

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** September 7, 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:** Whitney Consulting Group (WCG) will be completing the scheduled informal hearings on, Thursday, September 9th. As of September 8<sup>th</sup>, 60 hearings have been completed, with an additional 9 scheduled hearings pending. A list of Town-wide preliminary values is posted in the “2021 Valuation Update Information”, section on the Assessor’s page of the Town’s website. Printed lists can be found at the Assessor’s office and at the town library.

The assessing office has received numerous phone calls, from taxpayers, asking for an explanation of “Features” as seen on their “new value” letters.

***Features*** are improvements that are not accounted for in our “new” assessing software’s building calculation. Most often they include improvements that are external to the main dwelling such as a dock, pool, paving or a shed. However, they can also be improvements that are integrated into the house, such as a fireplace, hearth, or whirlpool/jet tub. **Please Note:** Features is not a new, additional assessment. Our old assessing software included these types of items in the Building Value.

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 [assessing@moultonboroughnh.gov](mailto:assessing@moultonboroughnh.gov).

**Town Clerk:** In the month of August 2021, the Town Clerk’s office processed 942 motor vehicle registrations, 1 aqua-therm permit, 1 Article of Agreement, 33 boat registrations, 34 dog licenses, 172 motor vehicle titles, 46 vital records (birth/death/marriage certificates and/or divorce decrees), and 8 marriage licenses. We also processed wetlands applications and performed various other services.

Dog licenses are required for all dogs over the age of 4 months. To obtain a dog license, you will need to provide proof of rabies vaccine and payment. The regular fees are: \$7.50 for a spayed/neutered 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 (contact us before paying online for a first-time dog license so we can build the dog into our system), through the mail, or through the drop box outside to the left of Town Hall's front door. DID YOU KNOW? In New Hampshire, the renewal period for motor vehicles is actually a four-month window. That means that you can renew your car in the month it's due or during the three months prior. Right now, we are able to process renewals for any road vehicles due on or before December 31<sup>st</sup>, 2021! This is especially helpful for snowbirds and college students who would like to check one more thing off their list before they hit the road this fall.

The Town Clerk's office will be closed on Thursday, September 9<sup>th</sup> to attend a statewide Clerk's training.

### **Department of Public Works**

**Transfer station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons, 6 containers of construction and demolition = 30 tons and 1 container of mixed scrap metal. Compost pile was turned, and brush pile was burned. Car counts Monday 374, Tuesday 415, Friday 628 Saturday 422, Sunday 468 total of 2307 residents served.

### **Public Safety**

**Moultonborough Fire/Rescue Department:** For the period of 08/27/2021 to 09/02/2021, there were 18 calls for service: There was: 11 EMS incidents, 1 Motor vehicle accident with injuries, 2 LP gas leaks, 1 Lockout, residential, 2 Assist the physically disabled, 1 Alarm system activation due to malfunction. **2021 Incidents Year to Date: 751 Up 18% from 2020. Automatic Aid:** four times from Stewart's Ambulance. **Mutual Aid:** None **Overlapping Incidents: 2 Year to Date: 162 Percentage of Call Volume: 21.5%.** Overlapping incidents are where two or more incidents are occurring simultaneously.

#### **Staffing**

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

#### **Response Times**

Overall average response time of first arriving unit	10:42 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:46 mins/sec.
Average Night/Weekend response time	13:51 mins/sec.

**Operations:** Assignment of E-911 address number for Tax Mapp 099-010, Sundorf Street. Insurance inquiry for Avon Shores Road residence, provided response times, distance to fire stations and location of hydrants. The Department conducted pump operations training at Camp Tecumseh using the two mini pumpers and the TurborDraft eductor devices. The mini pumpers allow the Department to get into area inaccessible to the large trucks and the TurboDraft's venturi effect allow the fire department to draft water up to 200-feet from the truck. Chief Bengtson participated TRC meeting for Tax Map 66-16 on Whittier Highway. The Day Shift installed a

Supra Box at a Toltec Point residence. The Fire Department conducted a service delivery concurrency evaluation at 14 Lake Shore Drive to review site conditions, fire department access, water supply requirement and delivery options. They also were given a walk-through of one of the units. Site Plan review for Ridge Road variance request. Chief Bengtson performed an inspection of oil burning equipment at a Glidden Road residence. The Chief participated in a conference call with NH Homeland Security & Emergency Management updating the municipalities on the current and projected status of COVID-19 within the State.

**Burning Permits:** 2021 Fire permits are available at the Public Safety Building and on-line at [www.NHFirepermit.com](http://www.NHFirepermit.com). The fee for an online fire permit is \$5.50. The Town of Moultonborough does not control, run, or manage the online permit system. Property owners with rental properties are reminded that “written permission” must be given to anyone renting the property to kindle a fire on the property being rented. The letter of permission must indicate the category of fire allowed and the duration in which the renter is allowed to kindle the fire.

### **Moultonborough Public Library**

**New hours starting on Monday, September 13<sup>th</sup>.** New hours: Monday, Wednesday & Friday open from 9:00am until 5:00pm; Tuesday & Thursday open from 9:00am until 7:00pm; and Saturday open from 9:00am until 1:00pm.

Upcoming Programs for Adults: Throwback Thursday Drive-in Movie on 9/9 at 7:30pm. Come watch Goldfinger (007 Classic Film) in the upper parking lot. If it rains, it will be held inside the library. Culinary Adventures: Bobby Flag on Mon. 9/13 at 6pm. Mystery Book Club on Wed. 9/15 at 10:30am & 7pm.

Ongoing Programs for Kids: Tuesday PJ Storytime at 6pm & Friday Storytime at 10:30am. For older kids, Dungeons & Dragons Club on Fridays at 3:00pm.

Save the Date: One Book, One Valley on Thursday, October 28 at 7pm at the Majestic Theatre. Author, Paul Doiron, will be talking about his new book, *Dead by Dawn*, and his other books in the Mike Bowditch series.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, September 23, 2021 at 4:00pm (Note: there is no Selectmen’s meeting on 09/16/21)
  - Thursday, October 7, 2021 at 4:00pm
  - Thursday, October 21, 2021 at 4:00pm
  - Thursday, October 28, 2021 at 4:00pm – Work Session
- Other
  - The Town Clerk’s office will be closed on Thursday, September 9th for a state-wide Clerk training.
  - **The Moultonborough Public Library will be changing their hours** as of September 13<sup>th</sup> as follows:

- Monday, Wednesday & Friday open from 9:00am until 5:00pm.
- Tuesday & Thursday open from 9:00am until 7:00pm; and
- Saturday opens from 9:00am until 1:00pm.
- Holiday Closure - Town Hall, Library and Transfer Station will be closed for Columbus Day Observance on Monday, October 11<sup>th</sup>, 2021