



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Administration
RE: Weekly Report
DATE: September 21, 2020

Finance: Nothing to report this week.

Assessor: Town offices are open to the public, masks are required. We are finalizing information submitted by the taxpayers who attended the hearings and making any necessary changes before we submit the Form MS-1 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, taxpayers can file an abatement application with the Town. Abatement forms will be available at Town Hall in 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, 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, with a section that describes how to read the new property record card. On September 21st, I taught a class for the NHAAO State Statutes Part 1. 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. 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 spent the week grading and ditching multiple roads throughout Town.

Facilities & Grounds: This past week the F&G crew continued mowing and trimming Town facilities. We are working on getting touchless faucets and soap dispensers for the facilities. We continue to fog and sanitize the Town buildings.

Fleet: TRK24 2009 Freightliner - repaired rear brake assemblies, worked on dump pins. TRK9 2014 Kenworth - repaired l.r. air brake diaphragm and state inspection. 15-T-1 2017 Navistar Tanker truck - performed PM-B service, state inspection and worked on spring pin. TRK10 2007 Peterbilt - start repair on driver's floorboard to reinstall throttle pedal assembly. EQ53 Stihl TS500I – cutoff saw, replaced ignition module and pickup assembly. EQ14 2015 CAT 926M loader - worked on hydraulics. Piled winter sand that was trucked in. Cleaned bay area.

Transfer Station: Last week we shipped out 4 containers of municipal solid waste, 7 of construction and demolition. Scrap metal was picked up and the brush pile was burned. Welcome to Trevar Colby, our new part time attendant at the Transfer Station. Car counts: Monday 395, Tuesday 363, Friday 414, Saturday 357, Sunday 323. A total of 1,852 served. Starting September 25th the facility will resume single stream recycling. Facility hours starting Sunday September 27th will be 1 p.m. to 5 p.m.

Moultonborough Fire Rescue: For the period of 09/11/2020 to 09/17/2020, there were 12 calls for service: 1 – Excessive heat, scorch burns with no ignition; 5 – EMS calls; 1 – Watercraft rescue; 1 – Public service; 1 – Unauthorized burning; 1 – No incident found upon arrival at dispatched location; 1 – Alarm system sound due to malfunction; 1 – Detector activation, no fire, unintentional. Year to Date Incidents: 671. Automatic Aid: Received once each from Center Harbor, Gilford, Meredith, Sandwich, Tuftonboro, and twice from Stewart’s Ambulance. Mutual Aid: None given. Overlapping Incidents: Twice there were 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	4 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	11:57 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:57 mins/sec.
	Average Night/Weekend/Holiday response time	12:48 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. Self-contained breathing apparatus (SCBA) were flow tested by Fire Tech and Safety of New England, all units passed. The Public Safety Building continues to be closed to the public due to the COVID-19/Corona virus situation. There is a tentative date of September 28th for opening the lobby to the public. Services will be provided through a window installed in the lobby door. 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 as scheduled regarding the ongoing COVID-19 pandemic and the situation in the State. NH DHHS COVID-19 Dashboard indicates that as of 9/20/2020, Moultonborough has had a cumulative of 15 confirmed cases in the Town. Currently there are no active cases. 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: Severe drought conditions are being experienced in Moultonborough, the Lakes Region and 49% of the State. The fire danger remains elevated and in the past week has varied between High and Very High. Due to the elevated fire danger, fire permits are not available on-line and are only being issued at the Public Safety Building. Residents are strongly encouraged to call ahead to arrange to pick up a fire permit by calling 476-5658 (Monday-Friday from 8 am-4 pm). Burning of brush is not recommended during the drought unless it is raining. 7 permits were issued using the on-line system between September 11-17. 858 permits have been issued using the on-line system since the State of Emergency was declared on March 13, 2020. 869 permits have been issued using the on-line system year to date.

Moultonborough Police Department: The Police Department recorded 284 log entries, which included the following calls for service, 5 Assist Citizens, 36 Motor Vehicle Stops, 4 Assists to Fire/EMS, 0 Directed Patrols, 2 Arrests, 5 complaints, 0 MV Accidents, 2 MV Complaints, 4 Residential Alarms, 1 Commercial Alarm and 3 K-9 complaints.

Training: Sergeant Jody Baker September 14th - 20th FBI LEEDA Training, Gilford PD.

Land Use Department: Nothing to report this week.

Recreation Department: The Recreation Department has begun receiving registrations for our “Nuts About Fall Challenge,” a friendly community contest to highlight and celebrate residential and business’

outdoor fall decorations. Invitations to participate were sent to all Town departments. The Recreation Department will be collaborating with the Library for Halloween BOO-levard, an outdoor drive thru Halloween event. The event will take place on Friday, October 30th 6:30-8 p.m. at Kraine Meadow Park. More details to come. We've received inquiries requesting the return of Totally Toddlers drop-in play group. Registrations continue to come in for the Youth Coed Soccer program. Last week, the Selectmen formally approved the following programs for the upcoming fall Season: Youth Soccer skills program, Adult Pickleball (co-sponsored with Meredith), Beyond the Bell session 1, Nuts about Fall, and Halloween Boo-levard. Co-Ed Youth Soccer begins Saturday, September 26th at Kraine Meadow Park. Beyond the Bell After School Program begins Monday September 28th at Kraine Meadow Park. This program sold out in less than 8 hours when registrations opened. Inquiries continue to come 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. The Recreation Department 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 and Friday 10 a.m. – 5 p.m., Tuesday and Thursday 10 a.m. – 8 p.m. Friends of the Library Literary Series Program will “meet” Thursday, September 24th at 10:30 a.m. via Zoom. Dr. Suzanne Brown will be hosting this book discussion based on *The Refugees* by Viet Thanh Nguyen. Please register to receive Zoom link. Upcoming youth program: Read-A-Thon for grades 1-4 on Friday, October 2nd, 5:30 - 7p.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

Important Dates to Remember

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

Board of Selectmen's Meeting, October 1, 2020, 4 PM

Board of Selectmen's Meeting, October 15, 2020, 4 PM

Board of Selectmen's Work Session, October 22, 2020, 4 PM

Department Head Staff Meeting, October 6, 2020, 9 AM