

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 8, 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:** We continue to prepare for the issuance of the tax warrant. If your mailing address has changed, please contact us so that we can update our records. We also continue to prepare for all other property updates that can be entered into our system once the tax warrant has been approved by the Board of Selectmen.

Whitney Consulting Group (WCG) is working on completing the 2021 phase of the cyclical inspections. Their field staff will be working throughout town through the end of the year. All their field staff will have a photo identification badge and a letter from the Town Assessor.

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, 1-603-476-2347 or email [assessing@moultonboroughnh.gov](mailto:assessing@moultonboroughnh.gov).

### **Department of Public Works**

**Highway:** The Highway team continued with tree trimming, roadway ditch clean-up, and gravel road grading in the areas of Red Hill, Sibley, Winaukee, and Ben Ayers roads. They also continued preparing trucks, plow, and sanders for the upcoming winter season.

**Facilities & Grounds:** The past week the F&G crew continued fall cleanups at the town facilities and cemeteries. The painting contractor has finished painting the Rec. Building and has started painting the trim on the Town hall. The crew attended a workshop at the Transfer Station on Wednesday.

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 6 containers of construction and demolition = 30 tons. The Moultonborough Transfer Station hosted a Department of Environmental Services workshop with 18 attendants from other towns, Lakes Region Planning Commission staff and the

Moultonborough Commissioner. The compost pile was turned, brush pile burned, a standing dead tree was removed by facility and grounds and the new waste oil furnace was installed. Car counts Monday 288, Tuesday 291, Friday 355 Saturday 270 Sunday 265 total 1469 residents served.

**Fleet:** TRK6 2019 Western Star 4700SF upgraded steering wheel installed. Replaced sander auger chain and adjust as required. Replaced plow lights with upgraded units. Repaired onspots. Fluid filmed chassis. Swapped sander hyd. Lines. EQ16 2015 CAT 262d skid steer road call to Blake rd. to repair wiring harness to front blower. EQ12 2009 John Deere 310SJ-TC backhoe replaced rear sliding window and clean up slides. Replaced defective mini joystick assembly for bucket control. Performed PM-B service to machine. EQ21 93 Ford 1300 tractor replaced suction line to log splitter. EQ13 Volvo L90H loader performed PM-B service at the Transfer station. CAR141 2014 Ford Police Interceptor performed PM-B service and swapped snow tires. Check packers at transfer station. Performed Facility Audit. Paperwork.

### Public Safety

**Moultonborough Police Department:** The Moultonborough Police Department recorded 183 log entries, which included the following calls for service, 13 Assist Citizens, 10 Motor Vehicle Stops, 16 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrests, 6 complaints, 4 MV Accidents, 4 MV Complaints, 3 Residential Alarms, 2 Commercial Alarms, and 0 K-9 complaint.

**Moultonborough Fire/Rescue Department:** For the period of 10/29/2021 to 11/04/2021, there were 20 calls for service: There was: 12 – EMS incidents; 1 – Lockout, commercial; 2 – Public Service; 1 – Hazardous materials release investigation, no Haz-Mat found; 1 – Smoke detector activation due to malfunction; 1 – Carbon monoxide detector activation due to malfunction; 1 – Alarm system activation, no fire, unintentional; 1 – Carbon monoxide detector activation, no CO found. **2021 Incidents Year to Date: 937 Up 17% from 2020.** **Automatic Aid:** once from Center Harbor and five times from Stewart's Ambulance. **Mutual Aid:** none **Overlapping Incidents: 3** **Year to Date: 199.** **Percentage of Call Volume:** 21%. 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	09:59 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:42 mins/sec.
Average Night/Weekend	11:27 mins/sec.

**Operations:** 10/29 Supra Box services, change out keys for new homeowners. The Day Crew and the fire chief performed an inspection of a NFPA 13D fire sprinkler system rough-in on Blackadar Lane. 11/1 Inspection of oil burning equipment on Stuart Circle. 11/2 The fire chief participated in a Technical Review of a site plan change for a Moultonboro Neck Road business.

The fire chief provided a fire & life safety code consultation for a business occupancy on Whittier Highway. 11/3 Chief Bengtson attended Executive Committee and Board of Directors meeting for Lakes Region Mutual Fire Aid. The LRMFA Board of Director's approved a 2022 budget, which reduced Moultonborough's assessment by \$1,839.

### **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 11/05/2021, Moultonborough currently is shown as having 18 new cases in the last 14-days, 10 current active cases, and has had a cumulative total of 361 cases. 8.9% of the Town's population has contracted COVID-19 virus.

### **Vaccinations**

In New Hampshire anyone 12 years of age and older, including non-residents may be vaccinated. The State will be shifting to vaccinating through private and public health entities soon.

To register for a COVID-19 vaccine appointment go to <https://www.vaccines.nh.gov/?vaccinated>

If you have any questions, call **2-1-1** to access the New Hampshire Department of Health and Human Services COVID-19 hotline.

New Hampshire currently has fully vaccinated 54.8 % of the population. 60% of NH residents have received the first dose.

### **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 Recreation Department**

The Carroll County Youth Soccer Tournament was hosted by Moultonborough Recreation Department on November 6<sup>th</sup> at Moultonborough Academy. Seven communities vied for the Carroll County Recreation Directors Tournament Championship, also known as the Kuethe Cup. Congratulations to Moultonborough's Carroll County Tournament team for competing in 5 games and finishing as runner up. Concessions were sold by Humble Grunt Work to support their good works in the community.

MRD is currently accepting registrations for our Youth Basketball program. Athletes in Pre-K thru Grade 6 can register online or in the Recreation office thru November 10<sup>th</sup>. MRD Youth Sports will use the same Covid 19 protocols as Moultonborough School Athletics. Basketball season begins on January 15, 2022. Call MRD for more info 1-603-476-8868.

MRD is seeking after school counselors for our Beyond the Bell program. Hours are 2:30pm-5:30pm, Monday thru Friday @ MCS. Flexible days off. Applicants should be age 15 & up. Please contact MRD at 1-603-476-8868 for more info and application.

The Upper Crust Championship is back! Moultonborough Recreation staff invites everyone to vote in our Thanksgiving Pie Sweet Sixteen Dessert Brackets. We have selected some of our favorite holiday pies and arranged a bracket style where YOU will decide Thanksgiving's Top Sweet Treat! Rounds will be posted on our FaceBook page. Just enter your choice in the comments section. We will post the results after each round. You can watch as some pies are eliminated & some advance to the finals to battle for the *Upper Crust Championship!*

The bathroom facilities at Kraine Meadow Park have been winterized and closed for the season.

Adult Indoor Bocce began last week @ MRD with registrations at capacity.

MRD and Meredith Parks and Recreation partnership for Indoor Pickleball at the Meredith Community Center continues at capacity.

Drop in Mah Jong continues Wednesdays @ 10am at the Recreation department at 10 Holland Street. This is a drop-in group, no registration required and no fee. Please bring your set. Call MRD for more info 1-603-476-8868.

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 1-603-476-8868.

Totally Toddlers Tuesday mornings, 9:30am-11:00am at Moultonborough Recreation. Parent supervised play time. We supply the toys – you supply the imagination! This is a drop-in group, no registration required and no fee.

Beyond the Bell After School Program Session 2 continues at registration capacity.

Logistics and planning for Indoor Cornhole and Indoor Disc Golf Putting League programs are ongoing.

Logistics and planning for holiday events are beginning. Invitations to participate in the "Holiday Happenings" poster project have been sent out to village businesses.

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 1-603-476-8868. 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**

The library will be closed this Thursday, November 11<sup>th</sup> for Veterans Day. We want to thank all those who served and are currently serving. If you would like to drop off a card or pick up a coloring page to complete and return to the library by Tuesday, November 9<sup>th</sup>. These will be distributed to Meals on Wheels recipients who are Veterans and the residents of The NH Veterans Home.

Planning ahead, the library will be closed on Thursday, November 25<sup>th</sup> & Friday, November 26<sup>th</sup> for the Thanksgiving Holiday. The library will be open on Saturday, November 27<sup>th</sup> from 9:00am-1:00pm.

The monthly Mystery Book Club is Wednesday, November 17<sup>th</sup> at 10:30am and 7:00pm. The morning session will meet in person at the library and the evening session will meet via Zoom. Please [register](#) to get the Zoom link.

The monthly Throwback Thursday Movie & Pizza Night is Thursday, November 18th at 6:00pm. Please [register](#) so we can plan for your attendance.

The Lego Club meets on Wednesday, November 17<sup>th</sup> at 3:00pm. Everyone is welcome to join the fun. Kids can bring their imagination to the group and show us their building skills! We have a large supply of bricks on hand for everyone to use. No registration required.

## **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, November 18, 2021 at 4:00pm
  - Thursday, December 2, 2021 at 4:00pm
  - Thursday, December 16, 2021 at 4:00 pm
- Other
  - Holiday Closures
    - Town Hall and Library will be closed for Veterans Day Observance on Thursday, November 11, 2021
      - **NOTE:** The Transfer Station will be closed for Veterans Day Observance on **Tuesday**, November 9, 2021.
    - Town Hall, Library and Transfer Station (always closed on Thursdays) will be closed for the Thanksgiving Holiday observance on Thursday November 25<sup>th</sup> and Friday, November 26<sup>th</sup>.