

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Charles F. Smith, Town Administrator
RE: Weekly Report
DATE: March 29, 2021



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, completing inspections. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the on-line GIS system to reflect the 1st 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 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 or 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 filled potholes, graded, and raked roads throughout town, cut some trees and removed debris due to heavy winds, and continued with some preventative maintenance as we come into the end of the winter maintenance season.

Facilities & Grounds: No report this week.

Fleet: TRK20 2007 F550 Bucket truck replaced oil cooler and egr cooler put most of the top of the engine back together. CAR132 2013 Ford Police Utility repaired left front fender flare. 15-R-2 2020 F550 Mini-EVO performed PM-B service. Rotated front tires. Unload tailgate for new trk10. Paperwork.

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. The brush pile was burned. A sign of spring, the residents are starting to take the free compost. Car counts Monday 206, Tuesday 302, Friday 269, Saturday 401, Sunday 158 total of 1336 residents served.

Moultonborough Police Department: There were 270 log entries which included the following calls for service: 7 alarms, 9 assist Fire Department, 6 assist citizens, 2 assist other agency, 2 MV complaints, 11 directed patrols, 7 good morning programs, 15 MV stops, 3 MV unlocks, 1 arrest.

Officer Cortese has been busy finishing up backgrounds for two new hires, one dispatch and one full-time police officer. Jackie has also been putting together an academy packet to send to New Hampshire Police Standards & Training should we hire the person for this position. Detective John has been working on responses to suppression hearings for on-going court cases. All patrol officers are working on directed patrol in areas of persistent traffic issues.

The new cruiser, 211, is now on the road, fully equipped and the old cruiser, 151, has been turned over to the Town for future use.

All officers are working on their required six hours of on-line training as required by the Governor's Executive order.

Moultonborough Fire Rescue: For the period of 03/19/2021 to 03/25/2021, there were 11 calls for service: There was: 6 - EMS calls, 1 - Carbon monoxide incident, 1- Cover assignment, station coverage mutual aid, 1 - Dispatched & cancelled en-route, 1 - Authorized controlled burning, 1- Alarm system activation, no fire, unintentional **2021 Incidents Year to Date:** 191

Automatic Aid: received four times from Stewart's Ambulance. **Mutual Aid:** Once to Sandwich and once to Wolfeboro **Overlapping Incidents:** two for this period. **Year to Date:** 43

Staffing

Overall average staffing per incident	3 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters.
Average Night/Weekend	2 firefighters

Response Times

Overall average response time of first arriving unit	15:36 mins/sec.*
Average Daytime (7 AM-5 PM, Mon-Fri) response time	21:55 mins/sec.*
Average Night/Weekend response time	14:02 mins/sec.

* Includes mutual aid responses to Sandwich & Wolfeboro.

Operations

3/19 The Fire Chief and DPW Director met with a representative of a group of Long Point Road residents and the Postmaster to review a request to locate several mailboxes near the cistern near the intersection of Long Point Road and Hamelin Drive. The request was approved to locate the mailboxes on the Norway Point side of the cistern and the mailboxes could not extend out past the face of the red bollards in front of the cistern connection, this will allow for snow removal.

3/20 The Fire Department conducted a live fire training exercise on Red Hill Road. The exercise included our mutual aid partners of Center Harbor, Sandwich and Tuftonboro. During the exercise, personnel performed twelve fire attack, ventilation, search & rescue evolutions over the course of five hour before starting the final demolition burn. Throughout the demolition burn, the department protected a garage located 6-10 feet from the building being burned using a foam blanket of Class A Foam. The foam used does not contain fluorinated surfactants such as PFOS/PFOA.

3/23 Chief Bengtson attended a four-hour Train-the-Trainer session at the Fire Academy for the new Firefighter 1 & Firefighter 2 curriculum

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 staff off the ice.

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 03/28/2021, Moultonborough currently has 1-4* cases and a cumulative total of 183 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 Schools were indicated to have no active cases as of 3/29/2021 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 40 years of age and older can begin registering for a COVID-19 vaccine appointment on Monday, March 29th. Residents can register at <https://www.vaccines.nh.gov/>.

Vaccine timeline this week:

- Monday, March 29: Registration for people 40+
- Wednesday, March 31: Registration for people 30+
- Friday, April 2: Registration for people 16+

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

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.

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: Nothing to report this week.

Recreation Department: 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. 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.

MRD staff members Dan Sturgeon and Donna Tatro met with Moultonborough school personnel to continue discussions regarding MRD use of MCS facilities for MRD summer camp as well as our after-school program for the 2021-22 school year. Tennis nets were installed on the courts at KMP last week. MA tennis teams will be using courts for practices and matches throughout their spring season. The pickleball equipment bin has been put out at the KMP tennis courts. 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. There has been some turnover in staff for this program. Hiring staff for this program is a priority.

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. We have received many inquiries regarding outdoor pickleball and summer camp programs. 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 still have limited spots available for our **Family Spring Egg Hunt** on Wednesday, Mar 31. Spots available for the 6:30pm ([Registration link](#)) & 7:00pm ([Registration link](#)) timeslots and registration is required! **Culinary Adventures: The Pioneer Woman** is happening next Monday, April 5 at 6:30pm. We will make a meal to show via Zoom. Right now, we will be tasting our own recipes, but hopefully in the near future we will be able to gather in the library and share what we have made. Cookbooks are available to pick up now. [Registration](#) is required to receive the Zoom link.

We are excited to report that we are fully open with no limit on number of people in the building and people are welcome to browse, read the newspaper, work, or study with no time limit. We are open Mon, Wed, Friday from 10am-5pm; Tue & Thu from 10am-8pm; and Sat 10am-2pm.

Important Dates to Remember

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