



TRICK OR TREAT SAFELY!

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Administration
RE: Weekly Report
DATE: October 26, 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 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 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). Our office has started to review and update the current use files to ensure they comply with the state RSA's and rules. I am reviewing and rewriting the data collection manual for all data collectors to ensure property data is accurate and fairly documented. Property owners who have any questions or concerns regarding assessing, should contact the Assessor's Office, Monday - Friday 7:30am to 4:00pm, 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 began the week ditching and grading on High Haith, Red Hill, Sibley and Wakondah roads. The balance of the week was spent doing tree trimming on Redding Lane, Red Hill, Sibley and Wakondah Roads.

Facilities & Grounds: This past week the F&G crew continued fall cleanups. We removed the dock and lifeguard station at States Landing. The touchless soap dispensers were installed throughout the Town facilities. We continue to fog Town buildings and vehicles. The boilers at the Town Hall were serviced and fired up for the season.

Fleet: CAR151 2015 Ford Police Utility - diagnosed starting/running issue, replaced bad battery. CAR 162 2016 Ford Police Sedan - performed PM-B service and fluid filmed the chassis. EQ23 2009 772GP grader - recalibrated cross slope system. TRK9 2014 Kenworth T470 - performed PM-B service, checked out emission system, repaired on spot units for winter season. TRK10 2007 Peterbilt - checked system and performed regen. TRK8 2003 F350 - repaired parking brake and cleaned up frame. Attended the J.L.M.C. meeting on Tuesday. Loaded trucks. Assisted waste removal company with drum swap over. Repaired chain saw pull start for Highway.

Transfer Station: Last week we shipped out 3 containers of municipal solid waste, 2 of single stream recycle and 8 of construction and demolition. The Freon containing device storage area was cleaned and organized, the brush pile was burned, and the compost pile was turned. Car counts: Monday 288, Tuesday 299, Friday 337, Saturday 356, Sunday 255. A total of 1,535 served.

Moultonborough Police Department: The Police Department recorded 226 log entries, which included the following calls for service, 3 Assist Citizens, 38 Motor Vehicle Stops, 5 Assists to Fire/EMS, 1 Directed Patrol, 3 Arrests, 3 complaints, 3 MV Accidents, 69 MV Complaints, 4 Residential Alarms, 1 Commercial Alarm and 2 K-9 complaints.

Training: Dispatcher Jordan Pellowe is taking the APCO Public Safety Telecommunicator Course, online from 09/30/20 – 10/27/20. 10/19/20-10/28/20 Officer Christian Cloutier at the Police Academy.

Moultonborough Fire Rescue: For the period of 10/16/2020 to 10/22/2020, there were 21 calls for service: 11 – EMS calls; 1 – Motor vehicle accident with injuries; 1 – Search for person on land; 1 – Assist the physically disabled; 1 – Unauthorized burning; 3 – No incident found on arrival at dispatched address; 2 – Alarm system sounded due to malfunction; 1 – Smoke detector activation, no fire, unintentional. Year to Date Incidents: 767. Automatic Aid: Received from Center Harbor twice and twice from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Seven instances where two incidents were occurring simultaneously

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	09:51 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:35 mins/sec.
	Average Night/Weekend/Holiday response time	11:31 mins/sec.

Operations: In this period, crews continued to backflush and flow test dry hydrants. 10/16 - Engine 1, Rescue 3 and Tanker 1 were treated for corrosion protection by the Town Mechanic. 10/19 - Chief Bengtson performed an inspection of oil burning equipment on Catlin Estates Road. Chief Bengtson met with representative of the Property Owners of Suissevale to consult on device locations for a new fire detection system for the clubhouse. 10/22 - The Day Crew and Chief Bengtson witnessed a fire drill at Moultonborough Academy. 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 10/25/2020, Moultonborough has had a cumulative of 21 confirmed cases in the Town, with 1-4** current active cases. Carroll County has had a cumulative total of 142 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: On 10/21, the Governor's Ban on burning brush was lifted. Residents may now resume burning brush with a Category 3 fire permit. Permits can be obtained at the Public Safety Building and by using the online fire permit system at NHFirePermit.com. There is a \$3.00 convenience fee for using the online system, there is no charge for permits obtained 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). Category 3 fire permits enable persons to burn brush between 5pm to 9am and may be kindled before 5pm, if it is raining. Raining is defined as "*Raining*" means sustained

precipitation that is actively occurring of sufficient intensity and duration so as to prevent fire from spreading in woodland fuels". A good guideline would be raining enough to require the use of windshield wipers on your car in a non-intermittent mode. Brush may also be burned at any time without a fire permit when the ground is covered with snow. RES 5601.01 defines snow cover as the following: "Ground covered with snow" means the area within a 100 foot radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished". Kindling of any fire requires a fire permit unless the ground is covered with snow. Failure to obtain the appropriate fire permit may result in an official warning or fines up to \$2,000.

Land Use Department: Nothing to report this week.

Recreation Department: Judging took place for the Nuts About Fall Challenge and prizes were awarded. The Lamprey Porter house was awarded Best in Show – Business, and the LeBlanc family was awarded Best in Show – Residential. Thank you to everyone who participated in this friendly community challenge. Your ingenuity and creativity impressed us all. Special thanks to Sharon Gulla, Children's Librarian and former Library Director Nancy McCue for helping us with the judging duties. MRD and the Library will host Halloween BOO-levard, outdoor drive thru Halloween event for Moultonborough residents on Friday, October 30, 6:30-8 p.m. at the Kraine Meadow Park. As you drive along the BOO-levard, we will test your skills with games and trivia, right at your car window. Volunteers are needed for this event, all are welcome. Please call the Recreation Department if you can help (476-8868). Beyond the Bell After School Program continues at Kraine Meadow Park through October 29. Session 2 of this program will run through November and December at Moultonborough Central School. We continue to seek to hire an additional counselor to meet staffing needs for the Beyond the Bell After School program. SafeSitter® Essentials class for boys and girls ages 11-16 will take place at MRD on Friday, November 13 (parent-teacher workshop day for Moultonborough schools). SafeSitter® certified instructor Donna Tatro will administer the class covering Safety Skills, First Aid & Rescue Skills, Child Care Skills, and Life & Business Skills. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the cold/winter months. Moultonborough Recreation and Meredith Parks & Recreation run this program collaboratively. Staff continues to develop routines and schedules during the department's transition between directors.

Moultonborough Public Library: Our hours are Monday, Wednesday & Friday 10am-5pm, Tuesday & Thursday 10am-8pm, and Saturday 10am-2pm. Check the [library website](#) for updated information about hours, events and services. Halloween events this week: Virtual Storytime on Facebook Live, Tuesday at 6pm & Friday at 11am. I SPY HALLOWEEN: Check out the Library windows and find the Halloween items in the window. Pick up a sheet at the Library or download from the website. Halloween Boo-levard, Friday from 6:30-8 pm at Kraine Meadow Park. This is a free program for Moultonborough residents co-sponsored by the Recreation Department and Library. New afterschool program, Dungeons & Dragons for grades 6+. New members welcome to join the fun on Friday afternoons from 3pm-4:30pm.

Important Dates to Remember

Election Day, Moultonborough Academy Gymnasium, November 3, 2020, 7 AM to 7 PM

Board of Selectmen's Meeting & Public Hearing, November 5, 2020, 7 PM

Department Head Meeting, November 10, 2020, 9 AM

Veteran's Day, All Non-Emergency Departments Closed, November 11, 2020

Board of Selectmen's Meeting & Public Hearing, November 19, 2020, 7 PM

Happy Thanksgiving, All Non-Emergency Departments Closed, November 26 & 27, 2020