen, Bill Gegas from the State of NH Division of Parks and Recreation, Joe Ducharme from Clivus Compostable Toilets, Recreation staff, Dr. Boulter (spearheaded letter writing for better bathroom facilities at the park) and some members of the public were in attendance. Following the ribbon cutting a very nice presentation was made to Donna Kueth in appreciation of her 43 years of service to the Town of Moultonborough. Donna K's last day of work is August 31st. Swim lines will remain out at States Landing and Long Island through Labor Day.

Moultonborough Public Library: The Moultonborough Public Library is now open to the public. The current hours are Monday, Wednesday, Thursday, Friday 10-5 and Tuesday 10-8. The Library needs a few volunteers to help with gardening needs. Click here to sign-up: [MPL Gardening Help](#). Someone will be in contact with volunteers to go over what needs to be done. There is a Pool Noodle Challenge going on now. Come into the Library to see the creations and vote for your favorite! For Library programs and services, please check the Library website at www.moultonboroughlibrary.org. The Library will be closed on Monday, September 7 for Labor Day.

Important Dates to Remember

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