

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATION

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** December 14, 2020



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

**Assessor:** Thomas Hughes, started as the new Town Assessor, on Monday, December 7<sup>th</sup>. He will be available to answer any assessing questions or concerns. Property record cards with the final 2020 newly established values are posted on the Town's Axis/GIS program, they may be viewed by clicking on Tax & GIS Maps, Documents & Links, Property Card. The Town's website also describes how to read the property record card. I finalized 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). Whitney Consulting Group is continuing the 20% cyclical inspection field work. Their field staff will have an identification badge and a letter from the Town Assessor. 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. Property owners with any questions or concerns should contact the Assessor's office, Monday - Friday 7:30am to 4:00pm, 476-2347 or email [thughes@moultonboroughnh.gov](mailto:thughes@moultonboroughnh.gov), or [arush@moultonboroughnh.gov](mailto:arush@moultonboroughnh.gov). Town offices are open to the public, masks are required.

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

**Town Clerk:** Nothing to report this week.

**Department of Public Works:** The Highway team began the week doing storm cleanup, which included the cleanup of trees and debris, along with sanding/salting icy road concerns throughout Town. The balance of the week was spent doing preventative maintenance on trucks and equipment.

**Public Works Mutual Aid:** As a member of the NH Public Works Association Mutual Aid Program, DPW received a request from the Town of New Durham to assist with storm damage clean-up from the December 5th weekend storm which hit their Town with heavy wet snow bringing down trees and powerlines. Many small trees and limbs were weighed down and blocking several roadways. The frozen weighted trees and limbs were hanging into roadways and created road hazards. The majority of these tree/limb removals required a bucket truck to do so safely. DPW team members Josh Latulippe, Jeff Stendor, and Craig Dunn went down to New Durham with our bucket truck and chainsaws to assist with the clean-up effort over a period of three days. The Town of New Durham was grateful and appreciative of the assistance from our Town along with several other towns from the mutual aid program.

**Facilities & Grounds:** The aqua therms were installed at Lees Mills. Fences were repaired at various cemeteries. Light winter maintenance was done.

**Fleet:** CAR15-C-1 2015 Police Interceptor Utility - performed PM-B service and fluid filmed chassis. CAR162 2016 Police Interceptor Sedan - mounted snow tires. CAR141 2014 Police Interceptor - replaced wiper blades. EQ39 2018 Volvo Excavator - replaced air filters due to error message in machine's computer system. TRK24 2009 Freightliner Dump truck - replaced flow control valves for

wing system. TRK6 2018 Western Star Dump truck - freed up seized dump cart pins and relubricated pins. TRK11 2016 F350 - repaired main rails of the sander body. Repaired pole saw pull start. TRK20 2007 F550 Bucket Truck - diagnose running issue. Repaired shop air compressor. Replaced leaking regulator. Performed monthly facility audit. Weekly paperwork.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 3 of construction and demolition and 1 full tractor trailer load of roofing shingles. Transfer Station attendant Trevor Colby attended the New Hampshire Department of Environmental Services Solid Waste Operator Training for his certification for the facility. Car counts for this week: Monday 273, Tuesday 293, Friday 405, Saturday 409, Sunday 285. A total of 1,665 served.

**Moultonborough Police Department:** The Police Department recorded 209 log entries, which included the following calls for service, 5 Assist Citizens, 3 Motor Vehicle Stops, 5 Assists to Fire/EMS, 3 Arrests, 4 complaints, 1 MV Accident, 4 MV Complaints, 3 Residential Alarms, 2 Commercial Alarms and 3 K-9 complaints.

**Training:** Officer Cloutier, Police Standards Training Council 12/07–12/11/20.

**Moultonborough Fire Rescue:** For the period of 12/04/2020 to 12/10/2020, there were 19 calls for service: 11 – EMS calls; 1 – Power line down; 1 – Animal rescue; 1 – Public service; 2 – Assist the physically disabled; 1 – Dispatched & cancelled en-route; 1 – Hazardous material release investigation with no Haz-Mat found; 1 – alarm system sounded due to malfunction. Year to Date Incidents: 878. Automatic Aid: Received twice from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Once for this period. Year to date there have been 157 instances of 2 or more incidents occurring at the same time.

<b>Staffing:</b>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<b>Response Times:</b>	Overall average response time of first arriving unit	09:39 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:32 mins/sec.
	Average Night/Weekend/Holiday response time	10:30 mins/sec.

**Operations:** In this period, crews continued to check cisterns, back flush, flow test and paint dry hydrants. Crews also continued to survey 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. 12/4 - Rescue 3 had 4 new tires installed on rear at Belknap Tire. 12/10 - Department meeting with Call staff. 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. Eighteen firefighters and 6 police officers are registered with the Winnipesaukee Public Health Region to receive Coronavirus vaccinations as part of the State Vaccination plan for the 1A Group. The vaccination plan was established by NH Health & Human Services and Homeland Security and Emergency Management and when the vaccine is made available for first responders, it will be

administered at a site within the Lakes Region Public Health District. The NH Department of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 12/13/2020, Moultonborough currently has 18 positive cases, a 38% increase and a cumulative total year to date of 92 cases, 23% increase from last week.

Schools: A posting dated 12/10/2020 on the SAU45.org web page reports that a student in grade 6 at Moultonborough Central School and a student in grade 10 at Moultonborough Academy also tested positive for COVID-19 on 12/10/2020. Close contacts of these cases have been contacted by the school nurse or school principal. There are additional staff and students in quarantine as a result of these 2 new cases. The pattern of recent cases at Moultonborough Academy has led to what the NH Department of Health and Human Services described as “definite concern for the possibility of in-school transmission.” As a result of the shortage in staffing due to quarantine and the DHHS concern for possible in-school transmission, Moultonborough Schools were closed to students on Friday, December 11, 2020. They will begin remote instruction for all Moultonborough students beginning Monday, December 14, 2020. Remote instruction will continue through the start of the Christmas break. A special meeting of the Moultonborough School Board in the near future will consider the options for returning to school after the Christmas break.

Childcare Centers: No new reports have been received alerting a change in status.

Local Businesses: The Bob House & Reel’N Tavern reopened on December 9<sup>th</sup>. Buckey’s Restaurant and Tavern reported on December 8, 2020 that they were temporarily closed. A couple of employees have tested positive for Coronavirus. They will be sanitizing the facility. The positive cases are in quarantine and the rest of the staff are being tested. No reopening date was posted.

Burning Permits: 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. 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, 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. 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.

Snow Cover and Brush Burning: 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*”.

Land Use Department: Nothing to report this week.

Recreation Department: North Pole Greetings took place on Wednesday evening, December 9. Santa Claus called and spoke to 16 Moultonborough children. Santa is happy to report that they are all on the Nice List! Moultonborough Recreation would like to thank Santa Claus for taking time out of his busy schedule to continue this wonderful tradition! MRD and Moultonborough Public 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, 6-7:30 pm 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. Wave to Santa Claus as you drive through! Judging will take place this week for our Brighten the 'Borough Holiday lights challenge. 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! MRD is offering holiday how to videos on our Facebook page. Learn how to make a Kissing Ball, Decorative Ornaments and Gem Candle Jars. All 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 treat in our Sweet Sixteen Holiday Cookie Tournament brackets. We have selected some favorite holiday cookies and arranged a bracket style tournament where you will pick the ultimate winner. Rounds will be posted on our Facebook page. Enter your choice in the comments section. We will post the results and you can watch as some cookies crumble and some advance to the finals to Batter Royale to determine which cookie Bakes the world a better place! Holiday Bingo cards are available on MRD's website. Keep your elves busy with a holiday to do list of fun and easy activities. Beyond the Bell After School Program is suspended for the duration of Moultonborough school's full remote term. 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. The MRD staff continues to develop routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** The programs for this week are: Virtual PJ Storytime on Tuesday December 15 at 6pm on Facebook Live. Mystery Book Club on Wednesday December 16 at 10:30am or 7pm. [Register](#) to get your Zoom link. Holiday Stories with Mrs. Gulla on Thursday December 17 at 4pm. And don't forget our Merry & Bright Drive Thru Event Friday December 18 starting at 6pm. This is a free event for all Moultonborough residents. Come wave to Santa, see the Town parking lot all decorated, receive a gingerbread house starter kit, and goodie bag from one of the elves. This is a joint program with the Recreation Department. Holiday Hours: The Library will be closed on Thursday, December 24 – Saturday, December 26. We will reopen on Monday, December 28 at 10am.

#### Important Dates to Remember

**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**