

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** September 8, 2020



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**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 were held and went very well. We will review the information submitted at the hearings and make any necessary changes in order to submit the MS-1 form to set the 2020 tax rate. Once the tax rate is set, and tax bills are mailed, the taxpayer has the opportunity to file an abatement application with the Town. Abatement forms will be available at the Assessor's office or on the NH Board of Tax & Land Appeals website (BTLA, Municipal Abatement Form). Preliminary values are on the Town's website by location and owner's name. A list is also available at 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, with a section on how to read the new property record card. Property owners who have questions or concerns regarding their assessment should contact the Assessor's office, Monday - Friday 7:30 a.m. to 4 p.m., 603-476-2347 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 spent the majority of the week working on drainage concerns, ditching and grading on Far Echo and Harvard Camp Roads. The end of the week the crew worked on cutting wood at the Highway Garage.

**Facilities & Grounds:** Last week the F&G crew assisted with a funeral and spent most of the rest of the week prepping the polls for election day. We continue summer maintenance and start to prepare for the fall season.

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

**Transfer Station:** Last week we shipped out 7 containers of municipal solid waste and 9 of construction and demolition. The brush pile was burned, and the compost was turned. Car counts: Monday 424, Tuesday 419, Friday 572, Saturday 482, Sunday 428. A total of 2,325 served.

**Moultonborough Fire Rescue:** For the period of 08/28/2020 to 09/03/2020, there were 13 calls for service: 10 – EMS calls; 1 – Motor vehicle accident with no injuries; 1 – Lock out, residential; 1 – Dispatched & cancelled en-route. Year to Date Incidents: 638. Automatic Aid: Once Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Two instances where 2 incidents were occurring simultaneously.

**Staffing:** 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
	07:48 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time
	07:13 mins/sec.
	Average Night/Weekend response time
	08:14 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, without any active cases. 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.

**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, and fire permits are still required when it is raining. Due to the COVID-19 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. 20 permits were issued using the on-line system between August 21-August 27. 836 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 293 log entries, which included the following calls for service, 10 Assist Citizens, 43 Motor Vehicle Stops, 5 Assists to Fire/EMS, 2 Directed Patrols, 2 Arrests, 6 complaints, 3 MV Accidents, 8 MV Complaints, 5 Residential Alarms, 3 Commercial Alarms and 6 K-9 complaints.

**Training:** 8/31 – 09/4 - Officer Cloutier at the Police Academy.

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

**Recreation Department:** Over the past week, the Recreation Department has fielded multiple inquiries from members of the community regarding the scheduling and availability of after school programming, youth sports programming, adult fitness class and adult indoor pickleball. These inquiries have been via phone call, Facebook message and in person conversations. We also continue to receive inquiries from regular users of the Moultonborough Function Hall. Groups such as Lion's Club, Moultonborough Women's Club and Boy Scouts and Cub Scouts are hoping to resume indoor regular meetings in the near future. Swim lines will be removed from States Landing and Long Island beaches this week. The Moultonborough Function Hall was the site of a Red Cross Blood Drive on Friday, September 4<sup>th</sup>. Brian Young of the Red Cross reported that they collected 37 units on a goal of 27 or 137% of their donation goal. He extends many thanks to the community! With the retirement of Director Donna Kuethe, the Recreation Department staff has begun the transition process by reviewing and reassigning tasks, responsibilities, and duties within the department.

**Moultonborough Public Library:** The Library is offering technology support on Tuesday and Friday mornings, and Wednesday afternoons. Please call the Library to set up an appointment. Book Talk is

this Thursday at 10:30 a.m. via Zoom. Join us as we discuss books we have read recently. Mystery Book Club is next week, September 16, 10:30 am and 7 pm. We are reading Before the Fall by Noah Hawley and books are available at the Library, meeting also via Zoom. Please register on the website. Also, there is a Read-A-Thon for grades 5-8 on Friday September 18 from 5:30-8 pm. Registration is required, as there is limited space. For more information, visit [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org).

**Important Dates to Remember**

**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 15, 2020, 9 AM**