

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** June 15, 2021



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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 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](mailto:thughes@moultonboroughnh.gov).

### Department of Public Works

**Highway:** The Highway team continued working on road maintenance activities including tree trimming, ditching, and culvert cleaning concentrating their efforts in the Lee Rd, Lees Mill Rd, States Landing, and Sheridan Rd areas. Street signs were replaced on several roads, and we supported one cremation burial in Bean Cemetery as well.

**Household Hazardous Waste Day:** On Wednesday evening, the 2<sup>nd</sup> HHW day coordination meeting was held with LRPC and surrounding communities. This year's event is being held on Saturday, August 7<sup>th</sup> from 8:30am -12:00pm at the Highway Garage. For more information visit: [Household Hazardous Waste | Moultonborough NH](#).

**Facilities & Grounds:** The past week the F & G crew maintained cemeteries, spread mulch at the historical society, and assisted the Recreation Department in assembling a swim dock as well as putting out the swim lines and the aforementioned dock. Other town properties were maintained as usual (Lion's Club, Lee's Mills, etc.) Specifically, a new hot water tank was installed at the Lion's Club. We continue to look for seasonal help. For more information on how to apply, please visit: <https://www.moultonboroughnh.gov/home/news/help-wanted-seasonal-laborers>

**Fleet:** TRK15 2020 Ram 5500 perform state inspection. TRK7 2019 Western Star 4700SF installed new decals. Tightened up seat belt latch cable. EQ16 2015 Cat 262D skid steer recharged

a/c system and added dye to system to check for leaks. Road call to States Landing to repair door. Road call to Sheridan Rd. Operator reported no charging condition. Checked out system and ordered alternator. EQ12 2009 John Deere backhoe operator reported w.i.f. light on. Drained fuel filter water trap. Reported coolant leak, operator refilled system and tightened clamp. EQ14 2015 Cat 926M loader greased unit. TRK4 2012 F350 mounted summer tires and rims. Replaced D.E.F. fluid pump and reset system. Performed PM-B service and installed b/u alarm. Start replacing decals. Got pull behind street broom up and running to sweep the roads. 15-R-1 2012 H.M.E. rescue unit performed PM-A service and state inspection. Tightened up front spring hanger. Load chip trailers and trucks. Parts runs to H.P. Fairfield's and other vendors in Concord area. Dropped off water sample to D.E.S. labs for Facility Maintenance.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste, 3 containers of single stream recycle, 6 containers of construction and demolition and 1 container of mixed scrap metal. 99 Freon containing devices were evacuated and 106 large 20# propane tanks were recycled. Car counts: Monday 329, Tuesday 356, Friday 558, Saturday 414, Sunday 303 total 1960 residents served.

### Public Safety

**Moultonborough Police Department:** The Moultonborough Police Department recorded 292 log entries, which included the following calls for service, 16 Assist Citizens, 30 Motor Vehicle Stops, 10 Assists to Fire/EMS, No Directed Patrols, 4 Arrests, 10 complaints, 2 MV Accidents, 6 MV Complaints, 7 Residential Alarms, 1 Commercial Alarms and 3 K-9 complaints.

**Moultonborough Fire/Rescue Department:** For the period of 06/04/2021 to 06/10/2021, there were 16 calls for service: There was: 1 - Outside equipment fire, 6 - EMS incidents, 1 - EMS/Rescue standby, 2 - Power lines downed, 1 - Public service call, 1 - No incident found upon arrival at dispatched location, 1 - Alarm system sounded due to malfunction, 1 - Smoke detector activation, no fire, unintentional, 1 - Alarm system activation, no fire, unintentional, 1 - Hazardous material release investigation, no hazard found. **2021 Incidents Year to Date:** 424. **Up 23.25% from 2020.**

**Automatic Aid:** twice from Center Harbor, once from Sandwich, Tuftonboro. **Mutual Aid:** none.

**Overlapping Incidents: 4 Year to Date:** 84. 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	3 firefighters.
Average Night/Weekend	4 firefighters

### Response Times

Overall average response time of first arriving unit	10:50 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:27 mins/sec.
Average Night/Weekend response time	12:04 mins/sec.

## **Operations**

The Day Shift continued work on servicing and testing dry hydrants. Work on getting the new utility truck into service is progressing. The radios and most of the emergency lighting have been completed. We are waiting on a few lights and the center console, and the truck should go into service by the end of the week.

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

## **Recreation Department**

Moultonborough Recreation Department bids a sad but fond farewell to Program Coordinator Donna Tatro. Donna has served MRD and the citizens of Moultonborough for 13 years. Her knowledge, enthusiasm, creativity & inclusive approach have yielded countless successful programs, events & activities for all members of our community. We will miss Donna greatly and wish her much happiness and success in her next chapter.

Swim lines have been installed at both Long Island Beach and States Landing Beach. The Swim Raft is in place at Long Island Beach. Lifeguards are expected to be on duty at Long Island Beach starting June 30.

Summer Camp counselor positions, WSI and lifeguard positions are still open. The interview and hiring process is ongoing for summer staff positions.

Safe @ Home class was held at MRD on Friday June 11. Certified Safesitter® instructor Donna Tatro led the class through important safety precautions to help children be more prepared to stay home alone.

Registrations are open for Safesitter® Essentials class Saturday, June 26 from 9am-2:30pm at MRD. 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

Drop in Mah Jong continues with three options for players: 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 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. Adult Corn Hole League will meet on Thursdays July 8-August 5, 6:30pm at Kraine Meadow Park. Register online or at the Recreation office. 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. Beyond the Bell After School Program concludes this week. 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](http://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:**

**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 11<sup>th</sup> or 12<sup>th</sup> 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](http://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