

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** September 14, 2020



---

**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 for 5 days and went well. There were 131 scheduled hearings, 5 taxpayers cancelled, 4 taxpayers did not show up. Last year there were 155 hearings scheduled. Overall, the Town increased by 7.1%, this includes new construction that occurred during the year. We are reviewing the information submitted by the taxpayers who attended the hearings and making any necessary changes before we submit the MS-1 form to set the 2020 tax rate. Taxpayers will be notified in writing of the outcome from the hearings. Once the tax rate is set and tax bills are mailed, the taxpayer may file an abatement application with the Town. Abatement forms will be available at the Assessor's office or the NH Board of Tax & Land Appeals website (BTLA), Municipal Abatement Form. The Town is utilizing a new assessing program and Vision software is no longer available for use. The Avitar property record cards with the preliminary values are posted on the Town's website, Tax & GIS Maps, Documents & Links, Property Card. Also on the Assessor's page of the website, is a section that describes how to read the new property record card. Property owners with any questions or concerns regarding assessing should contact the Assessor's office, 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:** Last Tuesday's State Primary election was very successful considering the many adaptations we had to make for COVID-19. We had been working on these changes for months in cooperation with the Facilities Manager, Moderator, and Fire Chief based on guidance issued by the Secretary of State and Attorney General. The feedback from voters about the organization and safety protocols put in place for this day has been wonderful. Still, our Town election officials have identified a few small improvements for the upcoming Presidential Election. Voters can expect the same layout and safety precautions on November 3rd. On election day, the Town Clerk's office processed 423 absentee ballots. Anyone looking to request an absentee ballot for the Presidential Election can obtain a request form from the Town of Moultonborough's website or by coming into our office. We expect to receive those ballots from the state at the end of September or beginning of October and will be sending them out to voters who have already requested them as soon as we can. Additionally, In the month of August the Town Clerk's office processed 978 Motor Vehicle Registrations, 20 Boat Registrations, 197 Titles, 34 Vital Records (Birth, Death, Marriage, Divorce), 38 Dog Licenses, and received Wetlands Applications and various miscellaneous services.

**Department of Public Works:** The Highway team began the week working on drainage concerns and ditching on Red Hill and Sibley Roads. The team worked the balance of the week on building the road and ditching on Highway Garage Road.

Facilities & Grounds: This past week the F&G crew assisted in the set up and break down of the election poles. We trimmed and mowed Town properties. The service technician did the minor PMs on the generators.

Fleet: CAR162 2016 Ford Police Interceptor sedan - replaced left front headlight bulb. TRK24 2009 Freightliner dump truck - replaced steering box, performed PM-C service, worked on freeing up dump body hinges, checked out for state inspection, replaced mirror, repaired exhaust and coolant leak. TRK9 2014 Kenworth - worked on brake system started repair on l.r. brake can. Observed Labor Day. Completed paperwork.

Transfer Station: Last week we shipped out 9 containers of municipal solid waste and 7 of construction and demolition. The brush pile was burned, and a grapple load of scrap metal picked up. The demolition crusher for the front end loader was delivered to the facility and will be used for crushing demolition to give us the ability to pack more material, fully utilizing the container, and will also be used to move brush and scrap metal. Car counts for the week: Monday closed Labor Day, Tuesday 636, Friday 540, Saturday 375, Sunday 322. A total of 1,873 served.

**Moultonborough Fire Rescue:** For the period of 09/04/2020 to 09/10/2020, there were 21 calls for service: 1 – Structure fire; 2 – Excessive heat, scorch burns with no ignition; 6 – EMS calls; 2 – Motor vehicle accidents with injuries; 1 – Oil, combustible liquid spill; 1 – Water problem; 1 – Unauthorized burning; 1 – Dispatched & cancelled en-route; 1 – No incident found upon arrival at dispatched location; 1 – Smoke odor scare; 1 – System malfunction; 3 – Alarm system sound due to malfunction. Year to Date Incidents: 659. Automatic Aid: Twice from Center Harbor, once Stewart's Ambulance. Mutual Aid: Once from Center Harbor and given once to Laconia on 5<sup>th</sup> Alarm building fire. Overlapping Incidents: Three instances where two or more 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	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	12:07 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	12:15 mins/sec.
	Average Night/Weekend/Holiday response time	12:04 mins/sec.

Operations: 9/7 - Crews completed hose testing for the year. All of the attack hose (1-3/4" & 2.5") hose as well as the 4" supply hose have been tested. More than 10,000 feet of hose was tested during the summer. Only 300 feet of hose failed testing. 9/8 - Engine 4 with a crew of three were dispatched to cover the Weirs fire station while Laconia companies operated on a four-alarm apartment building fire at 17 Dyer Street. Upon activation of a fifth alarm, Engine 4 was moved up to the fire scene, where the crew worked approximately four hours overhauling apartments damaged in the fire. Engine 4 returned to Town at 7:36 a.m. 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 15 confirmed cases in the Town without any active cases at this time. 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, 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. 15 permits were issued using the on-line system between September 4-10. 851 permits have been issued using the on-line system since the State of Emergency was declared on March 13, 2020. 862 permits have been issued using the on-line system year to date.

**Moultonborough Police Department:** The Police Department recorded 286 log entries, which included the following calls for service, 7 Assist Citizens, 38 Motor Vehicle Stops, 6 Assists to Fire/EMS, 1 Directed Patrol, 0 Arrests, 11 complaints, 5 MV Accidents, 6 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms and 6 K-9 complaints.

**Training:** Ofc. Cloutier @ PSTC 9/7-9/11/20.

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

**Recreation Department:** We continue to receive inquiries from members of the community regarding the scheduling and availability of programming for After School, youth sports, adult fitness class and adult indoor pickleball. Inquiries are also being received from regular users of the Moultonborough Function Hall. Groups such as the Lion's Club, Moultonborough Women's Club and Boy Scouts and Cub Scouts are hoping to resume indoor regular meetings in the near future. These inquiries have been via phone call, Facebook message and in person conversations. Swim lines have been removed from States Landing and Long Island beaches. The Recreation Department has kicked off its "Nuts About Fall Challenge" – a friendly community contest to highlight and celebrate residential and business' outdoor fall decorations. Last Wednesday, the Recreation Department staff met with BoS Liaison Jean Beadle to discuss the Department's fall programming and the transition as the process to find a new director begins. On Thursday (9/10), Dan Sturgeon attended NHRPA Annual Meeting and Coffee Talk via Zoom. Dan will remain a member at large on the NHRPA Executive Board for another 2 year term. In Coffee Talk, Rick Alpers/Primex discussed fall programming liabilities and protocols. MRD is in the very beginning stages of planning an outdoor Halloween event and have received inquiries from community members regarding a Halloween activity for children. More details to come. Recreation staff continues to make changes and updates for the department's transition in between directors.

**Moultonborough Public Library:** New temporary Library hours are Monday, Wednesday, & Friday, 10 a.m. – 5 p.m., and Tuesday & Thursday 10 a.m. – 8 p.m. Programs for Youth this week: Read-A-Thon for grades 5-8 on Friday, September 18<sup>th</sup> from 5:30-8 p.m. (registration is required for the Read-A-Thon, as there is limited space). Story Times are on FB Live and are held on Tuesday at 6 p.m. and Friday at 11 a.m. For more information on these events, 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**