



MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Administration
RE: Weekly Report
DATE: October 13, 2020



Finance: Nothing to report this week.

Assessor: Town offices are open to the public, masks are required. The MS-1 Form was filed with the NH Department of Revenue Administration, we are waiting to hear from the State with a date to set the 2020 tax rate. The Town is now on the new Avitar assessing program, 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 that describes how to read the new property record card. I have started entering the sales information into the NH Department of Revenues Equalization Portal. This information is used to determine the overall ratio for the Town and to determine the accuracy of the assessments, such as the weighted mean, median ratio, Coefficient of Dispersion (COD), and Price Related Dispersion (PRD). If property owners have any questions or concerns regarding assessing, please contact the Assessor's office, Monday - Friday 7:30 am – 4 p.m., 476-2347 or email jbelville@moultonboroughnh.gov. or arushat@moultonboroughnh.gov.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Department of Public Works: The Highway team began the week working on ditching Hauser Estates and trimming trees in Wentworth Acres. The week ended with grading, rolling, and watering Evans Road and working on rebuilding the leaf disposal area at the Transfer Station.

Facilities & Grounds: Last week F&G we continued with fall cleanups and building maintenance. The plumbing contractor finished the installation of the touchless faucets throughout the Town facilities. We covered for vacationing staff at the Transfer Station.

Fleet: TRK11 2016 F350 finished state inspection, replaced b/u alarm, rebuilt dump body main rail and repaired dump body hinge, started on repairing passenger side. TRK2 2011 F550 - rebuilt rear brake assemblies (rotors, pads, calipers, wheel seals), replaced front brake pads, rotors, and calipers, replaced front shocks. TRK20 2007 F550 bucket truck - replaced I.C.P. sensor and reset system. EQ52 Swenson shoulder machine - shortened bumper stop. Administrative duties. Performed monthly facility audit. Loaded and combined waste fluids that were picked up and disposed of.

Transfer Station: Last week we shipped out 2 containers of municipal solid waste, 2 of single stream, and 3 of demolition. Car counts: Monday 250, Tuesday, 353, Friday 402, Saturday 354, Sunday 447. A total of 1,806 served.

Moultonborough Police Department: The Police Department recorded 258 log entries, which included the following calls for service, 4 Assist Citizens, 24 Motor Vehicle Stops, 10 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrests, 5 complaints, 1 MV Accident, 4 MV Complaints, 4 Residential Alarms, 0 Commercial Alarms and 3 K-9 complaints.

Training: Dispatcher Jordan Pellowe is taking the APCO Public Safety Telecommunicator Course, Online from 09/30/20 – 10/27/20. Dispatcher Pellowe attended the online “Right to Know” training by the NH Municipal Association on 10/06. Officer Cloutier at the PSTC 10/05 – 10/09.

Moultonborough Fire Rescue: For the period of 10/02/2020 to 10/08/2020, there were 13 calls for service: 11 – EMS calls; 1 – Authorized controlled burning; 1 – Alarm system sound due to malfunction. Year to Date Incidents: - 721. Automatic Aid: Received from Center Harbor twice and once from Stewart’s Ambulance. Mutual Aid: None. Overlapping Incidents: None.

Staffing:	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend	2 firefighters
Response Times:	Overall average response time of first arriving unit	11:21 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:31 mins/sec.
	Average Night/Weekend/Holiday response time	12:150 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. 10/6 - Chief Bengtson at the request of the owner, checked a Whittier Highway restaurant for compliance with the Safer at Home restaurant requirements. The Public Safety Building is open in a limited capacity. The public can 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 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 10/12/20, Moultonborough’s has had a cumulative of 21 confirmed cases in Town, with 1-4** current active cases. Carroll County has had a cumulative total of 132 people. NH DHHS web site <https://www.nh.gov/covid19/dashboard/summary.htm>. **Exact counts are suppressed by NH Department of Health and Human Services 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 the severe drought 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 conditions, fire permits are not being issued on-line due to the fire danger. Category 1 & 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, 8 am-4 pm). 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.

Land Use Department: Nothing to report this week.

Recreation Department: MRD continues its collaboration with the Library for Halloween BOO-leverd, outdoor drive thru Halloween event. Logistics, supplies, and volunteer requests are moving forward. Volunteers are needed for this event, all are welcome, please contact the Recreation Department if you can help. The event will take place Friday, October 30 6:30-8:00 pm at Kraine Meadow Park. Moultonborough Recreation's fall display is complete. We invite and encourage everyone to register for our Nuts About Fall Challenge. Judging will take place in the coming weeks and prizes will be awarded. Co-Ed Youth Soccer continued Saturday, Oct. 10 at Kraine Meadow Park. This program concludes on Saturday October 17, weather permitting. 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. A wait list has been established for this program. MRD continues its search to hire staff to assist with the Beyond the Bell program. A candidate has been interviewed and the hiring process is ongoing. Adult Indoor Pickleball began at the Meredith Community Center on October 7 and will run on Wednesday and Friday mornings throughout the cold/winter months. Moultonborough Recreation and Meredith Parks & Recreation run this program collaboratively. Safe at Home class for grades 4-6 will be held via Zoom on Friday October 23. This is a teacher workshop day (no school) for Moultonborough schools. Effective October 15, the Function Hall will be made available for regular meetings of community groups. Sanitation and Covid-19 protocols will be a priority and schedule adjustments will be a necessity. Mary at Recreation Department and Mike at Facilities & Grounds will coordinate on sanitation and scheduling weekly and as needed. MRD staff is scheduled to meet with their BoS liaison Jean Beadle on Tuesday Oct. 13. We continue to make changes and updates for the Department's transition in between directors.

Moultonborough Public Library: Library Update – Halloween Story Time & Bat Craft, join Mrs. Gulla on Facebook Live on Wednesday, October 13, 4pm. Register for the craft supplies. Looking for something fun to do outside? Check out ABC Adventures, a path throughout the Library's grounds where kids of all ages can move to the alphabet. Don't forget our 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. Temporary Library hours: We are open to the public Monday, Wednesday, and Friday 10 am – 5 pm., Tuesday and Thursday 10 am – 8 pm, Saturdays 10 am – 2 pm. We are continuing front porch pick up for reserved items.

Important Dates to Remember

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