



## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Charles F. Smith, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 8, 2021



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**Town Administration:** Last week I attended the first “Coalition of Communities 2.0” meeting. [Coalition Communities are a group of communities opposed to new state legislation on how the state calculates public education funding]. Those communities that have decided to enroll into the coalition, thus far 25 out of 41 town contacted, voted to create a “Joint Board” consisting of five (5) members, three (3) Town/City Managers and two (2) elected officials. Joint Board’s task before next meeting is to finalize the lobbying firm. Three state bills have been proposed to the state’s General Court: SB 158, HB 504, and HB 608. Both house bills are “retained in committee” which freezes a bill for a year and can be taken upon then or it could die in session. SB is still pending a work session. Fiscal notes were not attached to these bills which has made it difficult for these committees to analyze.

At our Board of Selectmen meeting the Selectmen agreed to move forward with a few agenda items. In particular, the board agreed to the installation of new Town Hall phone system. Technology has caught up to our phone system making calls difficult to hear. Last time the phones were upgraded was 17 years ago. Board also agreed to have the town decal on all the Department of Public Works vehicles. Last, the Board agreed to open the Lions Club under COVID protocols and guidelines. Next Board meeting the Selectmen intend on finalizing updates to town administration and employee COVID policy.

Next week we have scheduled a public hearing on Thursday, March 18, 2021 at 4 p.m. in Town Hall, to accept unanticipated revenue. Town received a \$42,000 donation from Lake Winnepesaukee Association (LWA) for the construction costs of replacing two culverts on Ossipee Mountain Road. LWA received the funds from New Hampshire Department of Environmental Services (NHDES) and their watershed assistant grant and best management practices.

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

**Assessor:** Whitney Consulting Group (WCG) is scheduled to begin the annual review of sales and new construction building permits, within the next few weeks. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the CAMA system to reflect the 1<sup>st</sup> half tax bill, mailed May of 2020. The March 1<sup>st</sup> deadline for filing abatement applications has passed. The applications that we received are being reviewed and processed. Notices to owners of Tax-exempt properties were mailed reminding them that the BTLA Exemption Forms are **due by April 15, 2021**. Annual document requests were also sent to property owners that are receiving Elderly or Disabled exemptions. We are in the process of receiving and reviewing the exemption applications to ensure applicants continue to qualify for their exemptions. **April 15, 2021** is the last day to file for exemption and credit applications. We continue 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. 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:** Nothing to report this week.

**Department of Public Works:** The team began the week cleaning up from one storm event and then immediately working throughout town plowing, salting, and sanding to handle the next storm event. The middle of the week the crew worked on preventative maintenance on trucks and equipment and mixing sand/salt to use on the roads for the balance of the winter maintenance season. Also, the team was cutting trees, removing debris, plowing, salting, and sanding from another storm event that included very high winds. The week ended sanding many of the dirt roads, that had ice on them, throughout town due to extreme temperature fluctuations.

**Facilities & Grounds:** The past week, the Facilities and Grounds crew plowed and treated the town roads, buildings, and school facilities. We met with the generator tech for minor scheduled maintenance at the town facilities, we continue to fog and sanitize the buildings and highway equipment, trucks, loader etc. Cleaned and greased sanders.

**Fleet:** 15-R-2 2019 F550 Mini-Evo checked four-wheel drive system. Was sent to Irwin Motors for warranty. 15-E-3 2018 H.M.E. pumper checked out check engine light issue and D.E.F. issue. Reset system will order def temp sensor. Repaired coolant leak. 15-E-1 2008 H.M.E pumper checked out for reported air leak. Replaced air drier assembly purge valve was leaking. TRK11 2016 F350 performed PM-B service. Replaced front drive shaft u joint. EQ39 2018 Volvo excavator checked out batteries, found bad one; replaced batteries. EQ35 Quick attach power broom pulled hydraulic motor to check it out for low power. EQ12 2009 John Deere 310 backhoe replaced water pump and belt. Replaced tensioner and pulleys, start radiator install. Load trucks during storm event on Tuesday. T2 training. Did monthly facility audit.

**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. The brush pile was burned. Car counts for this week Monday 242, Tuesday 159, Friday 362, Saturday 339, Sunday 223 total of 1325 residents served.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 237 log entries, which included the following calls for service, 10 Assist Citizens, 23 Motor Vehicle Stops, 9 Assists to Fire/EMS, No Directed Patrols, No Arrests, 4 complaints, 7 MV Accidents, 2 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms and 3 K-9 complaints

**Moultonborough Fire Rescue:** For the period of 02/26/2021 to 03/04/2021, there were 16 calls for service: There was: 6 - EMS calls, 2 - Power lines down, 2 - Building or structure weakened or collapsed, 1 - Public service, 1 - Smoke detector activation due to malfunction, 4 - Alarm system sounded due to malfunction. **2021 Incidents Year to Date:** 149. **Automatic Aid:** received twice from Center Harbor, given once to Sandwich. **Mutual Aid:** none. **Overlapping Incidents:** three for this period. **Year to Date:** 34

### **Staffing**

Overall average staffing per incident	3 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters.
Average Night/Weekend	2 firefighters

### **Response Times**

Overall average response time of first arriving unit	12:40 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:18 mins/sec.
Average Night/Weekend response time	17:00 mins/sec.

### **Operations**

- 2/26 Dale Doughty from Bergeron Protective Clothing measured personnel for turnout gear.
- 3/2 Chief Bengtson participated in a Zoom meeting for the Lakes Region Mutual Fire Aid Communication Center Executive Committee.
- 3/2 The fire Chief processed E-9-1-1 street address number assignments for driveway permits for Blake Road and Blackadar Lane.

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**

Residents and visitors are strongly encouraged to use caution when venturing out onto the ice to recreate. Rising temperature and stronger and longer periods of sunlight are beginning to facilitate ice melt, ice conditions on the lakes in town are greatly varied.

### **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 08/08/2021, Moultonborough currently has 1-4 cases\*\* and a cumulative total of 174 cases. \*\* Exact counts are suppressed for municipalities with 1-4 cases.

### **Town**

On Friday, February 19<sup>th</sup>, a positive test for COVID-19 resulted in the closure of Town Hall for the afternoon for the safety of our employees. The facility was cleaned and disinfected with staff returning on Monday – except for the Town Clerk’s office which was to be closed for two weeks. The Town has made arrangement with Center Harbor and Wolfeboro to help with processing payments.

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.

### **Schools**

The COVID-19 Schools Dashboard located at <https://www.nh.gov/covid19/dashboard/schools.htm> indicates that there are no active cases at 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**

No new Report

## **Local Businesses**

No new report

## **Vaccinations**

### **PHASES 2A & 2B**

The State of NH conducted by-appointment, drive through mass COVID-19 vaccinations at NH Motor Speedway in Loudon over the weekend and into Monday. The plan is to vaccinate nearly 12,000 people over the course of 3 days. This site focused on providing earlier appointments those currently scheduled to receive their first dose in April using the Johnson & Johnson vaccine which only requires one dose.

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:** Moultonborough Recreation and Meredith Parks & Recreation's collaborative Strength and Balance class begins on March 16. This eight-week session will meet at the Meredith Community Center on Tuesdays and Thursdays. Moultonborough Recreation's Donna Tatro will be the instructor for this class. MRD's Daddy~Daughter Virtual Spring Fling Dance Party is scheduled for Friday March 19, 7:00-8:00pm. Registrations are ongoing for this event.

Logistics, planning and scheduling Youth Softball/T ball and Track & Field programs are nearly complete. Registrations will open this week. These socially distanced programs will begin in early May. Beyond the Bell Session 4 began March 1 and will run thru the end of April. Registrations filled quickly for session 4. BtB Session 5 is scheduled to begin May 3.

Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings through May. Moultonborough Recreation and Meredith Parks & Rec run this program collaboratively. MRD's Outdoor Pickleball program will begin at Kraine Meadow Park in June. Ads for summer staff positions have been posted. The interview process has begun for summer staff positions. Dan continues working on the TAP Grant for the pathway.

Dan was invited and will attend the Moultonborough School Board meeting on Tuesday March 9 to discuss the potential for dedicated after school program space at Moultonborough Central School.

The Moultonborough Function Hall can be reserved for private events/functions/activities in compliance with town and state protocols. MRD continues to receive inquiries via phone, email and in person regarding the status of summer programming - particularly our summer camp program.

MRD's additional collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks is tentatively scheduled to begin in mid-April for a 6-week session. Logistics and planning are ongoing between the two departments for this program. More details to come. The Rec Department staff continues to adjust routines and schedules during the department's transition between directors.

**Moultonborough Public Library:** Don't forget to vote for your favorite books during our [Adult Tournament of Books](#) and our [Young Adult Tournament of Books](#). Help us determine the Final 8 this week! For the younger kids, join our Read Your Rainbow. There is a [tracking sheet](#) and a [book list](#). As always, the library is open to the public and if you want to learn more about these programs, or grab paper copies, please come, and visit us! Other upcoming youth programs include our Facetime Live Story Times, Lego Club (3/10 on Zoom), and Dungeons & Dragons (Fridays at 3pm in the library). Upcoming adult programs include Book Talk (3/11), Mystery Book Club (3/17), The Ultimate Presentation for Red Sox Nation (3/22), and Black Bears in New Hampshire (3/30). All these programs are via Zoom and you must register to receive the link to join. Go to our [calendar](#) of events to learn more and see what else is happening at the library.

**Important Dates to Remember**

**Board of Selectmen's Meeting Thursday, March 18, 2021 at 4:00 PM**  
**Board of Selectmen's Work Session, Thursday, March 25, 2021 at 4:00 PM**  
**Board of Selectmen's Meeting Thursday, April 1, 2021 at 4:00 PM**  
**Board of Selectmen's Meeting Thursday, April 15, 2021 at 4:00 PM**