



MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Charles F. Smith, Town Administrator
RE: Weekly Report
DATE: March 15, 2021



Town Administration: Our application for an “Alteration of Terrain” (AoT) permit with NH Department of Environment Services (NHDES), for the States Landing Project, was accepted but we still have a bit of work to do on the application. Last year NHDES implemented a new rule (Env-Wq 1503.19 (h)) that the AoT applicant must complete a wildlife habitat assessment. Scope of work for the assessment is to provide a report that the project “will not result in adverse impacts to state or federally listed threatened or endangered species or habitat for such species.” During their meeting last week, the consensus of the Board was to select a firm that can complete the assessment in a timely manner. One firm committed to completing the project in 10-14 business days. If so, this should not impede upon our goal of having the States Landing Project go to construction in late Spring.

Last week the US House of Representatives passed the “American Rescue Plan Act” which, in part, will provide funding for local governments. An amount released by the House Oversight Committee, based on 2019 Census data, estimates the Town of Moultonborough, NH will receive \$410K. Installation of our new Town Hall phone system starts this week. Over the next couple of days staff will have training on the new phones.

On Thursday, our Board of Selectmen will have their regularly scheduled second meeting of the month. Preview of the agenda - the acceptance of unanticipated revenue, \$42K was donated from Lake Winnepesaukee Association for the installation of two culverts on Ossipee Mountain Road. Board will be asked for support in applying for a NH Department of Transportation (NHDOT) Transportation Alternatives (TAP) grant. Funding from the grant will provide funding towards Phase III of the Pathway Project.

Finance: Nothing to report this week.

Assessor: Whitney Consulting Group (WCG) has begun the annual review of sales and new construction building permits. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the CAMA system to reflect the 1st half tax bill, mailed May of 2020. The March 1st 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 have sent out reminder notices to those who have not returned the requested documentation. Taxpayers who qualify for exemptions and credits are encouraged to get their paperwork in sooner rather than later, so they don't risk missing the deadline. 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 or 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 washing and doing preventative maintenance on the trucks and equipment. They continued the week filling potholes, grading, and raking dirt roads throughout town due to the extreme temperature fluctuations.

Facilities & Grounds: Nothing to report this week.

Fleet: TRK20 2007 F550 bucket truck road call to Bodge Hill, coolant issue. Got back to shop. EQ14 2015 CAT926M straightened steps. Replaced spotlight light bulbs. EQ35 Quick Attach sweeper replaced broken keyway in brush drive motor. Put unit back together. CAR161 2016 Ford Police Interceptor pulled dash apart to replace mode door motor. Replaced servo and put back together. TRK10 2021 Western Star 4700SF Set up plow jack. Performed state inspection. EQ12 2009 John Deere 310 Backhoe installed new radiator.

Transfer Station: This week we shipped out 1 container of municipal solid waste, 1 container of single stream recycle and 4 containers of construction and demolition. The brush pile was burned. Car counts for this week Monday 242, Tuesday 286, Friday 330, Saturday 375, Sunday 187 total of 1420 residents served.

Moultonborough Police Department: The Moultonborough Police Department recorded 236 log entries, which included the following calls for service, 9 Assist Citizens, 26 Motor Vehicle Stops, 9 Assists to Fire/EMS, 1 Directed Patrols, 3 Arrests, 1 complaint, 4 MV Accidents, 3 MV Complaints, 4 Residential Alarms, 2 Commercial Alarms and 2 K-9 complaints.

Moultonborough Fire Rescue: For the period of 03/05/2021 to 03/11/2021, there were 14 calls for service: There was: 1- Building fire - Center Harbor, 8 - EMS calls, 2 - LP gas leaks, 1 - Hazardous materials release investigation with no Haz-Mat found, 2 - Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:** 163. **Automatic Aid:** received once from Tuftonboro, and three times from Stewart's Ambulance. **Mutual Aid:** given once to Center Harbor. **Overlapping Incidents:** one for this period. **Year to Date:** 35

Staffing

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

Response Times

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|--|-----------------|
| Overall average response time of first arriving unit | 11:33 mins/sec. |
| Average Daytime (7 AM-5 PM, Mon-Fri) response time | 10:36 mins/sec. |
| Average Night/Weekend response time | 12:05 mins/sec. |

Operations

3/9 Chief Bengtson attended the Department Head Staff Meeting with the Town Administrator at Town Hall. The Fire Chief met with the CEO to discuss Life Safety & Fire Code issues with two commercial property and one place of assembly plan proposals pending.

3/10 The Fire Chief answered a telephone inquiry from a real estate broker about the residential fire sprinkler requirements for lots in the Lady Slipper Lane subdivision. In 2011, a law was instated that prohibited the requirement of fire sprinklers as a condition of approval for subdivisions. Some subdivisions in Town prior to the law change were approved with fire sprinklers as a means of fire protection for the subdivision and some have been approved after the law because the developer chose to offer fire sprinklers as the means of fire protection for the subdivision. The Fire Chief issued E-9-1-1 addresses numbers for driveways on Wintersport Street and Victory Lane.

3/11 The fire department witnessed and participated in an emergency egress/fire drill at Moultonborough Academy. Personnel accompanied school staff as they checked rooms and observed the operation of life safety warning devices.

Firefighters Brown, Houghton and Wieliczko continued work on obtaining GPS coordinates for dry hydrants to input into a database they are building to track the status, maintenance, flow test and location of the hydrants.

The Fire Department will be conducting a live fire training exercise on March 20th on Red Hill Road to burn a house that has been scheduled for demolition. DES requirements have been fulfilled for the burn. The Department will be joined by personnel from Center Harbor, Sandwich and Tuftonboro for the exercise. 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. Bob houses are required to be off the ice by the end of March.

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 03/08/2021, Moultonborough currently has 7 cases and a cumulative total of 179 cases.

Town: No new reports. The Town Clerk's Office is offering services by appointment only. Call 476-2347 for appointment.

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: On Friday, March 12th, Moultonborough Central School was reported to have a positive test for COVID-19. As the result of this case, four staff members and sixteen students have been notified of the need to quarantine. 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. School District staff will be receiving

vaccinations soon, details are being worked out with Lakes Region Partnership for Public Health to provide the vaccinations.

Childcare Centers: No new Report

Local Businesses: No new report

Vaccinations: If you are part of Phase 1a or 1b, you can register for the vaccine now at www.vaccines.nh.gov. The site also offers tools to help you determine which group you are in and whether you are eligible. Those without a computer or internet access can call 2-1-1 to register for a vaccine. The state's new registry system, the Vaccine, and Immunization Network Interface (VINI) will roll out on March 17. The VINI system will replace the federal Vaccine Administration System (VAMS), which faced [administration and scheduling issues](#) early in the state's vaccine rollout.

Members of all vaccine groups will register and schedule vaccine appointments through VINI. Those who have already registered for vaccine appointments through VAMS will continue to use that system to manage their first and second appointments. If you have any questions, call **2-1-1** to access the New Hampshire Department of Health and Human Services COVID-19 hotline.

Burning Permits: Snow Cover and Brush Burning is generating a lot of questions for the fire department. 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, 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 complete. Registrations are open. Softball & T Ball will take place on Saturdays in May at KMP. Track & Field will take place on Fridays in May at MA track. Beyond the Bell Session 4 began will run thru the end of April. BtB Session 5 is scheduled to begin May 3.

Logistics, planning, and scheduling of MRD Summer camp, summer programs and activities is ongoing. The State of NH updated some guidelines and protocols last week. MRD staff is reviewing and applying this information to our programming schedule and logistics. Adult Indoor Pickleball continues at the Meredith Community Center on Wednesday and Friday mornings through May. MRD 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 and hiring process has begun for summer staff positions. Dan Sturgeon continues working on the TAP Grant for the pathway. It will be submitted this week. Dan attended the Moultonborough School Board meeting on Tuesday March 9 to discuss the potential for dedicated after school program space at Moultonborough Central School. Discussions and scheduling are ongoing.

MRD continues to receive inquiries via phone, email and in person regarding the status of summer

programming - particularly our summer camp program. Reservations and inquiries for the Moultonborough Function Hall have increased significantly in the past week.

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

Moultonborough Public Library: *March Madness* continues this week with the Elite 8. Choose your favorite books so they go on to the Final 4! You can find out more about both the *Young Adult and the Adult Tournament of Books* by clicking [here](#). Younger kids can still participate in the **Read Your Rainbow** program. There is a [tracking sheet](#) and a [book list](#). Don't forget to register to get the Zoom links for these upcoming programs: [The Ultimate Presentation for Red Sox Nation](#) (3/22), and [Black Bears in New Hampshire](#) (3/30). We have added a new family program, a *Spring Egg Hunt*! This will be held on Wed. March 31 starting at 5:30pm. Families can sign up for one of the time slots. Kids can do a craft, hunt for eggs, and take photos with Bunny! Due to COVID restrictions, we can only have so many people during the 30-minute time frame. Registration is required! Please check the [March online calendar](#) to register for your family's time slot.

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