

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Charles F. Smith, Town Administrator
RE: Weekly Report
DATE: April 26, 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. This week, they will be inspecting properties Monday through Wednesday. 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. The deadline to file exemption applications has passed. We are now in the process of reviewing exemption applications to ensure applicants continue to qualify for their exemptions. The NH Department of Revenue Administration (DRA) will soon begin monitoring a sample of the properties that WCG inspected, in 2020, as part of the cyclical inspection process. They will send notification to taxpayers whose properties were randomly chosen as part of their monitoring sample. 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: Our open office hours will return to Monday - Friday from 9 am - Noon and 1-4 pm (closed the noon hour). We extend our gratitude for your patience and understanding as we waited for staff vaccinations to be underway and allowed time for more residents/non-resident customers to become fully vaccinated. The Town Clerk's office will be closing at 2 pm on Thursday, May 6th so staff can receive their second dose of the COVID vaccine.

We are still encouraging all renewals (motor vehicle, dog licensing, boats) to be done one of the following ways. We will process the renewal and mail out your registration/decals/license.

- Online at MoultonboroughNH.gov. Look for "Online Payments" on the left then follow the prompts.
- Through the mail. Mail your documents and a self-addressed, stamped return envelope to Moultonborough Town Clerk P.O. Box 15, Moultonborough, NH 03254
- Through the secure payment drop box to the left of Town Hall's front door. Inside a sealed envelope marked "Town Clerk," place your documents, payment (checks can be made out to Town of Moultonborough), a contact number, and a self-addressed, stamped return envelope.

If you have any questions, please reach out to us at 476-2347 or TownClerk@MoultonboroughNH.gov

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 team began the week taking the plows and sanders off trucks 1,4,7 and 11. This was followed up with complete cleaning and lubrication of all the winter maintenance equipment used during the end of the previous week's wet snow/sleet storm event. The team continued the week cutting and chipping trees in the new fill area behind the highway garage, working on drainage issues on Shaker Jerry and Wentworth shores roads, working with the sweeping contractor to sweep all of the paved roads throughout town, loading/hauling previously removed road material to multiple disposal agreement residents, loading/hauling States Landing material back to the highway garage, re-located a ballard for the fire department at the Long Point hydrant, and cut and removed a tree/debris from the roadway on Red Hill Road due to the high winds at the end of the week.

Facilities & Grounds: The past week the B&G crew continues spring cleanup at the playground and multiple cemeteries and the town hall islands. We cut brush around the public safety, tennis courts and playground. The contractor will be finishing up installing docks this coming week, [Long Island and Lees Mills]

Fleet: EQ17 2010 Mobark chipper repaired wiring to control system. Ordered new plugs. TRK9 2014 Kenworth T470 dump finished battery cut off switch and wiring. Removed lower plow frame to pull cover to replace lower radiator tube from the radiator to the transmission cooler. Replaced pipe assembly and cleaned up and repaired brackets. Performed an A-PM service also. TRK7 2020 Western Star 4700SF removed aux. tarp arm assembly. TRK6 2018 Western Star 4700SF ABS light reported on repaired bad connection to right rear wheel speed sensor and reset system. Repaired wiring to the hood mounted heated mirrors and retested. TRK10 2021 Western Star 4700SF checked out a regen issue. Performed regen cleared light. CAR171 2017 F150 put climate control unit back together. Paperwork. Swept shop area.

Transfer Station: This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 7 containers of construction and demolition. 42 Freon containing units were recovered, we shipped out a full tractor trailer load of shingles, compost pile turned, and the brush pile was burned. Car counts Monday 369, Tuesday 388, Friday 473, Saturday 365, Sunday 285 total of 1880 residents served.

Moultonborough Police Department: The Moultonborough Police Department recorded 319 log entries, which included the following calls for service, 15 Assist Citizens, 38 Motor Vehicle Stops, 17 Assists to Fire/EMS, No Directed Patrols, 4 Arrests, 1 complaint, 1 MV Accidents, 7 MV Complaints, 4 Residential Alarms, 1 Commercial Alarms and 3 K-9 complaints.

Training: New-Hire Jacob Beaudet completed his entry PT Exam for his upcoming PSTC Academy, starting on May 3rd. He also qualified at the firearms range with the department issued firearms overseen by Officer Michalski.

New-Hire Taylor Moulton started her first week of training in Dispatch with Lead Dispatcher, Jordan Pellowe. She is doing great!

Moultonborough Fire Rescue: For the period of 04/16/2021 to 04/22/2021, there were 13 calls for service: There was: 9 - EMS calls, 1 - Gasoline, flammable liquid leak, 1 - Carbon monoxide incident, 2 - Alarm system activation, no fire, unintentional **2021 Incidents Year to Date:** 262 Up 13.4% from 2020. **Automatic Aid:** once from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents:** none. **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	3 firefighters

Response Times

Overall average response time of first arriving unit	09:35 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:51 mins/sec.
Average Night/Weekend response time	10:48 mins/sec.

Operations

- 4/16 Moultonborough firefighters provided instruction to Tuftonboro firefighters on Engine 4, the engine will be on loan to Tuftonboro while their tanker is being repaired from a catastrophic motor failure. If Moultonborough may need the engine, it will be returned. Firefighter Wieliczko and Chief Bengtson changed batteries and inspected smoke detectors for a Jacobs Road senior citizen.
- 4/20 Chief Bengtson processed three driveway permit applications and issued two E-9-1-1 address assignments for driveways on Caverly Road and Bickford Road. The Fire Department welcomed two new members to the Call company. Joining the Department were Brianna Dionne and Tim Gatherum. They will begin Firefighter 1 training on April 26th in Tuftonboro.
- 4/21 Chief Bengtson took a call regarding propane tanks being replaced and the time frame for the gas company to remove the old tank. After consulting the State Fire Marshal's Mechanical Inspector, the Chief learned that there is no requirement by code or law.
- 4/22 Fire Warden Bengtson provided information on non-property owner fire permits for rental properties. Fire permits are issued to the person and not the property. Anyone who is not the property owner must obtain written permission of the property owner to kindle fires on the property of another. Property owners are encouraged to obtain Land Owner Permission forms at <https://www.nh.gov/nhdfl/documents/nh-burning-permit-authorization-non-owner.pdf> or at the Public Safety Building for inclusion in their rental documents.

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 04/25/2021, Moultonborough currently has <4 active cases* and a cumulative total of 213 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.

* Data Suppressed: For towns with active cases between 1-4, data is limited to protect the privacy of the individuals.

Town

Beginning 4/26/21, the Town Clerk's office will no longer require appointments. (See Town Clerk update on page 1).

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 4/25/2021 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: Registrations for outdoor pickleball and Camp WannaGo, our 8-week summer camp program are nearly at capacity. Ads for summer staff positions are posted. We have camp counselor positions and several lifeguard positions open. We are also seeking to fill our Waterfront Supervisor position. The interview and hiring process is ongoing for summer staff positions.

Registrations are ongoing for MRD's Mother~Son "Hole Lot of Fun" mini golf event at Paradise Fall Mini Golf on Friday, May 7. 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 & Thursdays. With its success, this class has been extended through the end of May.

MRD's collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks continues. Youth Softball/T ball program begins Saturday May 1st KMP. Youth Track & Field begins May 7 at the MA track. Beyond the Bell After School Program Session 5 begins May 3. MRD's Outdoor Pickleball program will begin at Kraine Meadow Park June 2.

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: The Library is seeking a Maintenance Person. Hours vary from week to week depending on the work that needs to be done. For more details, click [here](#).

There is a Youth Take & Make Mother's Day Craft that Mrs. Gulla is preparing. You **must register** your child to pick up the supplies (week of May 3) to make the craft.

Don't forget to check out our [Library of Things](#)! We have big outside games you can borrow and there are brand new Discovery Kits for the kids. If you have any questions, please come to the library, give us a call (476-8895), or email us at library@moultonboroughlibrary.org

Important Dates to Remember

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