

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Charles F. Smith, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 22, 2021



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**Town Administration:** Our “Coalition Communities 2.0” finalized a contract with lobbying firm “Bernstein Shur.” Bernstein Shur, who regularly lobbies at the state level, will now start approaching legislature members and advocating on behalf of the communities in this coalition. Members of this coalition are opposed to new state legislation that changes the calculation of the state’s education funding and are not asking Bernstein Shur to advocate for changing existing education funding laws. Coalition Communities 2.0 finalized a budget for fiscal year 2021 - 2022 at an estimated \$136,600. In December if the budget was over/under a “True Up” change/credit will be disbursed to the 26 donor towns involved in the coalition. As a previous member of this coalition the town had remaining funds of about \$6K, which will be credited towards FY 2021-2022 costs. Total estimated costs for the town over the two years is \$12,082.

American Rescue Plan - the U.S. Department of Treasury has started to release guidance on how the towns allocation of funds can be used. New Hampshire Municipal Association says qualifying expenses are covered until December 31, 2024, those expenses include: “assistance to households, small businesses, and nonprofits, or aid to impacted industries, such as tourism, travel and hospitality.” Investments into water, sewer or broadband, or premium pay for essential works. Funds are not to be used for offsetting a reduction in revenue or pension funds. More information about this should be provided to municipalities over the next s 60 days.

At our recent Board of Selectmen meeting the Selectmen agreed to a letter of support for the Pathway Phase III project. Letter was part of a grant application to New Hampshire Department of Transportation (NH DOT) and their Transportation Alternatives Program (TAP) that Recreation submitted to help offset the costs to the project. Also, at our meeting the Selectmen reappointed members to the Heritage Commission and Conservation Commission.

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

**Assessor:** Whitney Consulting Group (WCG) is working on 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 1<sup>st</sup> half tax bill, to be mailed May of 2021. Abatement applications 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 that 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](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 checking roads, cutting trees, and removing any debris due to the high winds and brief snowstorm event. The team continued the week building a pump setup to assist with culvert cleaning, doing preventative maintenance, and raking and grading roads.

**Facilities & Grounds:** Nothing to report this week.

**Fleet:** CAR161 2016 Ford Police Interceptor replaced rear brakes and rotors. Checked for battery draw. CAR141 2014 Ford Police Interceptor performed PM-B service. Will reschedule for follow up work. EQ12 2009 John Deere backhoe went to Nortrax to exchange defective radiator and install replacement unit. Run and check for leaks. TRK20 2007 F550 bucket truck pulled motor apart to replace E.G.R. cooler assembly. Performed administrative duties.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 4 containers of construction and demolition. Car counts Monday 169, Tuesday 269, Friday 351, Saturday 336, Sunday 279 total of 1404 residents served.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 284 log entries, which included the following calls for service, 5 Assist Citizens, 13 Motor Vehicle Stops, 10 Assists to Fire/EMS, 8 Directed Patrols, 2 Arrests, 5 complaints, 4 MV Accidents, 5 MV Complaints, 8 Residential Alarms, 1 Commercial Alarms and 5 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 03/12/2021 to 03/18/2021, there were 17 calls for service: There was: 9 - EMS calls, 1- Carbon monoxide incident, 1- Building or structure weakened, 1- Assist the physically disabled, 1- Dispatched & cancelled en-route, 1- Alarm system sounded due to malfunction, 3- Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:180**

**Automatic Aid:** received twice from Center Harbor. **Mutual Aid:** None

**Overlapping Incidents:** six for this period. **Year to Date:** 41

### **Staffing**

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

### **Response Times**

Overall average response time of first arriving unit	08:32 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:26 mins/sec.
Average Night/Weekend response time	08:44 mins/sec.

## **Operations**

**3/15** The Department conducted its first training session on the new Brush truck. The truck was built by the Department utilizing some equipment from the old brush truck. The Firefighter's Association purchased and donated a new pump valued at \$10,000. The new truck replaces a 32-year-old truck.

**3/16** Chief Bengtson performed at Place of Assembly inspection at a Governor Wentworth Highway restaurant.

**3/18** The Fire Chief responded to a telephone inquiry from Bill Gassman regarding the fire department operation of the fire tower on Red Hill and the potential of installed communications equipment on the tower to improve internet services to areas of town which are under served. The Fire Department ceased staffing and maintaining the Red Hill tower over 8year ago. The tower is owned by the Lakes Region Conservation Trust and currently run by the Red Hill Fire Tower Association.

**3/18** The Fire Department performed a smoke detector inspection and battery replacement for a senior citizen on Daigneau Drive.

The Fire Department conducted a live fire training exercise and controlled burn on Saturday on Red Hill Road. The house that had been scheduled for demolition was used to conduct twelve training evolutions before being burned in a controlled manner to protect a garage that was within 10-feet of the structure being burned. The exposure building was protected using Class A compressed foam, the foam solution is used for forest firefighting and does not pose an environmental or cancer threat. The DES requirements for asbestos abatement prior to demolition/burning were fulfilled prior to the burn. The Department was 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 03/21/2021, Moultonborough currently has 1-4\* cases and a cumulative total of 181 cases. \* Exact counts are suppressed for municipalities with 1-4 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**

Moultonborough Central School was indicated to have one active case as of 3/22/2021 on the NH COVID-19 web site. <https://www.nh.gov/covid19/dashboard/schools.htm>

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 received their first round of vaccinations on March 19<sup>th</sup> at a Point of Dispensing (POD) conducted by Lakes Region Partnership for Public Health at Prospect Mountain High School in Alton. Two law enforcement officers not previously vaccinated also received their vaccinations.

### **Childcare Centers**

No new Report

### **Local Businesses**

No new report

### **Vaccinations**

If you are part of Phase 2a or 2b, you can register for the vaccine now at [www.vaccines.nh.gov](http://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) began registrations on March 17 and registrants can start receiving vaccinations on March 22<sup>nd</sup>. 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**

With a few exceptions, most areas of Moultonborough will now require a fire permit to kindle any fires including brush. Brush may only 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 began on March 16. 15 registrants joined instructor Donna Tatro for low impact exercises. This eight-week session will meet at the Meredith Community Center on Tuesdays and Thursdays.

MRD's Father~Daughter Virtual Spring Fling Dance Party took place on Friday March 19. Twenty-five attendees danced, played trivia, and celebrated via Zoom. MRD would like to thank Moultonborough's Country Store, Village Kitchen, Cup & Crumb and Village Station for generously donating gift cards as prizes for our trivia game.

Logistics and planning are ongoing for a Mother-Son event to take place sometime in May. 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. 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 and hiring process is ongoing for summer staff positions.

MRD continues to receive inquiries via phone, email and in person regarding the status of summer programming. We have received many inquiries regarding outdoor pickleball.

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.

Tennis nets will be installed on the courts at KMP this week. Moultonborough Academy tennis teams will be using courts for practices and matches throughout their spring season.

Bathroom facilities at KMP are re-opening soon.

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

**Moultonborough Public Library:** We have had a great response to our Black Bears in NH Program, which will be held on Tuesday, Mar 30 at 6:30pm via Zoom. [Registration](#) is required to receive the Zoom link. Also, our first in-person program, Family Spring Egg Hunt is on Wednesday, Mar 31. To ensure everyone's health & safety, we are offering 4 timeslots, with a maximum of 25 people at each one. There are still spots available for the 6:30pm ([Registration link](#)) & 7:00pm ([Registration link](#)) timeslots.

There are still spots available to [register](#) for the LEGO Club on Wednesday, Mar 23 at 4:30pm. If you need LEGOS, we are happy to supply them for your child. For the older kids, we have our Dungeons and Dragons Group that meets on Fridays at 3:00pm. This is a drop-in program, and no registration is needed.

The Library is a pickup location for Town reports. Stop in and get yours. If you need tech support, people may drop-in to see Megan on Mon, Wed & Fridays from 11:00am-1:00pm.

### **Important Dates to Remember**

**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**

**Board of Selectmen's Work Session, Thursday, April 22, 2021 at 4:00 PM**