

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATION

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** December 7, 2020



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**Finance:** Nothing to report this week.

**Assessor:** Town offices are open to the public, masks are required. The property record cards with the final 2020 newly established values are posted on the Town's Tax & GIS website, they may be viewed by clicking on Tax & GIS Maps, Documents & Links, Property Card, with a page that describes how to read the property record card. I continue to enter sales information into the NH Dept. of Revenue's 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 is reviewing and updating current use files to ensure they comply with the state RSA's and rules. We are requesting updated maps showing areas in current use and not in current use. Alison attended the IAAO Course 1, which is a necessary course to continue with her assessing certification levels. The Standard Operating Procedures for the Assessing Department are being updated. This will assist the new Assessor to continue with the procedures in place. Property owners with questions or concerns regarding Assessing should contact our office, Monday - Friday 7:30am to 4pm, 603-476-2347 or email [jbelville@moultonboroughnh.gov](mailto:jbelville@moultonboroughnh.gov). or [arush@moultonboroughnh.gov](mailto:arush@moultonboroughnh.gov).

**Tax Collector:** Nothing to report this week.

**Town Clerk:** In the month of November 2020, the Town Clerk's office processed 768 motor vehicle registrations, 39 aquatherm permits, 53 boat registrations, 29 dog licenses, 1 marriage license, 124 motor vehicle titles, 26 UCC filings, 26 vital records (birth/death/marriage certificates and/or divorce decrees). We also received wetlands applications and performed various other services. For the November 3<sup>rd</sup> Presidential Election, the Town Clerk's office had 1,480 absentee ballots requested and sent out. 1,449 absentee ballots were returned to us. 79% of registered voters voted either in-person or via absentee ballot. Our office also continues to see a remarkable number of new residents moving to Town and claiming residency with us.

**Department of Public Works:** Highway has been working on multiple different projects during the week. The team began with cutting trees and removing debris due to rain/wind events. The week continued doing test pits for the next phase of the States Landing project, ditching at multiple locations on the west side of Town, preparing trucks and equipment for the upcoming storm events, and working with the facilities team to put up the Christmas tree in the center of Town. The week ended plowing, salting and sanding during a rain, sleet, snowstorm event.

**Facilities & Grounds:** Nothing to report.

**Fleet:** EQ14 2015 CAT 926M loader - performed PM-B service and 2,000 hr. service, repaired overheating issue that was reported, replaced thermostat and sender. TRK5 2015 F550 - repaired wing control system. 15-E-1 H.M.E. Pumper - repaired on spots. TRK4 2012 F350 - swapped out summer tires for winter tires, reset system. TRK6 2018 Western Star - installed plow whips and wiper blade. TRK24 2009 Freightliner - checked out steering issue. Replaced filter and fluid. TRK10 2007 Peterbilt -

repaired light wiring to rear lights. TRK2 2011 F550 - set up sander vibrator and chute assembly. Set up plows on trucks. Loaded trucks.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 5 of construction and demolition and 1 container of 60 yard of mixed scrap metal. The brush pile was burned, and the compost pile turned. The pole barn with Freon containing devices was cleaned and organized. Car counts: Monday 275, Tuesday 314, Friday 576, Saturday 210, Sunday 147. A total of 1,522 served.

**Moultonborough Police Department:** The Police Department recorded 227 log entries, which included the following calls for service, 8 Assist Citizens, 2 Motor Vehicle Stops, 3 Assists to Fire/EMS, 0 Directed Patrols, 2 Arrests, 3 complaints, 0 MV Accidents, 3 MV Complaints, 8 Residential Alarms, 5 Commercial Alarms and 1 K-9 complaint.

**Training:** Officer Cloutier, Police Standards Training Council 11/30–12/4.

**Moultonborough Fire Rescue:** For the period of 11/27/2020 to 12/04/2020, there were 12 calls for service: 1 – Excessive heat, scorch burns with no ignition; 7 – EMS calls; 1 – Unauthorized burning; 1 – Hazardous materials investigation with no hazard found; 1 – Smoke detector activation, malfunction; 1 – Carbon monoxide detector activation, malfunction. Year to Date Incidents: 858. Automatic Aid: received 4 times from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: 3 times for this period. Year to date there have been 152 instances of 2 or more incidents occurring at the same time.

<b>Staffing:</b>	Overall average staffing per incident	5 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
	Average Night/Weekend/Holiday	5 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	11:18 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:09 mins/sec.
	Average Night/Weekend/Holiday response time	13:09 mins/sec.

**Operations:** Crews continued to check cisterns, back flush, flow test and paint dry hydrants. They also surveyed dry hydrants to determine how many will be affected by low water levels from the ongoing drought conditions. Low water conditions and ice will affect the Fire Department's ability to access water for firefighting. The use of portable pumps may be necessitated in some areas to provide water supplies. The brush truck, 15F2 was taken out of service. The cab and chassis arrived at Irwin Ford over the holiday weekend. It will be picked up and sent to Candia Trailers & Equipment to have the body mounted, then the truck will return to the Fire Department for the mounting of the tank, pump, toolboxes, reels and other forestry and emergency equipment. The truck has a tentative in-service date of 12/31/2020. 12/1 - Chief Bengtson attended the monthly Department Head staff meeting, followed by a 2021/2022 Budget review with Selectmen Quinlan and Gray. 12/1 - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid Executive Committee in Laconia at the Communication Center. 12/2 - Chief Bengtson addressed a complaint regarding a street address for Tax Map 179-027 on Ferry Road. The property owner self-numbered the property with an incorrect number causing confusion for delivery of packages. An E-911 number was assigned, and the property owner was mailed notification of the correct address and a copy of the Town's Ordinance #20 Establishment of a Building Numbering System. 12/3 - Following an incident at a Buoniello Road home, crew checked the Supra box with the homeowner and discovered that the key needed to be changed in the box. The homeowner provided a new key and the Supra box was secured. Supra key boxes are required by Town Ordinance #12 Nuisance/False Alarms and allows the Fire Department to investigate the cause of a fire

alarm without forcing entry to a building and potentially causing damage to the property. The Public Safety Building remains open in a limited capacity. Fire permits, permits to install, and operate oil fired equipment are being issued through a service window installed in the lobby door. The meeting room and public restrooms 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.

**COVID-19 Status Report:** 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. The NH Dept. of Health and Human Services COVID-19 Dashboards, at <https://www.nh.gov/covid19> indicate that as of 12/06/2020, Moultonborough currently has 13 positive cases, a 93% increase and a cumulative total year to date of 75 cases, 55% increase from last week.

**Schools:** The COVID-19 School Dashboard, at <https://www.nh.gov/covid19/dashboard/schools.htm> indicates that as of 12/06/2020 there are no active cases at Moultonborough Central School, Moultonborough Academy and Middle Level. Listed as recovered are 3 cases at the Central School and 1 at Moultonborough Academy.

**Childcare Centers:** 12/1 Moultonborough Learning Center reported one staff member positive. Notifications have been sent to parents and affected staff and children are quarantining.

**Local Businesses:** The Bob House & Reel'N Tavern is reporting on their website that the restaurant and tavern will be closed for deep cleaning until December 9<sup>th</sup>, when they will reopen at 11:30 am.

**Burning Permits:** Permits can be obtained at the Public Safety Building or by using the online fire permit system at NHFirePermit.com. There is a \$3.00 convenience fee for using the online system, and 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 from 8am-4pm). Category 3 fire permits enable persons to burn brush between 5pm to 9am. Category 3 fires 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:** MRD has made special arrangements with Santa Claus to check up on the kids in Town. Santa himself will call registered Moultonborough families straight from his workshop! North Pole Greetings will take place during the evening of Wednesday December 9. Registrations are available online or by calling the office, 476-8868. MRD and the Library are teaming up to offer Moultonborough residents a free family friendly holiday drive thru event. Merry & Bright Drive Thru Night will take place on Friday, Dec. 18, 6-7:30pm in the Library and Recreation Department's parking areas. Visitors will remain in their vehicles the entire time and face coverings are requested for all. Santa's helpers will hand out holiday activity bags for children. Make at Home Gingerbread House supplies will be provided by the Library Elves at this event. The Moultonborough Academy Band will be on hand performing holiday selections. We also invite everyone to Brighten the 'Borough in our holiday lights challenge. Enter our Brighten the 'Borough challenge by registering your

Moultonborough address online or stop in our office. Our jolly judges will name winners in several categories including Best in Show for the top Business & Residential entries. Bragging rights are on the line! Registration deadline is December 14. Holiday Bingo cards are available on MRD's website. Keep your elves busy with a holiday to do list of fun and easy activities. We are offering holiday how to videos on our Facebook page. Learn how to make a Kissing Ball and decorative ornaments that make great gifts for friends, co-workers, or teachers! Watch MRD's Facebook page for Donna's Holiday How To videos for these DIY holiday crafts. MRD invites everyone to vote for a favorite holiday movie in our Holiday Movie Madness tournament brackets. We have selected some favorite holiday movies and arranged a bracket style tournament where you will pick the ultimate winner. Rounds will be posted on our Facebook page and your choice can be entered in the comments section. Results will be posted, and you can watch as some movies are eliminated and some advance to the finals to battle for the Cinematic Champion! Beyond the Bell After School Program resumes this week. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the cold/winter months. MRD and Meredith Parks & Recreation run this program collaboratively. The Recreation Department staff continues to adjust routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** We will be having a Virtual Tree Lighting on Tuesday, Dec. 8 at 7 pm on Facebook Live. Join us as we light up the outside trees to kick-off the holiday season. Mark your calendars for Friday, Dec. 18 from 6-7:30pm for the Merry & Bright Drive Thru Event. This is a special joint program with the Library, Recreation Department and the Moultonborough Academy Band. Come wave to Santa, see some lighted displays and pick up goodie bags from our holiday elves! This is our way of celebrating the holidays while remaining safe and healthy! This is a free event for all Moultonborough residents! Ongoing programs are still happening this month: Book Talk on Thursday, December 10 at 10:30 am; Mystery Book Club on Wednesday December 16 at 10:30 am & 7 pm; Virtual Story Times on Tuesday nights at 6 pm and Friday mornings at 11am. Also, there will be a special Read to an Elf Zoom program on Monday December 14 at 4 pm and Holiday Stories with Mrs. Gulla on Thursday December 17 at 4 pm on Facebook Live.

### **Important Dates to Remember**

**Board of Selectmen's Non-Public Meeting, RSA 91-A:3II (b), December 7, 2020, 2 PM**

**Board of Selectmen & ABC Budget Work Session, December 11, 2020, 8:30 AM**

**Board of Selectmen's Meeting, December 17, 2020, 7 PM**

**Board of Selectmen & ABC Budget Work Session, December 18, 2020 8:30 AM**

**Merry Christmas, All Non-Emergency Departments Closed, December 25, 2020**

**Happy New Year, All Non-Emergency Departments Closed, January 1, 2021**

**Department Head Staff Meeting, January 5, 2021, 9 AM**