



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR



TO: Board of Selectmen
FROM: Administration
RE: Weekly Report
DATE: October 5, 2020

Finance: Nothing to report this week.

Assessor: Nothing to report this week.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway team began the week grading and ditching Cottage, Jeremiah Smith, Kona Farm and Tara Roads. The rest of the week the team split up and did tree trimming in Wentworth Acres and screening of compost material at the Transfer Station.

Facilities & Grounds: Started fall clean ups, prepared Public Safety Building to open to the public, and we continued to sanitize and fog Town buildings.

Fleet: TRK11 2016 F350 replaced rear brake pads, rotors, calipers and wheel seals, cooler lines and checked for leaks. Performed C-PM service. 15-E-3 2019 H.M.E. pumper - performed PM-B service and state inspection. Fluid filmed chassis. 15-E-4 2001 H.M.E. pumper - performed PM-B service and state inspection. Repaired door and fluid filmed chassis. 15-R-1 2012 H.M.E. rescue unit - performed PM-B service and state inspection. Fluid filmed chassis. TRK4 2012 F350 - replaced transmission cooler lines and checked for leaks. Performed C-PM service. TRK6 2018 Western Star 4700SF - perform state inspection repaired follow ups. EQ17 2010 Mobark Chipper - performed inspection check out trailer light cord. TRK20 2007 F550 Bucket truck - diagnosed running complaint. Loaded trucks. Performed administrative duties.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 4 of construction and demolition, 2 of single stream recycle, and 1 of electronics. Car counts: Monday 344, Tuesday 313, Friday 308, Saturday 343, Sunday 276. A total 1,584 served. Re-training of single stream recycling for patrons continues.

Moultonborough Fire Rescue: For the period of 09/25/2020 to 10/01/2020, there were 17 calls for service: 1 – Building fire*; 9 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Lockout-residential; 1 – Assist the physically disabled; 3 – Unauthorized burning; 1 – Alarm system sound due to malfunction. Year to Date Incidents: 708. Automatic Aid: received once from Stewart's Ambulance. Mutual Aid: *Once given to Holderness for a third alarm building fire at the Holderness School. Overlapping Incidents: There were 3 instances where 2 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	5 firefighters
	Average Night/Weekend/Holiday	3 firefighters

<u>Response Times:</u>	Overall average response time of first arriving unit	09:04 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:08 mins/sec.
	Average Night/Weekend/Holiday response time	09:00 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. 9/25 - Moultonborough Firefighters responded to mutual aid to Holderness for a third alarm building fire for a building under construction at the Holderness School. Crews were released after four hours. The Public Safety Building reopened to the public on Monday, September 28, 2020 in a limited capacity. The reopening will allow for the public to obtain fire permits, permits to install, and operate oil fired equipment 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 the 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 10/04/2020, Moultonborough's has had a cumulative of 17 confirmed cases in the Town, with 1-4** current active cases. Carroll County has had a cumulative total of 126 people. This information can be found at NH DHHS web site (<https://www.nh.gov/covid19/dashboard/summary.htm>). **Exact counts are suppressed by NH DHHS for municipalities with 1-4 cases. 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: Despite recent rains, the ban on outdoor burning and smoking issued on September 25th, by the Governor and Council 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 drought and fire danger, fire permits may not be available on-line depending on the fire danger. Category 1 and Category 2 permits are 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, 8am-4pm). Fireworks are not included in the Governor and Council's ban on burning. Use of fireworks is strongly discouraged during the severe drought conditions. Persons found to be responsible for causing a fire from the use and display of fireworks shall be responsible for all damages and fire suppression costs.

Moultonborough Police Department: The Police Department recorded 274 log entries, which included the following calls for service, 8 Assist Citizens, 36 Motor Vehicle Stops, 4 Assists to Fire/EMS, 3 Directed Patrols, 2 Arrests, 5 complaints, 1 MV Accident, 9 MV Complaints, 5 Residential Alarms, 1 Commercial Alarm and 5 K-9 complaints.

Training: Dispatcher Jordan Pellowe is taking the APCO Public Safety Telecommunicator Course, online from 09/30/20 – 10/27/20. Officer Cloutier is at the PSTC 09/28 – 10/02.

Land Use Department: Nothing to report this week.

Recreation Department: We continue our collaboration with the Library for Halloween BOO-levard, outdoor drive thru Halloween event, scheduled for Friday, October 30th, 6:30-8 p.m., at Kraine Meadow Park. Co-Ed Youth Soccer continued Saturday, October 3, at Kraine Meadow Park. Attendance was nearly 100% of registrants. Socially distanced drills and skills sessions were practiced. Recreation staff received thanks and positive feedback from several parents regarding the youth soccer program. Beyond the Bell After School Program continues at Kraine Meadow Park. Session 1 of this program is scheduled to run through October 29. Strategies and logistics for session 2 are being researched and compiled. MRD is continuing to seek to hire staff to assist with the Beyond the Bell program. Adult Indoor Pickleball begins at the Meredith Community Center on October 7. The program will run on Wednesday and Friday mornings throughout the cold/winter months. Moultonborough Recreation and Meredith Parks & Recreation run this program collaboratively. Safe @ Home class for grades 4, 5 & 6 will be held via Zoom on Friday October 23. This is a teacher workshop day (no school) for Moultonborough schools. MRD staff continues to make changes and updates for the department's transition in between directors. The Function Hall (fka Lions Club) will be made available for scheduling with sanitation and COVID-19 protocols as a priority. Scheduling adjustments will be a necessity. Mary at MRD and Mike, Facilities & Grounds Leader will coordinate on sanitation and scheduling weekly and as needed. Donna Tatro attended the Choose Love workshop at Moultonborough Schools on Monday Oct 5. The basketball courts at Kraine Meadow Park will have the leaves blown off daily (Mon-Fri) in October. This has been coordinated with Facilities Team Leader Mike Kepple.

Moultonborough Public Library: Our temporary public Library hours are: Monday, Wednesday, & Friday 10 am-5 pm, and Tuesday & Thursday 10 am-8 pm, and Saturdays 10am-2pm. We are continuing front porch pick up for reserved items. Ongoing Book Sale is happening in the Program Room during the hours the Library is open. Come browse (masks required) and grab a book, DVD, or even a puzzle and stock up before the cold weather comes. The Library will be closed Mon. Oct 12 for Columbus Day.

Important Dates to Remember

Columbus Day, All Non-Emergency Departments Closed, Monday, October 12, 2020

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 14, 2020, 9 AM