

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Charles F. Smith, Town Administrator
RE: Weekly Report
DATE: April 12, 2021



Town Administrator: Over the past couple of weeks our office worked with “Partnership for Public Health” (PPH) to offer the COVID-19 vaccination to public service employees. PPH has facilitated the “Winnepesaukee Public Health Region’s emergency preparedness and has recently completed COVID-19 vaccination closed Points of Distribution clinics (PODs) for our region’s first responders providing over 800 vaccinations.”

At our recent Board of Selectmen meeting the Selectmen had a visit from Executive Councilor Joseph Kenney, who informed the board about many government items such as grant opportunities for our community and upcoming federal funding through the American Rescue Plan.

Our Land Use and Recreation Departments presented to the Lakes Region Planning Commission (LRPC) - Transportation Technical Advisory Committee (TAC) about the town’s grant application with New Hampshire Department of Transportation (NHDOT) Transportation Alternatives Program (TAP) for Phase III of the pathway project. LRPC’s committee also heard presentations from town(s) Belmont, Laconia, Plymouth, and Bristol. LRPC’s committee will rank the projects and make a recommendation to NHDOT.

Town Vote and Meeting Day are about a month away. Staff from our office, Public Works, and the Town Moderator had a walkthrough with employees from the school on setting up for those two days. Our office confirmed with the school that we will need to use the auditorium, gymnasium, and café. As a reminder voting day is on Tuesday, May 11th, and Town Meeting is scheduled for Saturday, May 15th.

Last, I was able to be on a “zoom” conference call with the “White House, Office of Intergovernmental Affairs” about the “American Rescue Plan.” After our meeting, their office provided the following on how this federal legislation impacts New Hampshire.

- *\$1.419 billion in state fiscal relief*
- *\$439 million in local fiscal relief*
- *More than \$362.2 million in relief for K-12 schools*
- *Economic impact payments of up to \$1,400 per person (above the \$600 per person provided in December) for more than 837,000 adults and 246,500 children. This is 82% of all adults in the state and 74% of all children in the state.*
- *Additional relief of up to \$1,600 per child through the Child Tax Credit to the families of 222,000 children, lifting 8,000 children out of poverty.*

- *Additional relief of up to nearly \$1,000 through the Earned Income Tax Credit to 71,000 childless workers, including many in frontline jobs.*
- *Marketplace health insurance premiums that are \$985 lower per month for a 60-year-old couple earning \$75,000 per year*

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 (Mon.-Wed.) completing new home and building permit 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. We are also in the process of receiving and reviewing exemption applications to ensure applicants continue to qualify for their exemptions. We have sent out reminder and second reminder notices to those who have not returned the requested documentation. April 15, 2021 is the last day to file for exemption and credit applications. *Taxpayers who qualify for exemptions and credits are encouraged to get their paperwork in, 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 highway team assisted with help at the transfer station, removed the 6-ton weight limit signs, graded and raked roads throughout town, fixed, repaired, and added silt fence and erosion control material at States Landing, worked on multiple drainage issues and did preventative maintenance on the winter maintenance season equipment.

Facilities & Grounds: No report this week.

Fleet: CAR162 2016 Ford Interceptor sedan replaced rear brakes and rotors, perform transmission service, repaired lights for inspection. 15-R-3 2015 F550 performed PM-B service replaced fuel filters and air filters. Replaced driver side outside rearview mirror assembly. EQ13 2020 Volvo L90H replaced pinched grapple hydraulic hose at the transfer station. TRK2 2011 F550 dump replaced front drive shaft universal joint. Performed PM-A service. EQ38 Front Mounted York Rake replaced valve stem in tire. Made new missing lock bolt. TRK20 2007 F550 bucket truck driver reported charging issue, tested system replaced batteries. Diagnosed wiring issues to the alternator and repaired wiring harness to the alternators. CAR171 2017 F150 pull a/c system down to pull dash. EQ16 2016 Caterpillar 262D road call to Red Hill Rd. fuel issue. TRK7 2019 Western STAR 4700SF replaced lube valve to dump body. TRK19 2019 RAM 1500 mounted four A/S tires. TRK9 2014 Kenworth dump worked on replacing lower pipe from the engine to the transmission cooler. Make up hyd. hoses for running sanders off the truck. Perform Facility Audit. Paperwork. Dealt with a fuel issue at the pump. New meter housing was ordered to correct issue.

Transfer Station: This week we shipped out 3 containers of municipal solid waste, 3 containers of single stream recycle, 7 containers of construction and demolition. The brush piles were burned, the full tire container was swapped out, compost pile turned. The Transfer Station welcomes back Ralph to another busy summer. Car counts Monday 301, Tuesday 353, Friday 398, Saturday 386, Sunday 288 total of 1726 residents served.

Moultonborough Police Department: The Moultonborough Police Department recorded 275 log entries, which included the following calls for service, 9 Assist Citizens, 35 Motor Vehicle Stops, 15 Assists to Fire/EMS, 4 Directed Patrols, 3 Arrests, no complaints, 2 MV Accidents, 3 MV Complaints, 1 Residential Alarms, 2 Commercial Alarms and 1 K-9 complaints

Training:

- Officer Christen Cloutier was certified to carry a taser by Officer Jonathan Michalski on Monday 4/6.
- Lead Dispatcher/Administrative Assistant Jordan Pellowe recertified as an EMT-B. Jordan also remotely attended a 1-hour Methamphetamine webinar put on by the DEA.

Moultonborough Fire Rescue: For the period of 04/02/2021 to 04/08/2021, there were 12 calls for service: There was: 1 – Building fire, 4 - EMS calls, 1 – LP gas leak, 2 – Public service calls 1 – Unauthorized controlled burning, 1 – Dispatched & cancelled en-route, 1 – Smoke detector activation due to malfunction, 1- Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:** 227 **Automatic Aid:** once each from Center Harbor and Tuftonboro, and Stewart's Ambulance. **Mutual Aid:** none **Overlapping Incidents:** one for this period. **Year to Date:** 50 Overlapping incidents are where two or more incidents are occurring simultaneously.

Staffing

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

Response Times

Overall average response time of first arriving unit	10:27 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:00 mins/sec.
Average Night/Weekend response time	12:25 mins/sec.

Operations

4/6 Chief Bengtson participated in a Zoom meeting of the Lakes Region Mutual Fire Aid Executive Committee. The fire chief conducted a business occupancy inspection for a new Whittier Highway business. Chief Bengtson provided fire department response information to a telephone inquiry about a parcel on Pond Road in the Heatherwood Estates subdivision.

4/7 Deputy Chief Beede and Lt. Beede attended online Zoom training for Fire Wardens & Deputy Wardens to review updates to fire permits and fire permit regulations. Deputy Wardens and Warden must attend training every three years.

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.

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 04/12/2021, Moultonborough currently has 11 cases and a cumulative total of 203 cases. Cases are on the rise again in town, residents are encouraged to seek vaccinations, which are now open to persons 16-years old and older.

Town

Employees in the Tax Collectors office have tested positive for COVID-19. We have decided to close the Tax Collectors office for the time being. Expectations are the office will be closed all week as those affected need to self-isolate for 10 days. 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 1 active case as of 4/7/2021 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

Imaginations has reported that positive cases have been detected at their facility and appropriate precautions are being taken for staff and children.

Local Businesses

No new report

Vaccinations

New Hampshire will expand its vaccinations starting April 19th to include non-residents 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 changing daily, residents should monitor conditions and use caution on “High” fire danger days. Category 3 fire permits are not issued at the fire station or on-line when the fire danger is “High”. 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. Effective March 31, 2021, the transaction fee for an online fire permit has increased 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: Summer program registrations opened today for outdoor pickleball and Camp WannaGo, our 8-week summer camp program. Currently, Camp WannaGo registrations are open to Moultonborough Central School students as well as year-round home-schooled Moultonborough children. Camp WannaGo is a summer day camp program for participants age 5-12 or entering *Kindergarten thru entering Grade 7. *Age 4&5 participants MUST be registered for public school Kindergarten in order to attend camp. See our website or call MRD for more information. 476-8868

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 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 will offer a Mother~Son “Hole Lot of Fun” mini golf event at Paradise Fall Mini Golf on Friday, May 7. Logistics and planning are ongoing for this event.

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 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. Registrations are open for outdoor pickleball. Ads for summer staff positions have been posted. The interview and hiring process is ongoing for summer staff positions. The Rec Department staff continues to adjust routines and schedules during the department's transition between directors.

Moultonborough Public Library: Last week we honored Jane Rice at an Open House to celebrate her 38 years of service at the library. Jane will be missed, especially her skills at getting that hard-to-find book and her dedication and endless hours she has put into the Annual July 4th Book Sale. She and her mother, Mary, started the Book Sale in 1986 with two tables and two hours of selling and it has grown into a multiple day event, and too many tables to count. We all thank Jane for her public service to Moultonborough residents and the neighboring communities.

Two book discussions coming up: **Mystery Book Club** on Wed. April 21 at 10:30am & 7pm. We are reading *The Face of a Stranger* by Anne Perry. Register on the [library's online calendar](#) to receive the Zoom link. The Friends of the Library are kicking off their **Literary Discussion Series** on Thu. April 22 at 10:30am. They will be discussing *In Pharoah's Army* by Tobias Wolfe. The scholar for this discussion will be Suzanne Brown. You [must register](#) to receive the Zoom link. They are continuing the American Dream theme and will be holding discussions in May and July.

If you need tech help, we have **Tech Support Drop-In** times on Mon, Wed & Fri from 11am-1pm. If you need a little more help, please contact Megan to set up a time or make your own appointment by [registering here](#). These **Virtual Technology Support Appointments** are via Zoom and are held on Tue & Thu from 1pm-3pm.

Tune into Facebook Live on Tue nights at 6pm or Fridays at 11am to watch Mrs. Gulla as she holds her **virtual story times**.

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