

MEMORANDUM – OFFICE OF TOWN ADMINISTRATION

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** January 4, 2021



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

**Assessor:** Whitney Consulting Group has wrapped up their 2020 cyclical inspection field work and will be moving on to the 2021 phase of the inspections. 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. We also continue to work on integrating more of our new and existing data into the Avitar assessing database. If property owners have any questions or concerns regarding assessing, please do not hesitate to contact the Assessor's Office, Monday through Friday 7:30am to 4:00pm, 603-476-2347 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 started the week plowing, salting, and sanding an ice, sleet, and snowstorm. The week continued doing preventative maintenance on the trucks and equipment. The week ended plowing, salting, and sanding a wet snow, sleet, and rainstorm.

**Facilities & Grounds:** We continue to fog and sanitize Town facilities and equipment.

**Fleet:** EQ25 2006 Case skid steer removed swing piston and reweld rod end. Replaced cutting edge and bolts. Installed piston. Replaced hydraulic line on grapple bucket. TRK4 2012 F350 worked on sander control system. TRK6 2018 Western Star 4700 SF pulled apart left rear brake shoe assemblies. Replaced anchor pins and free up pins. Put back together. Picked up new TRK15 from Viking- Cives. Loaded trucks and private contractors. Cleaned yard. Paperwork. TRK2 2011 F550 work on reported oil leak.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 2 containers of construction and demolition. Car counts Monday 541, Tuesday 435, Friday closed New Year, Saturday 468, Sunday 331, for a total of 1775 residents served.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 234 log entries, which included the following calls for service, 5 Assist Citizens, 12 Motor Vehicle Stops, 8 Assists to Fire/EMS, 2 Directed Patrols, 1 Arrests, 5 complaints, 7 MV Accidents, 1 MV Complaints, 5 Residential Alarms, 0 Commercial Alarms and 2 K-9 complaints

**Training:** Sergeant Peter Beede completed 3 hours of online training for Radio Interoperability through NHPSTC and 1-hour of online training for Suicide Awareness & Prevention through Granite State Police Career Counseling.

**Moultonborough Fire Rescue:** **Moultonborough Fire Rescue:** For the period of 12/25/2020 to 12/31/2020, there were 20 calls for service: There was: 1 – Trash, rubbish fire, 10 – EMS calls, 1 –

Motor vehicle accident with no injuries, 1 – Rescue/EMS Stand-by, 1 – Assist the Police, 1 – Public service call, 1 – Hazardous materials release investigation with no Haz-Mat found, 2 – Alarm system sounded due to malfunction, 1 – Detector activation, no fire, unintentional, 1 – alarm system activation, no fire, unintentional **2020 Incidents: 937 Automatic Aid:** received three times from Center Harbor. **Mutual Aid:** None **Overlapping Incidents:** none for this period. In 2020 there were 164 instances of two or more incidents occurring at the same time.

### Staffing

Overall average staffing per incident	4 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	5 firefighters
Average Night/Weekend/Holiday	3 firefighters

### Response Times

Overall average response time of first arriving unit	10:34 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:36 mins/sec.
Average Night/Weekend response time	12:10 mins/sec.

Operations: 12/25: Call firefighters staff the station from 7am to 5pm, they responded to two incidents during this period. 12/26: Firefighter Wieliczko and Chief Bengtson conducted an oil burning equipment inspection at a residence on Reedy Road 12/30: Firefighter Wieliczko and Chief Bengtson conducted an oil burning equipment inspection at a residence on London Hill Road. 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 life safe 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 six police officers are registered with the Winnepesaukee Public Health Region to receive Coronavirus vaccinations as part of the State Vaccination plan for the 1A Group. The WPHR is scheduled to perform the vaccinations on January 13<sup>th</sup> at the Public Safety Building in a closed point of dispensing for “At Risk & Moderate Risk” First Responder per NH HSEM protocols for vaccinations. The New Hampshire Department of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 12/31/2020, Moultonborough currently has 12 positive cases and a cumulative total for 2020 of 124 cases.

Schools: The Christmas break began Thursday December 24 with school resuming 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. Sports practices are scheduled to resume on January 6, 2021.

Childcare Centers: No new report

Local Businesses: No new report

### 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:** Beyond the Bell After School Program resumes on January 6, when Moultonborough schools return to in person learning. Two hand washing stations for the Kraine Meadow Park restrooms have been delivered. They are scheduled to be installed in the spring when the restrooms open for the season. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the cold/winter months. MRD and Meredith Parks & Rec run this program collaboratively.

Did you ever want to go Walkin’ in a Winter Wonderland? With MRD’s Snowshoe ‘Take-Home Program. Patrons can complete the lending agreement form found on our website or in the MRD office. A small security deposit will be charged. Cash or Check only. Bring completed form to our office during normal business hours, pick up your snowshoes and enjoy the great outdoors. Equipment is due back to MRD one week later. Upon return of equipment, in the same condition, you will receive your money back. It is easy, economical, and FUN for the whole family. Try before you buy! Supply is limited: Equipment is available on a first come, first serve basis. Call MRD for more info! 476-8868

MRD continues to take inquiries regarding the status of the Ice Rink at Kraine Meadow Park. Along with the much-appreciated hard work of Moultonborough’s DPW staff, our outdoor rink needs Mother Nature’s cooperation to make ice and a quality skating surface. The Ice Rink remains closed currently. Please stay off the rink if the “CLOSED” sign is out! Thank you for your patience! Check our Facebook page the Ice Rink tab on our website for updates. The Rec Department staff continues to develop routines and schedules during the department’s transition between directors

**Moultonborough Public Library:** The library is open Mon-Sat to the public, and we are still offering “lobby pick-up” for materials patrons wish to reserve. Upcoming programs for January include: Virtual story times via Facebook Live on Tuesdays at 6pm and Fridays at 11am; Book Talk (via Zoom) on Thursday, Jan 14 at 10:30; Mystery Book Club (via Zoom) on Wednesday, Jan 20 at 10:30am and 7pm; and an Author Talk with Ty Gagne (via Zoom) on Thursday, Jan 21 at 6:30pm. For program information and registration links, please go to the library website at <https://moultonboroughlibrary.org> and check out the calendar link. The library will be closed on Monday, Jan 18 for Martin Luther King, Jr Day

**Important Dates to Remember**

**Board of Selectmen’s Meeting, January 7, 2021, 7 PM**  
**Selectmen & Advisory Budget Committee Budget Work Session, January 8, 2021, 8:30 AM**  
**Board of Selectmen’s Meeting, January 21, 2021, 7 PM**  
**Board of Selectmen’s Work Session, January 28, 2021, 4 PM**  
**Department Head Staff Meeting, February 2, 2021, 9 AM**