



## MEMORANDUM – OFFICE OF TOWN ADMINISTRATION

**TO:** Board of Selectmen  
**FROM:** Administration  
**RE:** Weekly Report  
**DATE:** February 10, 2021



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

**Assessor:** Our office continues: to assist property owners with questions and concerns related to their 2020 assessed values, as reflected on their December tax bills; to review and update current use files to ensure they comply with the state RSA's and rules. When necessary, we are requesting updated maps showing areas in current use and not in current use; our work on integrating and reviewing our new and existing data in the Avitar assessing database. We are reviewing the exemption applications to ensure applicants continue to qualify for the exemption. Notices for Tax-exempt properties will be mailed to remind property owners the BTLA Forms are due by April 15, 2020. Whitney Consulting Group (WCG) will be in town this week, to begin the 3<sup>rd</sup> year cyclical inspection program. As always, 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:** In the month of January 2021, the Town Clerk's office said a tearful goodbye to Barbara Wakefield who retired after 36 years of service to the Town of Moultonborough. She is already dearly missed by staff and residents alike. Her Deputy, Julia Marchand, was appointed by the Select Board to serve as Town Clerk in Barbara's absence and will be on the ballot in the upcoming town election. Born and raised in Moultonborough, Julia comes to the job with an intimate knowledge of the town and its people. She has been training for this position with Barbara over the last four years and is ready and eager to serve.

In January, our office processed 753 motor vehicle registrations, 24 aqua-therm permits, 21 boat registrations, 91 dog licenses, 89 motor vehicle titles, 7 vital records (birth/death/marriage certificates and/or divorce decrees). We also received wetlands applications and performed various other services. With the town and school elections right around the corner, in January we worked hard to prepare by receiving requests for absentee ballots, assisting candidates as they filed for elected positions, receiving, and checking petitions, and creating the town and school ballots.

Our office continues to see a remarkable number of new residents moving to town and claiming residency with us, many of whom are doing so in response to the COVID-19 pandemic.

**Department of Public Works:** The week began preparing for and then plowing, salting, and sanding during a winter storm event. The team continued the week doing preventative maintenance and tree trimming. The week ended plowing, salting, and sanding with multiple winter storm events.

Facilities & Grounds: Facilities and Grounds continues to fog and sanitize town buildings and public work vehicles and equipment. We are doing ice rink maintenance daily as the weather permits. Treated roads and town facilities.

Fleet: EQ12 2009 John Deere 310 Backhoe finished pin and bushing replacement for bucket tilt. Lube other bucket pins. TRK10 2007 Peterbilt dump. Repaired plow. TRK1 2019 RAM 3500 diagnosed noise. Ordered p/s line. TRK9 2014 Kenworth road call to Red Hill Rd. lost P.T.O. Got back to shop and repaired wiring to pto unit on transmission. TRK2 2011 F550 replaced wiper blades. TRK6 2018 Western Star worked on spot mirror heaters ordered fog lights and replaced dump body up switch assembly. TRK11 2016 F350 replaced r. r. brake light bulb replaced pass side plow headlight bulb. Replaced spinner motor plug. Did shop paperwork. Loaded trucks for two snow events and plowed the shop out.

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 for this week: Monday 340, Tuesday 48 (snowed all day!!), Friday 213, Saturday 412, Sunday 183 total of 1196 residents served.

**Moultonborough Police Department:** Please see the attached January 2021 monthly report.

**Moultonborough Fire Rescue:** For the period of 01/29/2021 to 02/04/2021, there were 17 calls for service: There was: 1 - Building fire - Meredith. 1 - Vehicles fire. 7 - EMS calls. 1 - Water/steam leak. 2 - Dispatched & cancelled en-route. 1 - No incident found at dispatched location. 2 - Hazardous material release investigation with n Haz-Mat found. 1 - Carbon monoxide detector activation due to malfunction. 1 - Smoke detector activation, no fire, unintentional. **2021 Incidents Year to Date:** 71

**Automatic Aid:** received twice from Stewart's Ambulance. **Mutual Aid:** once, given to Meredith for a 1st Alarm building fire at 20 True Road. **Overlapping Incidents:** two for this period. **Year to Date:** 13

#### Staffing

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

#### Response Times

Overall average response time of first arriving unit	13:18 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:16 mins/sec.
Average Night/Weekend response time	21:14 mins/sec.*

\* Includes mutual aid responses out of town.

#### Operations

1/29 The fire chief and several members participated in an on-line training session with Adam Wiedner of Lexipol's FireRescue1 Training Academy, which the Department will begin using in March. The FireRescue1 Academy allows members to obtain training, on-line to maintain their EMS certifications and can be configured to create classes and course for local department requirements for ongoing and annual training and continuing education. Moultonborough provided mutual aid assistance to Meredith for a first alarm building fire at 20 True Road. Crews were release after two hours on scene.

1/31 Moultonborough and Tuftonboro were dispatched for a snowmobile through the ice in Moultonborough Bay near Shelter Cove. While en-route, companies were notified that the rider had gotten out of the water and left the scene. The Tuftonboro air boat was used to find the location of the incident and mark the GPS coordinates for NH Fish & Game for removal of the snowmobile.

2/1 Monthly Call Company Officers staff meeting

2/2 The Fire Department responded to a fully involve vehicle fire on Ossipee Park Road. The crew extinguished a pickup truck fire. The Department was assisted by Moultonborough Highway and Police Departments.

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.

### **Ice Conditions**

As we approach the Ice Fishing Derby on February 13<sup>th</sup> & 14<sup>th</sup>, ice conditions on the lakes in town are greatly varied. Fire Departments across the Lakes Region have responded to numerous incidents of snowmobiles and ATV's through ice. The Fire Department will be coordinating with Facilities & Grounds to place the two electronic signs out to alert residents and visitors of the hazardous conditions.

### **COVID-19 Status Report**

The New Hampshire Department of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 02/07/2021, Moultonborough currently has <5 cases \*\* and a cumulative total of 154 cases.

*\*\*Exact counts are suppressed for municipalities with 1-4 cases.*

### **Town**

No new cases or exposures reported among Town departments or employees. The Fire Chief/Emergency Management Director continues to participate in conference calls as scheduled regarding the ongoing COVID-19 pandemic, vaccinations, and the current situation in the State. Second dose vaccinations for some of Moultonborough's First Responders were administered on February 2<sup>nd</sup>. The remaining doses will be administered on February 9th. All "At Risk & Moderate Risk First Responders" are being vaccinated per NH HSEM protocols for vaccinations.

### **Schools**

The COVID-19 Schools Dashboard located at <https://www.nh.gov/covid19/dashboard/schools.htm> indicates that there are no current cases or outbreaks at any Moultonborough Schools. Families that have a student that tests positive for COVID-19 are requested to contact the school nurse with that information as soon as possible.

### **Childcare Centers**

Moultonborough Learning Center resumed normal operations on February 8<sup>th</sup>.

### **Local Businesses**

No new report

### **Vaccinations**

#### **PHASES 1A & 1B**

Phase 1A, covering High-risk healthcare worker, First Responders and older adults living in residential care settings. PHASE 1B covers Persons  $\geq 65$ , the medically vulnerable, intellectual, and developmental disability residential facilities, correctional facility staff, and remaining health workers and first responders not previously vaccinated. More specific information on PHASE 1B can be found at the link

listed below. These vaccinations will run until March. Phase 2A & 2B, covering K-12 school and childcare staff & people 54-60 years old will begin in March and run through May. Visit <https://www.nh.gov/covid19/> or call 2-1-1 for more information on how to register for vaccinations and when they will be available for your Phase group.

### **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*". 2021 Fire permits are available on-line at [www.NHFirepermit.com](http://www.NHFirepermit.com), there is a \$3.00 convenience fee charged for on-line permits. Fire permits are also available at no charge at the Public Safety Building.

**Land Use Department:** Nothing to report this week.

**Recreation Department:** MRD is offering a Snowshoe "Take-Home" Program. Supply is limited: Equipment is available on a first come, first serve basis. Details on our website or call MRD 476-8868. MRD has been fielding numerous inquiries via phone, email and in person regarding the status of summer programming - particularly our summer camp program. Beyond the Bell After School Program Session 3 continues through mid-February. Session 4 begins after the school's winter recess. MRD is planning a Daddy~Daughter Virtual Spring Fling Dance Party for Friday March 19, 7:00-8:00pm. We will provide the music and supplies for a fun and memorable party via Zoom - participants bring the energy and their best dance moves.

Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings throughout the winter months. Moultonborough Recreation and Meredith Parks & Rec run this program collaboratively. Beat the Winter Blues with MRD's Winter Bingo! Go to our website or stop by our office to get a copy of our Winter Bingo board; contactless pickup is available.

MRD's Youth Basketball programs continued Friday Feb. 5 & Saturday Feb.6. Participants in Grades Pre-K thru 5<sup>th</sup> were in attendance for instruction, practice and some fun. Players practice non-contact skills and drills. Many thanks to Matt & Megan Swedberg and Brett Johnson for their time, knowledge and coaching of Moultonborough's young athletes! This program will run through mid-February. MRD would love to see your winter pics and selfies. Send us shots of you, your family or even your pets enjoying everything winter has to offer. See them on our website and Facebook page. Send photos to: [dtatro@moultonboroughnh.gov](mailto:dtatro@moultonboroughnh.gov) or call MRD for more info 476-8868

The Ice Rink at Kraine Meadow Park is open for the season. Expanded Free Skate schedule: No sticks & pucks are permitted on the ice during these hours: Mondays, Tuesdays, Wednesdays & Thursdays 3:00-5:00pm as well as Sundays 2:00-4:00pm. Please stay off the rink if the "CLOSED" sign is out. We appreciate your patience and cooperation. Check our Facebook page and the Ice Rink tab on our website for updates. MRD has a small supply of skates to lend out. Call MRD for more info. 476-8868

The Rec Department staff continues to develop routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** The Library will be closed on Monday, Feb 15th for Presidents' Day.

**Important Dates to Remember**

**Holiday Closure - Monday, February 15, 2021 - President's Day**  
**Board of Selectmen's Meeting, Thursday February 18, 2021 at 7:00 PM**  
**Board of Selectmen's Work Session, February 25, 2021 4:00 PM**  
**Board of Selectmen's Meeting March 4, 2021 at 7:00 PM**



## MOULTONBOROUGH POLICE DEPARTMENT

RICHARD B. STILLMAN

CHIEF OF POLICE

[rstillman@moultonboroughnh.gov](mailto:rstillman@moultonboroughnh.gov)

PO Box 121, 1035 Whittier Highway, Moultonborough, NH 03254-0121

Dispatch: (603) 476-2305      Office: (603) 476-2400      Fax: (603) 476-2657

### Moultonborough Police Department Monthly Report January 2021

#### Activities:

The police department totaled 423 calls for service in January, with 7 motor vehicle accidents, 3 domestic violence calls, 21 citizen assists, 12 assist outside agencies, 17 complaints, 6 dog complaints, 27 alarms, 2 citizen disputes, 8 arrests, 2 noise complaints, 81 traffic violations, 7 reports of thefts, 27 Good Morning Program calls, 10 complaints on MV operation, 2 disabled motor vehicles, 1 criminal trespass, 7 road hazard calls, 13 suspicious activity calls, 4 911 hang-ups, 25 assist Fire/Rescue, 1 juvenile problem, 4 animal problems, 30 checks for suspicious activity, 22 agency assists, and 8 welfare checks.

#### Events:

Early in the month an officer tested positive for COVID-19 and was forced to quarantine. The officer had been working with almost everyone at the station over the previous few days which forced everyone to re-double efforts to avoid contact with others. No one else contracted COVID, which supported our continuing efforts in preventing the spread in the work environment.

All sworn were offered and most took advantage of the Moderna vaccine first dose. The second should come in early February.

Governor Sununu issued an Executive Order requiring all State Law Enforcement to meet certain standards in training, policies, and behavior. Although only State agencies are required to follow this order, it has the effect of raising the standards of all law enforcement. This department is already in compliance with many of those standards and will work towards meeting them all.

Our new dispatch console was finally installed by OME and is a huge improvement over the old one. It is a touch screen with many more options and the layout makes sense to our communication specialists.

TMDE conducted our annual radar calibration and certification.

Our newest cruiser was purchased late last month and OME is in the process of ordering needed equipment for the transition from old Car 151 (a 2015 Explorer with 108,000 miles) to its new version.

**Personnel:**

Christian Cloutier passed the final comprehensive exam to obtain his certification as a full-time police officer. This is an important step in bringing staffing to acceptable levels. We are still short two patrol officers and two school resource officers.

We continue to work to attract and hire for those open positions.

The Annual Report to the New Hampshire Police Training & Standards Council was submitted this month. This is required for the officers and the department to maintain certification in New Hampshire.

Angela Michalski started as our newest part-time dispatcher. Angela currently works as a full-time dispatcher in Meredith and came highly recommended. She has also worked for the Belknap County Sheriff's Office as a dispatcher since 2018.

**Training:**

Sgt. Beede attended the re-certification for the breath test machine. This is required every three years of all officers.

Officer Jackie Cortese has also been certified as a background investigator and will trade off with Detective John on conducting backgrounds for potential new hires. This is an extremely important task to insure there are no issues with new hires going forward.

Administrative Assistant/Lead Dispatcher Jordan Pellowe received her dispatch trainer certification this month as she navigates her new responsibilities.

Sergeant Baker received her SPOTS (State Police On-Line Telecommunication System) user recertification and Dispatcher Karen Jones received her TAC (Terminal Agency Coordinator recertification.

**Other:**

Officer Jackie Cortese has completed an update to the cruisers with important documents each officer needs to have when at a scene. Officers are required to have forms available for a variety of situations, like domestic violence, sudden deaths, felony driving while under, search warrant forms, animal tags, etc.

I conducted several Zoom meetings from the monthly Town Staff meeting, NH Chiefs of Police, FBI/DHS updates on the Capital insurrection, International Association of Chiefs of Police (IACP) monthly meetings, IACP meeting with Dr. Anthony Fauci, IACP Firearms committee meeting and others. Although not in person, these have been a productive way to work and many will likely continue well after we return to 'normal'.