

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Charles F. Smith, MPA  
Town Administrator

**RE:** Weekly Report

**DATE:** May 4, 2021



---

The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

### Administration & Finance

**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. They will be inspecting properties Wednesday through Friday. New subdivisions, boundary line adjustments, lot mergers, site plans, etc. will be entered in the on-line GIS system to reflect the 2021, 1<sup>st</sup> half tax bill. 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](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:** Town Clerk's office will be closing at 2 pm on Thursday, May 6<sup>th</sup> so staff can receive their second dose of the COVID vaccine. Town Clerk's office will be closed all day Tuesday, 5/11/21 to work at the Town/School election per state law.

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 [Town-Clerk@MoultonboroughNH.gov](mailto:Town-Clerk@MoultonboroughNH.gov)

Dog licenses are due April 30<sup>th</sup>. 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**

**Highway:** The team loaded/hailed previously removed road material to multiple disposal agreement residents, loaded/hailed States Landing material back to the highway garage, reviewed, planned, and purchased materials for the rebuilding of the town hall catch basins, loaded many loads of tractor trailer loads of chips, finalized the cleanup of debris on Red Hill Rd., did preventative maintenance on multiple pieces of equipment, picked up multiple loads of stone dust for the warning track at the ballfield, picked up multiple loads of loam for use on the ballfield and cemeteries, and organized the aggregate area at the highway garage.

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

**Fleet:** TRK6 2018 Western Star 4700SF adjusted tailgate latching system due to tailgate sticking. Replaced flex pipe between SCR assembly and stack. TRK7 2019 Western Star 4700SF performed emission regeneration and cleared codes. 15-C-1 2017 Ford Police Interceptor diagnosed a lighting issue. Reset body control modules and checked for codes. EQ28 Dooley landscape trailer got ready for season. Repaired wiring and replaced rear taillight assembly. Replaced trailer jack assembly. CAR171 2017 F150 install heater box assembly and dash. TRK4 2012 F350 check out transmission issue. CAR162 2016 Ford Police Interceptor sedan performed state inspection and repaired front marker lights. CAR182 2018 Ford Police Interceptor Utility performed B-PM service and mount and balance summer tires. Facilities maintenance trailer replaced roof vent due to weather.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 5 containers of construction and demolition. Car counts Monday 270, Tuesday 263, Friday 344, Saturday 351, Sunday 265 total 1493 residents served.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 256 log entries, which included the following calls for service, 8 Assist Citizens, 37 Motor Vehicle Stops, 13 Assists to Fire/EMS, 2 Directed Patrols, 1 Arrests, 2 complaints, 5 MV Accidents, 2 MV Complaints, 2 Residential Alarms, No Commercial Alarms and 2 K-9 complaints.

**Moultonborough Fire Rescue:** For the period of 04/23/2021 to 04/29/2021, there were 26 calls for service: There was: 1-Brush fire, 18-EMS calls, 2-Motor vehicle accidents with injuries, 1 Motor vehicle accident with no injuries, 1-Assist the physically disabled, 1-Alarm system sounded due to malfunction, 2 - Alarm system activation, no fire, unintentional.

**2021 Incidents Year to Date:** 288 Up 18.03% from 2020.

**Automatic Aid:** twice from Laconia (covering for Stewart's), once from Tuftonboro and once from Stewart's Ambulance.

**Mutual Aid:** none.

**Overlapping Incidents:** nine

**Year to Date:** 64. Overlapping incidents are where two or more incidents are occurring simultaneously. On Thursday, April 29<sup>th</sup>, the fire department was dispatched to four incidents between 2:26pm to 2:39pm. These incidents included two motor vehicle accidents with injuries.

**Staffing:**

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

**Response Times:**

Overall average response time of first arriving unit	09:32 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:11 mins/sec.
Average Night/Weekend response time	08:53 mins/sec.

**Operations:** Chief Bengtson conducted a solid fuel appliance inspection at a Moultonboro Neck Road residence for a pending sale. 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.

**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](http://www.NHFirepermit.com). Fire permits are also available at no charge at the Public Safety Building.

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

## **Moultonborough School District**

Moultonborough Schools were indicated to have two active cases as of 5/02/2021 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.

## **Recreation Department**

Youth Softball/T ball program began Saturday May 1<sup>st</sup> at KMP. The windy and cold conditions did not deter even the youngest of our athletes. This program continues through the end of May. MRD's Outdoor Pickleball program will begin at Kraine Meadow Park June 2. Registrations for outdoor pickleball are nearly at capacity.

Inquiries for Camp WannaGo (our 8-week summer camp program) continue to come in. Wait lists for sessions are being compiled, with priority given to year-round Moultonborough residents. Camp counselor positions are still open. Filling these positions is essential to being able to make more camper roster slots available. MRD is actively trying to recruit more camp counselor candidates.

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 open for our Adult Corn Hole league. Moultonborough Recreation invites you to take your backyard fun to the next level. Teams of two to four players must pre-register & are guaranteed 3 games each week. Adult Corn Hole League will meet on Thursdays July 8-August 5, 6:30pm at Kraine Meadow Park. Pre-registration is required. Call MRD for more info. 476-8868.

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 mid-June.

Registrations are open for Safe at Home by Safesitter® class. Boys and girls in grades 4, 5 & 6 (children entering grade 4 in the fall of 2021 are eligible) can register for this safety class. Certified Safesitter® instructor Donna Tatro will lead the class with discussions about important safety precautions that will help children to be more prepared to stay home alone. The class will meet on Friday, June 11 @ MCS. Pre-registration is required, and space is limited. Call MRD for more info 476-8868.

MRD's collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks continues. Youth Track & Field begins May 7 at the MA track and registrations are ongoing. Beyond the Bell After School Program Session 5 begins May 3 and runs through June 17. The Rec Department staff continues to adjust routines and schedules during the department's transition between directors.

### **Moultonborough Public Library**

Did you know the library has been open 6 days a week since late September? Hours are Mon, Wed, Fri from 10-5, Tue & Thu from 10-8, and Sat 10-2. Come on in and visit (mask required)! We are also starting in-person programs for adults. We kicked off yesterday with Culinary Adventures where we got together and ate pie! This is a cookbook club where we make recipes and gather to try them out. Next month's gathering is Monday, June 14 at 6pm and we are trying recipes from chef, Nigella Lawson. Cookbooks are available at the library.

A couple other programs you will want to put in your calendar: Tuesday, May 25 at 6:30pm we are hosting Liz Korabek-Emerson who will be teaching us ways to Build Resiliency Through Mindfulness. This program will be held via Zoom and you must register to get the link. Have you been watching the Boston Red Sox play this spring? You won't want to miss Marty Gitlin's, The Ultimate Presentation for Red Sox Nation on Monday, June 7 at 6:30pm. This is also via Zoom, as the presenter lives out of state.

We are still offering story times on Tuesdays at 6pm and Fridays at 11am on Facebook Live. Join Mrs. Gulla as she reads, shares poems, and sings some songs related to a theme. If you miss the live presentation, you can find all the story times on our website in our Storytime Video Archive.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, May 6, 2021 at 4:00 PM
  - Thursday, May 20, 2021 at 4:00 PM
  - Thursday, May 27, 2021 (Work Session)
- 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
- Town Hall Closed for Memorial Day Observance Monday, May 31, 2021