

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Charles F. Smith, Town Administrator
RE: Weekly Report
DATE: April 19, 2021



Town Administrator: No report this week.

Finance: No report this week.

Assessor: Whitney Consulting Group (WCG) is working on completing 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 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. 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: In the month of March 2021, the Town Clerk's office processed 1,070 motor vehicle registrations, 2 aquatherm permits, 79 boat registrations, 275 dog licenses, 209 motor vehicle titles, 29 UCC filings, 20 vital records (birth/death/marriage certificates and/or divorce decrees), and 1 marriage license. We also received wetlands applications and performed various other services. We have currently received requests for and mailed out 21 absentee ballots for the May 11, 2021 (postponed from 3/9/21) Town and School elections. Concern for COVID-19 is an acceptable reason to vote absentee for this election. Anyone wishing to vote absentee will need to fill out an Absentee Ballot Request Form which is available on the town's website.

Dog licenses are due April 30th. The fees are: \$7.50 for an altered dog, \$10 for an unaltered dog, and \$3 for the first dog owned by a senior citizen. Group rates are available for households with five or more dogs. Payment can be made online, through the mail, or through the drop box outside to the left of Town Hall's front door. If your dog has received a rabies vaccination in the last year, please include the current rabies certificate with payment.

Department of Public Works: The highway team began the week fixing, adding gravel, and raking the area of concern for the fire department at the Rory Lane hydrant, repairing and installing additional silt fence and erosion control materials at the States Landing beach/parking lot area, grading, and raking Ben Ayers, Clement, Bartlett Landing, Old Harvard, Harvard Camp and Pratt Roads, and finalized a few shoulder and drainage concerns on Castle Shores, Shaker Jerry, and Sheridan Roads. The week continued with preventative maintenance to include installation of pads

on the excavator, greasing the excavator and loader, repair to #6 on the air tanks, and washing, painting and lubrication on the winter maintenance equipment. The balance of the week the team hauled 51 loads of material, loaded many tractor trailer loads of chips, prepared the salt shed to be sealed, installed the dock at States Landing and plowed and salted a small wet snowstorm event that was mainly on the east side and higher elevations.

Facilities & Grounds: The past week the F&G crew continued cemetery spring cleanups, repairing some stones. We thatched the baseball and soccer fields. We have been repairing and replacing cemetery fences and gates. The crew assisted the highway dept with the installation of the state's landing boat ramp dock and the lees mills docks are starting to be installed. The town beaches have been raked and cleaned up of the winter debris.

Fleet: TRK15 2021 RAM 5500 dump hydraulics slow. Readjusted hydraulic pump pressure to run at correct pressure. TRK9 2014 Kenworth dump Installed lower coolant pipe from engine to transmission cooler. Ordered new tube from radiator to transmission cooler. Started to set up battery disconnect switch. Replaced oil pressure switch. Replaced DPF-SCR mounting plates under pass. step assembly. Get trash pumps running for the season. TRK1 2020 RAM 3500 removed tailgate and lubed and adjusted sander for Friday's weather. CAR171 2017 F150 pulled dash to remove climate control unit to repair heat issue, TRK18 2010 Dodge Caravan took to NU-CAR dealership for recall. Replaced left rear t/s bulb. Cleaned up area.

Transfer Station: This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle, 5 containers of construction and demolition. The following commodities were swapped out for empty containers scrap metal, tire, and electronics. The brush pile was burned, and compost piles turned. Car counts Monday 283, Tuesday 370, Friday 206, Saturday 390, Sunday 300 total of 1549 residents served.

Moultonborough Police Department: The Moultonborough Police Department recorded 292 log entries, which included the following calls for service, 13 Assist Citizens, 29 Motor Vehicle Stops, 8 Assists to Fire/EMS, 2 Directed Patrols, 3 Arrests, 5 complaints, 3 MV Accidents, 3 MV Complaints, 6 Residential Alarms, 1 Commercial Alarms and 3 K-9 complaints.

Moultonborough Fire Rescue: For the period of 04/09/2021 to 04/15/2021, there were 22 calls for service: There was: 2 - Brush, brush, and grass mixture fires, 9 - EMS calls, 1 - Motor vehicle accident with no injuries, 1- LP gas leak, 1 - Unauthorized controlled burning, 1 - Cover assignment, mutual aid, 2 - Dispatched & cancelled en-route, 2 - Authorized controlled burning, 1 Smoke detector activation, no fire, unintentional, 2 - Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:** 249, Up 13.7% from 2020 **Automatic Aid:** twice from Center Harbor. **Mutual Aid:** given once to Wolfeboro. **Overlapping Incidents:** five for this period. **Year to Date:** 55. 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	4 firefighters

Response Times

Overall average response time of first arriving unit	12:07 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:24 mins/sec.
Average Night/Weekend response time	14:36 mins/sec.

Operations

4/12 Chief Bengtson performed a Place of Assembly inspection for a Whittier Highway restaurant to comply with State Liquor Commission regulations. The Department conducted review training on the Brush truck and Utility truck for brush fire operations. Training included the operation of the fire pumps. Class A foam systems and drafting. The training was conducted at Lee's Mills. The second half of the training session focused on the equipment on the heavy rescue truck. Participants used air bags, high-lift jacks, hydraulic tools, cribbing and hand tools to facilitate manipulation of a training prop in a timed drill.

4/13 Firefighter Houghton and Chief Bengtson attended a program on resource management systems and apps being used in the Lakes Region Mutual Fire Aid system. The Regional Technology & Usage review includes presentation on Mutual Link being used by the LRMFA communications center and new NHNFIRS built upon the Image Trend platform (TEMSIS) that will be offered to NH fire departments. It also looked at Apps, Emergency Reporting, Rover, Active 911, IamResponding, First Arriving, Dropbox, and Sims-U-Share. Chief Bengtson provided fire department response information to a second telephone inquiry about a parcel on Pond Road in the Heatherwood Estates subdivision.

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 04/18/2021, Moultonborough currently has 8 active cases and a cumulative total of 211 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

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 4/18/2021 on the NH COVID-19 web site. <https://www.covid19.nh.gov/dashboard/schools> 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

New Hampshire has expanded 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 (Brush) 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 Town of Moultonborough does not control, run, or manage the online permit system. It is a contracted service of the State of New, Division of Forest & Lands. 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 are being accepted for outdoor pickleball and Camp WannaGo, our 8-week summer camp program. See our website or call MRD for more information. 476-8868. Ads for summer staff positions are posted. The interview and hiring process is ongoing for summer staff positions. We have several lifeguard positions open as well and are seeking to fill our Waterfront Supervisor position.

Registrations are open for MRD’s Mother~Son “Hole Lot of Fun” mini golf event at Paradise Fall Mini Golf on Friday, May 7. Mini golf fun - Rec department style with challenges at each hole – can you putt with the handle end of the club? How about one handed? Bottled water and ice cream will be provided. Face coverings will be required, and social distancing protocols will be in place.

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 through mid-May. MRD’s collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks began on April 19 for a 6-week session. Registrations are ongoing.

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. 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.

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.

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

Moultonborough Public Library: Don't forget to [register](#) for the **Friends of the Library Literary Discussion** happening this **Thursday, April 22 at 10:30am**. The theme of "The American Dream" continues this spring, with the first book being *In Pharoah's Army* by Tobias Wolffe. Suzanne Brown will be leading this discussion via Zoom. Also, this week is the **Mystery Book Club on Wed. April 21**. There will only be an evening discussion this month at 7pm via Zoom. [Registration](#) is required to receive the Zoom link. We are reading *The Face of a Stranger* by Anne Perry.

This week the **Lego Club** meets on **Wed. April 21 at 4:30pm** via Zoom. [Registration](#) is required. Next week is school vacation week. Come on into the library and check out books and DVDs for the week. Also, [register](#) for the Take & Make Mother's Day Craft.

On **Mon. April 26 at 10:00am**, Megan is doing a **Tidbit of Tech Tutorial**. Learn how to use *Hoopla Digital* to download eBooks, audiobooks, music, and movies. [Registration](#) is required to receive the Zoom link. There are also **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.

Important Dates to Remember

CANCELED - 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