

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Charles F. Smith, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 5, 2021



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**Town Administration:** No report this week.

**Finance:** No report this week.

**Assessor:** Whitney Consulting Group (WCG) is working on the annual review of sales and new construction building permits. This week, they will be in Town (Tue.-Thurs.) completing new home inspections. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the on-line GIS system to reflect the 1<sup>st</sup> half tax bill, to be mailed May of 2021. Abatement applications are being reviewed and processed. We are also in the process of receiving and reviewing 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 qualification 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:** No report this week.

**Town Clerk:** No report this week.

**Department of Public Works:** The team began the week working on drainage concerns, cutting trees, and removing debris due to the heavy rains and windstorm events. They continued the week installing and repairing signs and delineators, working on additional drainage issues, and raking and grading roads.

**Facilities & Grounds:** No report this week.

**Fleet:** EQ38 front mounted rake replaced tines and set up. TRK20 2007 F550 replaced oil pressure switch, replaced i.p.r. valve. Got truck running and checked for leaks. TRK9 2014 Kenworth dump replaced fuel sender assembly, replaced hood guides, replaced glad hands, and freed up pintle hitch. Checked oil pressure. CAR 171 2017 F150 checked out heater box for heater issue on driver's side. CAR162 2016 Ford Police Interceptor Sedan perform PM-B service. Checked out for state inspection. Worked on repair orders. Cleaned up shop.

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 246, Tuesday 316, Friday 373, Saturday 400 total of 1335 residents served.

**Moultonborough Police Department:** The Moultonborough Police Department recorded 293 log entries, which included the following calls for service, 8 Assist Citizens, 57 Motor Vehicle Stops, 14 Assists to Fire/EMS, 6 Directed Patrols, 1 Arrests, 5 complaints, 3 MV Accidents, 1 MV Complaints, 6 Residential Alarms, 2 Commercial Alarms and 1 K-9 complaints

**Moultonborough Fire Rescue:** For the period of 03/26/2021 to 04/01/2021, there were 24 calls for service: There was: 12 - EMS calls, 2 - Motor vehicle accidents with no injuries, 2 - Power/utility lines downed, 1 - Arcing/shorted electrical equipment, 3 - Public service calls, 2 - Authorized controlled burning, 1 - Detector activation, no fire, unintentional, 1- Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:** 215 **Automatic Aid:** once from Center Harbor and received twice from Stewart's Ambulance. **Mutual Aid:** none **Overlapping Incidents:** six for this period. **Year to Date:** 49 Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

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

### **Response Times**

Overall average response time of first arriving unit	08:58 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:30 mins/sec.
Average Night/Weekend response time	11:49 mins/sec.

### **Operations**

**3/29** Chief Bengtson performed a foster care inspection of a Rose Lane occupancy.

**3/30** Responding to a walk-in request for information, Chief Bengtson provided documentation on Phos-Chek Class A foam used at the March 20<sup>th</sup> training burn on Red Hill Road. The requesting party was given Material Safety Data Sheets and other product information materials. WD881 foam concentrate does not contain PFAS chemicals including, but not limited to, PFOS or PFOA.

**3/31** The Fire Chief requested address change for Parcel ID: 000119/010/000/000/000 (20 Blueberry Lane) to allow for the issuance of a new E-911 number for Parcel ID: 000119/009/000/000/000 which not accounted for when E-911 numbers were originally issued for the street.

Parcel ID: 000119/010/000/000/000 will become 18 Blueberry Lane.

Parcel ID: 000119/009/000/000/000 will be number 20 Blueberry Lane.

**3/31** Firefighters, Brown, Gravelle, Wieliczko, and Chief Bengtson attended a two-hour on-line training session for annual Forest Fire Warden and Deputy Warden training covering agency updates, Budget, Staffing, tower improvements, fire weather, online fire permit system and training platforms including the NH F&L web page and NH Forest YouTube videos 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**

Ice on most of the lakes and ponds in town has melted and open water exists in many areas. Residents boating on open waters are encouraged to use caution for debris in the water and to carry and use personal floatation devices.

### **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 04/04/2021, Moultonborough currently has 5 cases and a cumulative total of 188 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 Schools were indicated to have 2 active cases as of 4/5/2021 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.

### **Childcare Centers**

No new Report

### **Local Businesses**

No new report

### **Vaccinations**

All Granite Staters 16 years of age and older can register for a COVID-19 vaccine appointment at <https://www.vaccines.nh.gov/>. 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**

The Fire Danger level is currently "High". Category 3 fire permits are not being issued at the fire station or on-line until the fire danger drops to "Moderate." Fire permits are now required for all types of fires in all areas of Moultonborough. Brush burning is permitted, prior to 5pm, with a valid fire permit when there is sustained rain occurring. Per Res 5601.01 "*Raining*" means *sustained precipitation that is actively occurring of sufficient intensity and duration so as to prevent fire from spreading in woodland fuels*". 2021 Fire permits are available on-line at [www.NHFirepermit.com](http://www.NHFirepermit.com). Beginning on March 31, 2021, the transaction fee for an online fire permit will increase from \$3.00 to \$5.50. The online transaction fee supports the development and

maintenance of the fire permit system. The fee increase will be used for upgrades and improvements to the system such as ease of use with devices, the ability to obtain multiple permits at one time and increased functionality for local Forest Fire Wardens and fire departments. These changes are intended to streamline the fire permitting process and will significantly enhance the public's experience obtaining their permits. The State of New Hampshire does not receive any portion of this fee. Fire permits are also available at no charge at the Public Safety Building.

**Land Use Department:** No report this week.

**Recreation Department:** Moultonborough Recreation Department would like to thank Moultonborough Aubuchon Hardware for their recent donation of hand sanitizer. In our efforts to “Bring back the Fun in 2021” the Rec Department is looking forward to a full slate of programs & activities in the coming months. Having an ample supply of hand sanitizer will certainly help us provide a safe environment for our patrons and staff. Thank you, Moultonborough Aubuchon, for your generosity!

Moultonborough Recreation and Meredith Parks & Recreation’s collaborative Strength and Balance class continues with instructor Donna Tatro. This class meets at the Meredith Community Center on Tuesdays and Thursdays. Bathroom facilities at KMP are open. MRD’s additional collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks will begin on April 19 for a 6-week session. Registrants will meet at a different designated local trail each week. Along the 1–2-mile hike, the instructor will lead the group through a series of exercise and stretches for a low impact overall workout.

Tennis nets have been installed on the courts at KMP. The pickleball equipment bin has been put out at the KMP tennis courts. Thank you to the DPW staff for their time and attention to this equipment. Logistics and planning are ongoing for a Mother-Son event to take place sometime in May.

Youth Softball/T ball and Track & Field registrations are ongoing. 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 will run thru the end of April. BtB Session 5 is scheduled to begin May 3. BtB welcomes a new staff member today, April 5.

Logistics, planning, and scheduling of MRD Summer camp, summer programs and activities is ongoing. MRD staff is reviewing and applying local and state protocols for 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.

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

**Moultonborough Public Library:** No report this week.

**Important Dates to Remember**

**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**

**Board of Selectmen's Meeting Thursday, May 6, 2021 at 4:00 PM**

**Town Election day Tuesday, May 11, 2021 7:00 AM to 7:00 PM**

**Town Meeting Day Saturday, May 15, 2021 at 9:00 AM**

**Board of Selectmen's Meeting Thursday, May 20, 2021 at 4:00 PM**

**Closed for Memorial Day Observance Monday, May 31, 2021**