

## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** October 19, 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 team worked on finishing the leaf disposal area and fixing some pavement concerns at the transfer station. The balance of the week was spent working on drainage concerns throughout town and the sand/salt/stone building at the highway garage.

**Facilities & Grounds:** The past week the F&G crew continues fall cleanups. We continue to fog the town facilities and vehicles. We assisted with a burial on Friday. The contractor did fire extinguisher inspections on Friday.

**Fleet:** TRK2 2011 F550 finished front brakes and inspection. 15-E-1 H.M.E. pumper fluid filmed chassis. CAR181 2018 Ford Police Interceptor Utility diagnosed starting issue. Replaced battery and reset system. CAR171 2017 F150 performed PM-B service and rotated tires. 15-R-3 2017 F550 Mini-Evo fluid filmed chassis and performed a PM-A service. 15-T-1 2017 IH. Tanker fluid filmed the chassis. TRK4 2012 F350 replaced starter due to a no start issue. TRK9 2014 Kenworth T470 work on drivability issue. Performed administrative duties. Sat in on winter fleet maintenance meeting.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste, 5 containers of construction and demolition and 3 containers of single stream recycle. Car counts Monday closed Columbus Day, Tuesday 411, Friday 581, Saturday 388 Sunday 235 Total 1615 residents served.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 268 log entries, which included the following calls for service: 7 Assist Citizens, 31 Motor Vehicle Stops, 12 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrests, 7 complaints, 1 MV Accident, 3 MV Complaints, 3 Residential Alarms, 2 Commercial Alarms and 0 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 at PSTC in Concord 10/12/20 – 10/16/20. Officer Cortese completed the International Association for Property & Evidence video training for Managing Property & Evidence in Law Enforcement. This was a 16-hour long course.

**Moultonborough Fire Rescue:** For the period of 10/09/2020 to 10/15/2020, there were 25 calls for service: There was: 16 – EMS calls, 1 – Motor vehicle accident with injuries, 1 – Motor vehicle

accident without injuries, 1 – Carbon monoxide incident, 1 – Assist the physically disabled, 2 – Illegal burning, 2 - Dispatched & cancelled en-route, 1 – Alarm system activation, no fire, unintentional Year to Date Incidents: 746 Automatic Aid: received from Center Harbor twice and four times from Stewart's Ambulance. Mutual Aid: none. Overlapping Incidents: five instances where two incidents were occurring simultaneously.

<u>Staffing:</u>	Overall average staffing per incident	4 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	08:13 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:33 mins/sec.
	Average Night/Weekend/Holiday response time	08:41 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. 10/13 Six personnel attended training sponsor by the Lakes Region Mutual Fire Aid Training Division at the Beane Conference Center in Laconia. Chief Carrier of Gilford Fire Rescue presented “Minimum Staffing Fire Department Operations”. 10/15 Six personnel attended EMS continuing education with Paramedic John Burdette presenting on case reviews and HIPPA law compliance. 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 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 10/18/2020, Moultonborough's has had a cumulative of 21 confirmed cases in the town. The town has 1-4\*\* current active cases. Carroll County has had a cumulative total of 135 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 Department of Health and Human Services for municipalities with 1-4 cases. The Fire Department and Building & 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 25<sup>th</sup>, 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 depending due to the fire danger. Category 1 and Category 2 permit 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 from 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.

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

**Recreation Department:** The Rec Department continues its collaboration with the Library for Halloween BOO-levard, a free outdoor drive thru Halloween event for Moultonborough residents. The event will take place on Friday, October 30 6:30-8:00pm @ Kraine Meadow Park. Logistics, supplies, and volunteer requests are moving forward. Volunteers are needed for this event – all are welcome -message the Rec Department if you can help. Donations of candy and other snacks such as pretzels, goldfish & fruit snacks will be happily accepted through October 23. Judging will take place this week for the Nuts About Fall Challenge and prizes awarded. Co-Ed Youth Soccer was canceled on Saturday, Oct. 17 due to rain. This program has concluded. Beyond the Bell After School Program continues @ Kraine Meadow Park thru October 29. Session 2 of this program is scheduled to run through November & December. In session 2, the BtB program will move to MCS, utilizing indoor space there as needed. Moultonborough Recreation thanks everyone at Moultonborough schools for their support and cooperation to help this program run through the colder months. MRD has hired an After-School Counselor to assist at Beyond the Bell After School program. We continue to seek to hire an additional counselor to meet staffing needs for this program. Safe @ Home class for 4, 5 & 6<sup>th</sup> graders will be held via Zoom on Friday October 23. This is a teacher workshop day (no school) for Moultonborough schools. SafeSitter® certified instructor Donna Tatro will administer the class. Effective October 15, the Function Hall was made available for regular meetings of community groups. Mary @ Rec Dept and Mike @ Facilities will coordinate on sanitation and scheduling weekly and as needed. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the cold/winter months. Moultonborough Recreation and Meredith Parks & Rec run this program collaboratively. The Rec Department staff continues to develop routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** Donations and volunteers needed for the joint Recreation Dept. and Library Halloween Boo-levard event (Fri. Oct 30 from 6:30-8pm at Kraine Meadow Park). We are asking for donations of candy and individually wrapped snacks. Donations can be dropped off at the library by Sat. Oct 24 at 2pm. Interested in volunteering during the event? Please contact the Recreation Dept at 476-8868. Friends of the Library Literary Series this Thu. Oct 22 at 10:30 via Zoom. Please register to receive the Zoom link. Book selection is The Hate U Give and the scholar is The Rev. Gina M. Finocchiaro. Temporary Library Hours: Mon, Wed & Fri 10am-5pm; Tue & Thu 10am-8pm; and Sat 10am-2pm. Check the library website for updated information about library hours, events and services.

#### **Important Dates to Remember**

**Board of Selectmen's Non-Public Session, October 22, 2020, 3:30 PM**

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

**Board of Selectmen's Meeting, November 05, 2020, 7 PM**