

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: June 7, 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

Assessor: The Assessing department is seeking applicants for an open Assessing Technician position. The job description and requirements can be found on the Town website at <https://www.moultonboroughnh.gov/home/news/employment-opportunity-assessing-technician>. The NH Department of Revenue Administration (DRA) has begun monitoring a sample of the properties that Whitney Consulting Group inspected, in 2020, as part of the cyclical inspection process. Notifications were sent 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.

Town Clerk: In the month of May 2021, the Town Clerk's office processed 1,009 motor vehicle registrations, 1 aquatherm permit, 311 boat registrations, 108 dog licenses, 180 motor vehicle titles, 0 UCC filings, 27 vital records (birth/death/marriage certificates and/or divorce decrees), and 3 marriage licenses. We also received wetlands applications and performed various other services.

Dog licenses were due April 30th. The regular 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. Late fines began accruing on June 1st. For all late licenses, a dollar a month per dog will be added until the dog is licensed. The Town Clerk is required by law to report any unlicensed dogs to the Select Board and Police, so we urge residents to renew their dog licenses immediately. An additional Civil Forfeiture fee of \$25 per dog may be added in July for any dogs who are still unlicensed at that point. The Town Clerk's office will be closed until 1 pm on Wednesday, June 9th so staff can attend a virtual training that morning.

Department of Public Works

Facilities & Grounds: Ground Crew continues to maintain Town properties and cemeteries. Removed and cleaned up bushes at the Historical Building. Raked and cleaned beaches and boat ramps. Continues to look for seasonal help. For more information how to apply, please visit: <https://www.moultonboroughnh.gov/home/news/help-wanted-seasonal-laborers>

Fleet: EQ17 2010 Mobark chipper replaced defective safety cut out plug assembly. Diagnosed shut down issue. Cleaned out dust and debris from radiator. TRK11 2016 F350 mounted and balanced new tires installed front mudflaps, replaced front brake pads and rotors. Replaced decals and truck numbers. TRK9 2014 Kenworth T470 dump truck checked out and recharged a/c system. TRK15 2020 Ram 5500 repaired driver side rear mudflap mount and replaced mudflaps. Repaired l.r. t/signal issue. Installed town decals and truck numbers. Did June facility inspection. Loaded chips. Ordered and researched parts for the fleet.

Transfer Station: This week we shipped 2 containers of municipal solid waste, 2 containers of single stream recycle, 6 containers of construction and demolition and 1 container of mixed scrap metal. The brush pile was burned and compost pile turned. Car counts for this week Monday Memorial Day closed, Tuesday 583, Friday 500, Saturday 342, Sunday 271 total 1696 residents served.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 278 log entries, which included the following calls for service: 5 Assist Citizens, 20 Motor Vehicle Stops, 17 Assists to Fire/EMS, No Directed Patrols, 3 Arrests, 6 complaints, 6 MV Accidents, 6 MV Complaints, 6 Residential Alarms, 2 Commercial Alarms and 2 K-9 complaints.

Moultonborough Fire/Rescue Department: For the period of 05/14/2021 to 06/03/2021, there were 75 calls for service: There was: 1-Mobile property fire, 1-Brush fire, 3-Excessive heat, scorch burn with no ignition, 42-EMS incidents, 3-Motor vehicle accidents with injuries, 2-motor vehicle accidents without injury, 1-Short circuit/electrical problem, 1-Lockout-residential, 1-Public service, 4-Assist the physically disabled, 2-Unauthorized burning, 1-Cover assignment, 1-Dispatched & cancelled en-route, 2-No incident found at dispatched location, 1-Smoke odor/scare, 4-Alarm system sounded due to malfunction, 2-Carbon monoxide detector activation due to malfunction, 3-detector activations, no fire/CO, unintentional.

2021 Incidents Year to Date: 408 **Up 24% from 2020**

Automatic Aid: three times from Center Harbor, once from Sandwich, Tuftonboro and six times from Stewart's Ambulance.

Mutual Aid: none

Overlapping Incidents: 12 **Year to Date:** 80. 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	10:00 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:51 mins/sec.
Average Night/Weekend response time	10:39 mins/sec.

Operations: Firefighters Bassett, Brown, Gravelle, Houghton and Chief Bengtson participated the first of two live fire training sessions at 107 Glessner Road in Bethlehem. Fire training evolutions compliant with NFPA 1403 requirements. The Moultonborough crew worked to provide safety under the direction of the Incident Safety Officer to include construction of fires, oversight and management of individual burns and using thermal imagers to ensure that all fires had been extinguished at the conclusion of live fire training. Permit to install & operate oil burning equipment issued. Firefighter Gravelle and Chief Bengtson flew to Maryland to pick up the Department's new utility pick truck and drove it back to New Hampshire. Department personnel will begin working to outfit it and get it into service. Department personnel worked with the DPW to repair damage from the winter and return service the dry hydrant at Balmoral Beach. The Department would like to thank Tom Mason of Lakes Region Water Company for his assistance and material needed to complete the repair project. Call firefighters provide shift coverage on Memorial Day. Three Call personnel were on duty from 8am to 4pm. Department personnel worked with the DPW to repair damage to the push line hydrant on Playground Drive. The hydrant was replaced as part of the first phase of repairs to the push line system. A push line is a system of 8-inch pipe buried underground like a water main system, but it needs a water source. A fire truck drafts water from a static water source and pumps it into the push line to move water thousands of feet without having to deploy large diameter hose. The Public Safety Building is open for residents and contractors to obtain fire/burning 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: Fire permits are 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. Fire permits are also available at no charge at the Public Safety Building.

Recreation Department

Summer Camp counselor positions, WSI and lifeguard positions are still open. The interview and hiring process is ongoing for summer staff positions. On Thursday, June 3rd our summer camp

staff took part in a virtual summer training kick-off workshop. Training continues in the coming weeks including but not limited to CPR/AED certifications as well as Basic First Aid certifications.

Drop in Mah Jong has returned with three options for players. MRD is pleased to offer Wednesdays @ 10am and Thursdays at noon in the Recreation building at 10 Holland Street. Those preferring an outdoor option can meet at the pavilion at Kraine Meadow Park on Thursdays 10am-noon. These are drop-in groups, no registration required and no fee. Please bring your set. Call MRD for more info 476-8868

Bridge players are welcome to gather at the Recreation Department, 10 Holland Street on Mondays @ 10am. This is a drop-in group, no registration required and no fee. Please bring your cards. Call MRD for more info 476-8868. Certified Instructor Rebecca Curvey returns this summer to offer Fitness with a Difference, a fitness class that is low impact and great for just about any fitness level. Registrations are open and classes begin June 22 @ MRD, 9:30 am on Tuesdays and Thursdays thru September 23. Call MRD to register or for more info 476-8868

MRD's Summer Concert Series begins June 30. Concerts will take place Wednesdays, 6:30pm at the Moultonborough Function Hall gazebo thru August 25. Free outdoor concerts featuring awesome local talent. Bring a picnic dinner, lawn chairs or blanket. See our website for scheduled performers.

Registrations are open for our Adult Corn Hole league. Moultonborough Recreation invites you to take your backyard fun to the next level. Adult Corn Hole League will meet on Thursdays July 8-August 5, 6:30pm at Kraine Meadow Park. Call MRD for more info. 476-8868.

Registrations are open for Safesitter® Essentials class Saturday, June 26 9am-2:30pm at MRD. Certified Safesitter® instructors will provide tips to prevent and manage behaviors that help them stay in control of themselves and the children in their care. This class is for boys and girls aged 11-16. Register online or in Recreation office. Space is limited. Call MRD for more info. 476-8868

MRD is pleased to offer Toddler Time on Mondays, 9:30-11:00am at Moultonborough Recreation, 10 Holland Street. Toddlers and a parent or responsible adult can bring some toys, drop in and take advantage of our indoor open space. Call MRD for more info. 476-8868.

Moultonborough Recreation and Meredith Parks & Recreation's collaborative Strength and Balance class concludes this week. Youth Softball/T ball program concluded on June 5. Beyond the Bell After School Program concludes June 17. Schedule, logistics and planning continues for an adult Bocce league to begin this summer.

As always, your Moultonborough Recreation staff is hard at work designing and planning programs for people of all ages. See our website at www.moultonboroughnh.gov for information on MRD activities or call us at 476-8868. Check our Facebook page for cancelations or updates regarding our events and programs. The Moultonborough Recreation Department is located at 10 Holland St., Moultonborough.

Moultonborough Public Library:

Now that the warmer weather is here, do you want to get out and move? Join us for **Fit Friday** this Friday (6/11) at 9am as we walk around the library. We will be walking most Fridays during the summer. Wear comfortable shoes and bring your own water bottle. This is for all ages! Also on Friday, at 10:30, we will have an in-person **Story Time**. [Registration](#) is required so we can plan accordingly (no walk-ins please). Registration closes at noon on Thursday, June 10.

The **Friends Literary Discussion** is this Thursday, June 10 at 10:30am and is being held virtually on Zoom. They are discussing “The Bluest Eye” by Toni Morrison. Copies are available at the library. You must [register](#) to get the Zoom link.

Next Monday, June 14 at 6pm, we have our next **Culinary Adventures** gathering. This month we are choosing a recipe from chef, Nigella Lawson. Cookbooks are available at the library. You will make the recipe and then bring it to share. You must [register](#) for this program so we balance out the “menu”.

On Friday, June 18 the library will be opening at NOON. The staff is training and preparing for a migration to a new catalog system.

The library is hiring! We are looking for two high school students either entering 11th or 12th grade to work nights and Saturdays. We are also hiring a Part-time Library Assistant (20-24 hours/week) and a Full-time Head of Adult Services (40 hours/week with benefits). Check the website for more information (www.moultonboroughlibrary.org).

Important Dates to Remember

- Board of Selectmen Meetings
 - Thursday, June 17, 2021 at 4:00 PM
 - Thursday, June 24, 2021 at 4:00 PM (Work Session)
 - Thursday, July 1, 2021 at 4:00 PM
 - Thursday, July 15, 2021 at 4:00 PM
 - Thursday, July 22, 2021 at 4:00 PM (Work Session)
- Property Tax bills due by July 1, 2021
- Town Hall Closed for Independence Day Observance Monday, July 5, 2021