



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Administration
RE: Weekly Report
DATE: September 28, 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. The MS-1 form will be filed with the NH Department of Revenue Administration by the end of the week to begin the 2020 final tax rate process. Once the tax rate is set, and tax bills are mailed, taxpayers can file an abatement application with the Town, available at the Town Hall 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 final Avitar property record cards will be posted on the Town's website; Tax & GIS Maps; Documents & Links, Property Card, with a page describing how to read the new property record card. Property owners with 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: The Highway team did ditching, grading and paving on Avon Shores, Ferry, Glidden, Ossipee Park, Smith, Velma, and Vonhurst Roads.

Facilities & Grounds: This past week the F&G crew continued facility grounds maintenance. We did boiler start-ups and filter changes as we get ready for the heating season. We assisted in two cremation burials. We continue to fog Town facilities. Locks were installed in the Public Safety Building for public and employee COVID concerns.

Fleet: CAR161 2016 Ford Police Interceptor - replaced passenger rear wheel bearing assembly. CAR162 2016 Ford Police Interceptor - replaced passenger side headlight. TRK3 2018 Ram 3500 - performed state inspection. TRK4 2012 F350 - performed state inspection and diagnosed check engine light issues, repaired low tire issue. TRK7 2020 Western Star 4700sf - performed state inspection and installed side boards. TRK9 2014 Kenworth T470 dump - replaced both oil and hubcap assemblies and repaired passenger side mud flap mounts. TRK10 2008 Peterbilt - repaired fuel leak. TRK24 2009 Freightliner - performed state inspection and replaced wipers and broken reflectors. TRK11 2016 F350 - worked on dump body. 15-E-1 2007 HME 1871 - performed state inspection and P.M. service replaced air drier assembly. 15-E-4 2001 HME 1871 pumper - road call to the Neck fire station to rehang a/c compressor that broke out of its mount. Loaded fill into trucks.

Transfer Station: Last week we shipped out 5 containers of municipal solid waste and 6 of construction and demolition. Single stream recycling resumed on September 25th. Attendants will be reminding patrons on how to single stream recycle. Car counts: Monday 342, Tuesday 322, Friday 448, Saturday 347, Sunday 385. A total of 1,844 served.

Moultonborough Fire Rescue: For the period of 09/18/20 to 09/24/20, there were 20 calls for service: 1 – Forest/wildland fire; 1 – Brush fire; 1 – Bark mulch fire; 7 – EMS calls; 1 – Propane gas leak; 1 – Assist the physically disabled; 1 – Unauthorized burning; 1 – Dispatched & cancelled en-route; 2 – Alarm system sound due to malfunction; 3 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. Year to Date Incidents: 691. Automatic Aid: Received twice from Center Harbor, and twice from Stewart’s Ambulance. Mutual Aid: Once from Center Harbor and once given to Sandwich. Overlapping Incidents: Twice there were instances where two or more incidents were occurring simultaneously

<u>Staffing:</u>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:06 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:16 mins/sec.
	Average Night/Weekend/Holiday response time	09:44 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. The Fire Department’s ground ladders were tested by New England Ladder Testing Co. Inc.; and all ladders passed. 9/24 – the Town’s firefighters responded to Sandwich for a fire in the White Mountain National Forest in the area of Beede Falls. Crews were released after four hours. The Public Safety Building reopened to the public as of September 28, 2020 in a limited capacity and is limited to the lobby only. Fire permits, permits to install, and operate oil fired equipment will be issued through a service window installed in the lobby door. The meeting room and public restrooms will remain closed during the pandemic due to sanitizing concerns. Residents and businesses having questions on life safety and fire code issues may access Fire Department services through the lobby or by calling 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 9/27/20, Moultonborough’s has had a cumulative of 17 confirmed cases in the Town, with 1-4 current active cases. Exact counts are suppressed by NH DHHS for municipalities with 1-4 cases. For more information visit the 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: On September 25th, the Governor and Council issued a proclamation that bans both outdoor burning and smoking in and near New Hampshire woodlands statewide due to the extremely high danger of wildfires that threaten the state. The emergency ban will remain in effect until fire danger conditions change significantly. The Governor’s proclamation bans the following:

- Kindling of open fire, including fires built for camping, the burning of debris, or warming, on all public trails or other public property, excluding public campgrounds; and
- Kindling of Category 3 fires; a fire greater than 4 feet in diameter or a fire not contained within a ring of fire resistive material; and
- Smoking a pipe, cigar and/or cigarette outdoors in or near public woodlands or on public trails; and
- Kindling of Category 1 & 2 “campfires”; those not contained within a ring of fire resistive material or in a portable fireplace.

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, 8 a.m.-4 p.m.).

Moultonborough Police Department: The Police Department recorded 268 log entries, which included the following calls for service, 5 Assist Citizens, 24 Motor Vehicle Stops, 12 Assists to Fire/EMS, 1 Directed Patrol, 2 Arrests, 4 complaints, 3 MV Accidents, 5 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms and 2 K-9 complaints.

Training: Ofc. Cloutier at Police Standards & Training Council 9/21-9/25.

Land Use Department: Nothing to report this week.

Recreation Department: The Recreation Department continues its collaboration with the Library for our Halloween BOO-leverd, an outdoor drive thru Halloween event. The event will take place on Friday, October 30th 6:30-8 p.m. at Kraine Meadow Park. Co-Ed Youth Soccer began Saturday, Sept. 26th at Kraine Meadow Park. Attendance was nearly 100% of registrants. Socially distanced drills and skills sessions were practiced. MRD staff received thanks and positive feedback from several parents regarding the youth soccer program. Beyond the Bell After School Program began Monday Sept. 28th, also at Kraine Meadow Park. Dan Sturgeon and Donna Tatro reported that screening, pickup and transportation of students from MCS to KMP went smoothly. Numerous activities were enjoyed at the park by our participants. MRD continues to seek and hope to hire staff to assist with the Beyond the Bell program. Outdoor Pickleball program ends this week and Indoor Pickleball begins at the Meredith Community Center on October 7th. Safe @ Home class for grades 4-6 will be held via Zoom on Friday October 23rd. This is a teacher workshop day (no school) for Moultonborough schools. We 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. MRD 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. and Tuesday and Thursday 10 a.m. – 8 p.m. **New this week – Saturdays 10 am-2 pm.** Mystery Book Club will be held Wednesday September 30 at 10:30 a.m. and 7 p.m. Please register on the [Library's online calendar](#) to receive the Zoom link. Read-A-Thon for grades 1-4 is this Friday October 2 from 5:30-7 p.m. We will provide the pizza and snack bags. Space is limited and registration is required by noon on Friday at [Read-A-Thon Registration Link](#).

Important Dates to Remember

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