



## MEMORANDUM – OFFICE OF TOWN ADMINISTRATION

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** December 21, 2020



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

**Assessor:** The finalized sales information has been submitted to the NH Department 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). 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. Requests are being made to update maps showing areas in current use and not in current use. Property owners who have questions or concerns regarding assessing should contact the Assessor's office, Monday - Friday 7:30am to 4:00pm, 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:** Highway's week began working on dirt roads throughout Town in preparation for the upcoming storms. The balance of the week was spent working on trucks/equipment, plowing, salting and sanding during the multiple sleet and snowstorm events.

**Facilities & Grounds:** This past week the F&G crew started rink maintenance, storm plowing and treating of Town roads and facilities.

**Fleet:** TRK20 2007 F550 Bucket truck - repaired running issue with egr system, checked out injector issue. EQ25 2006 Case XT60 Skid Steer - replaced door gasket and rebuilt foot pedal for aux. control, replaced tire assemblies with winter units. TRK9 2014 Kenworth - repaired on spot chain issue, replaced spinner motor, checked out c.e.l. issue, cleared old codes and retested. TRK1 2019 RAM 3500 - performed PM-B service, replaced fuel filters. TRK2 2011 F550 - replaced hydraulic line to swing piston. TRK8 2003 F350 - changed oil in plow pump, repaired connections. Replaced wiper blades on various trucks and small repairs due to snowstorm. Loaded trucks and cleaned yard during storm and the next day.

**Transfer Station:** Last week we shipped out 2 containers of municipal solid waste, 2 of single stream recycle, 4 of construction and demolition, and 1 of mixed scrap metal. The compactors were serviced, and the Town owned 30 yard container was repaired by Atlantic Recycle. The tire container was swapped. The Supervisor of the facility attended a North East Resource Recovery Association webinar on keeping our Transfer Station and staff safe from COVID-19. Snow removal was done at the facility after Thursday's storm by Transfer Station staff. Car counts: Monday 311, Tuesday 345, Friday 272, Saturday 396, Sunday 254. A total of 1,578 were served.

**Moultonborough Police Department:** The Police Department recorded 232 log entries, which included the following calls for service, 8 Assist Citizens, 5 Motor Vehicle Stops, 10 Assists to

Fire/EMS, 1 Directed Patrol, 0 Arrests, 6 complaints, 1 MV Accident, 4 MV Complaints, 7 Residential Alarms, 2 Commercial Alarms and 2 K-9 complaints.

Training: Officer Cloutier graduated from the NH Police Standards & Training Council 183<sup>rd</sup> Full-Time Police Academy on Friday, December 18<sup>th</sup>, 2020.

**Moultonborough Fire Rescue:** For the period of 12/11/2020 to 12/17/2020, there were 21 calls for service: 1 – Chimney fire; 15 – EMS calls; 1 – Carbon monoxide incident; 1 – Power line down; 1 – Illegal burning; 1 – Medical alarm activation, unintentional; 1 – alarm system activation, no fire, unintentional. Year to Date Incidents: 899. Automatic Aid: Received once from Center Harbor and 4 times from Stewart's Ambulance. Mutual Aid: None. Overlapping Incidents: Six times for this period. Year to date there have been 163 instances of 2 or more incidents occurring at the same time.

<u>Staffing:</u>	Overall average staffing per incident	3 firefighters
	Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters
	Average Night/Weekend/Holiday	3 firefighters
<u>Response Times:</u>	Overall average response time of first arriving unit	10:23 mins/sec.
	Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:55 mins/sec.
	Average Night/Weekend response time	12:47 mins/sec.

Operations: 12/11 - Chief Bengtson presented the Fire Department's 18-month budget to the joint, Select Board and Advisory Budget Committee. 12/16 - Chief Bengtson accompanied by Firefighter Wieliczko conducted an inspection of a wood stove installation at a Moultonboro Neck Road single family residence per NFPA 211 as required by the State Fire Code. 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 officer are registered with the Winnipesaukee Public Health Region to receive Coronavirus vaccinations as part of the State Vaccination plan for the 1A Group and it is scheduled to perform the vaccinations in early January. The NH Dept. of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 12/21/2020, Moultonborough currently has 19 positive cases and a cumulative total year to date of 110 cases.

Schools: 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. Remote instruction began for all Moultonborough students on Monday, December 14, 2020 and will continue through the start of the Christmas break. The Moultonborough School Board met Monday December 14. Christmas break will begin Thursday December 24 with school resuming on Wednesday January 6. The current plan is for in-person students to return to in-person school on Wednesday, January 6, 2021. If community spread should warrant a change to that plan the School Board will have a special meeting on January 5, 2021 to discuss the matter. While school is closed there will be no school sports, with practices scheduled to resume on January 6, 2021.

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

Local Businesses: No new reports have been received alerting a change in status.

Burning Permits: 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:** MRD wishes everyone a very happy and healthy holiday season. Thank you to everyone who joined us Friday for our Merry & Bright Drive Thru Night! 62 Moultonborough children saw Santa, enjoyed the sights and lights and some holiday song and cheer. Our toes were cold, but our hearts were warm. Thank you to our partner, the Public Library – we hope you had as much fun as we did. Thank you also to Meredith Hannaford's and Moultonborough PTA for their assistance in making this event a success, along with the Town's DPW for moving tons of snow from our parking lots so the fun could be had! If you missed this event, Santa's Helpers at MRD have free holiday activity bags to share with lots of ideas and activities to chase boredom away over the school break. Call or stop in the Rec. Department during business hours to pick one up 476-8868, free! Thank you to everyone who participated in our Brighten the 'Borough Holiday Lights Challenge. MRD staff and a set of jolly judges spent a festive evening touring the awesome displays around our community. The holiday bright spots range from elegant to whimsical and everything in between. A list of display addresses is available on the MRD website and Facebook page. Congratulations to the Nigzus family on their Best in Show - Residential honor, and to the Lamprey-Porter House for Best in Show – Business. Special thanks to Nancy McCue and Sharon Gulla for judging duties. MRD looks forward to making this an annual holiday community activity. MRD is offering holiday how to videos on our Facebook page, which includes 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. Holiday Bingo cards are available on our website. Keep your elves busy with a list of fun activities. Beyond the Bell After School Program is suspended for the duration of Moultonborough schools' full remote term. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the cold/winter months and is a collaborative effort with Meredith Parks & Recreation. MRD staff continues to develop routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** Thanks to everyone who came out to the Merry & Bright Drive Thru Event and also to our Recreation Department and all the volunteers who helped make this a great event! Please check our website for our holiday hours, <https://www.moultonboroughlibrary.org/> Happy Holidays to all!

#### Important Dates to Remember

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

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

**Board of Selectmen's Meeting, January 7, 2020, 7 PM**

**Selectmen & Advisory Budget Committee Budget Work Session, January 8, 2020, 8:30 AM**

**Board of Selectmen's Meeting, January 21, 2020, 7 PM**

**Board of Selectmen's Work Session, January 21, 2020, 4 PM**

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