



CHAPTER VII

PUBLIC FACILITIES, SERVICES, UTILITIES & RECREATION

A. INTRODUCTION

The purpose of this chapter is to describe the current public facilities maintained by the Town of Moultonborough, and evaluate their adequacy for current and future needs. As provided for by state statute, the Master Plan may contain a “*community facilities section which identifies facilities to support the future land use pattern..., meets the projected needs of the community...*”¹, and a “*utility and public service section analyzing the need for and showing the present and future general location of existing and anticipated public and private facilities...*”²

The demand for public facilities and services are directly related to a community’s population – both the numbers of people and the various demographic categories. Some facilities need regular maintenance and updating purely for reasons of wear and tear; others will need to be expanded and improved upon based on the demands of a growing and changing population.

¹ RSA 674:2, III (b).

² RSA 674:2, III (g).

B. PUBLIC SAFETY COMPLEX

The Moultonborough “Public Safety Complex” was constructed in 2003 at a cost of \$2.7 million and houses the Police and Fire department in a modern well designed facility designed to suit both of those needs. Additionally, the Fire Facility houses equipment that is owned by the Central New Hampshire Hazmat Team and a contracted ambulance service that is owned by Stewarts Ambulance service of Meredith, NH. The 29,000sf building was constructed to meet the recommendations of the 1991 Master Plan and has addressed all of the deficiencies recorded in that report.

The building is designed with a common central core, which provides public access to the lobby for Police and Fire; an 1114sf training room, which is across the hall from a well equipped shared kitchen; and two public restrooms. This area is accessible and available to the public to use for meetings, etc., and makes up roughly 2000sf, or 7% of the total facility. The training room is used as the Town polling station. This building is handicapped accessible to all areas and an elevator provides access to the lower level of the building for employees that would need access to this secured space.

Parking is provided behind the building and is adequate for existing staff.

C. POLICE DEPARTMENT

1. Staffing

The police department is currently staffed by 12 full-time sworn staff and four full-time civilian staff, as well as four part-time sworn staff members and three part-time civilians. The positions break down as follows: one chief, one lieutenant, one sergeant, two corporals, seven patrol officers, one prosecutor, one executive assistant, two dispatchers, two part-time dispatchers, four part-time patrol officers and one part-time (summer) parking enforcement officer. This is an increase over the number the department reported in the 1991 Master Plan, which were seven full-time sworn staff positions and one civilian position. The 1991 Master Plan referenced the need for additional administrative support as well as a prosecutor. This has been remedied since that time with the hiring of those additional staff. The Town is now divided into two patrol sectors, and response time has been reduced from 2-10 minutes in 1991 to 1-6 minutes in 2007.

Currently, the department is staffed by 12 full-time, sworn police officers. With an estimated 2008 population of roughly 5,000 people, this equals 2.8 officers per 1000 residents. Compared to the New Hampshire average of 1.8/1000 and the New England average of 2.4/1000, this may appear high; however, it needs to be considered in the context of the overall policing demands of the community which include a very substantial seasonal influx of additional residents, a significant number of built out properties, and the comparatively large physical size of Moultonborough. Maintaining the current ratio means that in 2030 Moultonborough could have as many as 19 full-time sworn officers. The chief believes that the building can accommodate

another 10 full-time, sworn officers as well 3-4 civilian and clerical staff. This would bring the total sworn staff to 24. As is true with most police facilities, much of the police work done by patrol officers is performed “on the road;” and with the introduction of laptop computers in cruisers and live links to the station, the need for space at the station is reducing. However, additional support and administrative staff who work in the facility full-time create demand on space and a need for storage.

2. Communications

Dispatch for police is currently provided in-house, 16 hours per day, with the State Police providing the additional coverage for the other 8 hours. While this system has worked for some time and the service provided by the State has functioned very well, the State is considering consolidating their operations with Concord, which could result in possible changes to the service provided in Moultonborough.

Radio communications are reasonable throughout the town, although somewhat “spotty, and there are some areas where cell phone service is better than the police frequency.” The department has been building a trust fund for radio communications with an eye on a repeater tower on Moultonborough Neck to improve service in that area. Additionally, regulations require that all new cell towers provide access for public safety communications; this does not, however, affect existing towers, and negotiations for access thus far have been unsuccessful.

3. Facility

The current facility is well designed for future needs and additional staff. Of the 7,500sf available to police, 5,900sf is usable space; the remainder consists of hallway vestibules and mechanical, electrical and service space.

All of the administrative offices are sized so that they could accommodate more than one work station in the future and absorb additional staff as needed. In particular, the offices of lieutenants, sergeants and other officers assigned to cover staggered shifts would have space in an office with very little overlap of time with other officers as they do not often work the same shift.

The patrol area, or “bull pen” as it is called, is more than adequate for existing patrol officers, and the large space is laid out as a “common space” that is centrally located in the building. It is currently not used to full capacity. An additional row of work stations down the middle of the area could be added. Additionally, cruisers set up with laptops and direct link to the station require less and less time spent in the station for the patrol officers. This could further increase capacity without limiting minimum space requirements.

The dispatch area also serves a reception-type function and could accommodate two dispatchers in the event that the town decides that they want to dispatch locally, rather than using State Police. Further, in the event that the town wants to offer a regional dispatch for surrounding towns and needs more space, some swapping of offices or modification to the existing facility could allow this to be achieved without too much difficulty or impacting the rest of the facility.

Dispatch is located over a part of the building that has a lower level where some radio and computer hardware equipment is located. This does not take up prime space, thus making modifications and additions fairly easy with minimal disruption of service.

The buildings and grounds are monitored by 32 cameras, both inside and out, and are protected by a keyless security system that records all activities in the building and requires a code to access space. The “sally port” is large and capable of easily handling up to three vehicles and is actually used to provide some space for minor cruiser maintenance and cleaning. The area has “lock boxes” for weapons for officers handling prisoners and leads directly to a secured, search area and separate secure booking area. Innovative use of space for storage of large and bulky items like tires have freed up a great deal of floor space. There are four holding cells that meet the current design and safety standards, as well as a decontamination area with a shower for suspects in need of that function. All of these areas are secured and closely monitored on closed circuit TV. Additionally, there are two interview rooms located with an audio and video room between. The flow and security of this area appears to function very well; and it is secure and capable of handling Moultonborough’s realistic needs for many years into the future.

4. Building Deficiencies

There is no “preliminary interview” area for people filing a complaint or making an inquiry. These activities currently take place in the public lobby. There is a small area just inside the entrance that does not allow access to secured areas of the facility. This could be remedied with very minor modifications, such as an additional secured doorway in the existing space, without impacting the integrity of the whole structure.

Currently there is adequate capacity for records and evidence storage; however, this could become an issue in the future as the need to maintain more documents in storage and caseload increases result in more evidence needing to be stored.

Overall, the police portion of the facility is well designed and suitable to meet the community’s needs for the next 20 years. The facility, as designed, could handle as many as 24 sworn officers and a total of 5-6 administrative staff.

D. FIRE & RESCUE

1. Staffing

The Moultonborough Fire & Rescue department is a typical New Hampshire department that uses a strong base of volunteer “call” fire fighters who are paid by the call. There are three full-time career firefighters: a Chief, a Firefighter, and a fire tower observer. There is currently no staff on duty 24/7, and the only resident “overnight” staff are members of the contracted ambulance service. While Moultonborough Fire & Rescue responds to every medical call, they only supplement the response of the contracted ambulance service.

It is important to remain mindful of a nationwide shift from volunteer / call agencies to full-time professional agencies – a trend driven primarily by a shrinking pool of available “call” and “volunteer” fire fighters to meet communities’ growing public safety needs. This trend has been faced by communities in a variety of ways and is often looked at as a problem in a particular department rather than as a “culture shift” in the fire service. The days of the call firefighter being able to close up shop and respond to a local fire are fast disappearing. While this trend will likely be slower to reach Moultonborough than areas in southern New Hampshire, the town should be aware of the trend and be prepared to respond when the time arises.

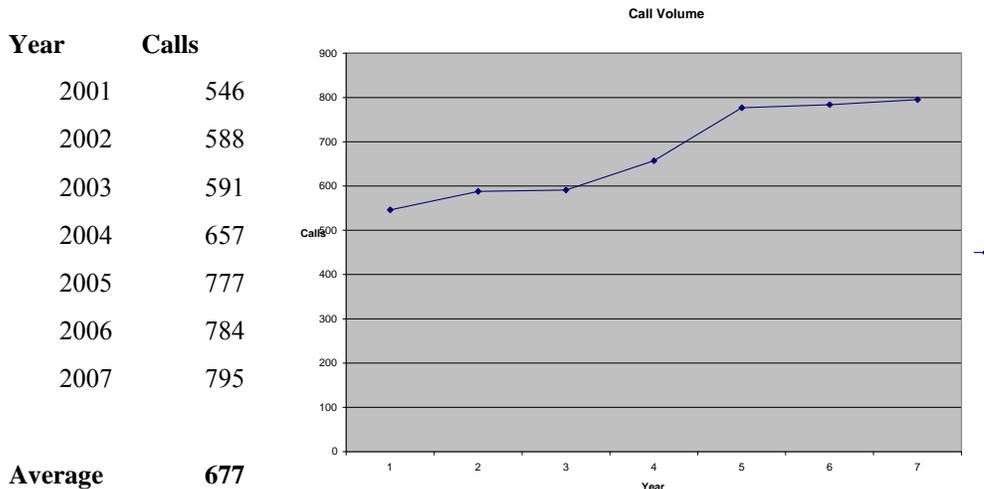
2. Communications

Communications are handled by the Lakes Region Mutual Fire Aid, which dispatches fire and emergency medical services for 36 communities and 37 Fire and EMS agencies. LRMFA covers five NH Counties and 120,000 people in an area slightly larger than the state of Rhode Island. It dispatches on average 58 calls per day, handling over 21,000 incidents annually. This organization provides excellent dispatch service for the department and is expected to continue well into the future. There is no plan or intent to consider local dispatch.

3. Call Volume

Call volumes for Moultonborough Fire Rescue have risen nearly 46% since 2001, to a total of 795 calls in 2007, or 2.2 calls per day; a high percentage (50%-60%) of these are medical calls that Moultonborough Rescue responds to with the contracted ambulance service. Given the fact that over 50% of Moultonborough’s current population is over 45 years of age, this increase is very likely to continue, as medical calls become an even higher percentage of the total calls and medical response will become an important service.

**Graph #11:
Fire Rescue Call Volume, 2001 - 2007**



4. Facilities

The Central Fire Station portion of the Public Safety Building occupies approximately 10,000sf of usable space, not including hallways, mechanical rooms and stairways.

The Fire Department side of the facility is well designed and extremely functional. Dorm space and day room space are currently utilized by the contracted ambulance staff. The rooms as laid out are designed to accommodate as many as eight full-time, career staff members in two dorm-style rooms (3 & 5 each depending on employee gender). The “day room” contains a small kitchen, eating, and relaxation area for shift workers.

The Moultonborough “Neck Station” consists of a 4,356sf structure that is largely bay areas (3,076sf) for apparatus. There is a 640sf finished second floor over part of the building. The location of this station helps to reduce response time by placing first response equipment strategically in an area of town that is difficult to reach quickly. There are limited amenities and no living space for full-time career firefighters or ambulance staff. Modifications of the facility are possible in the event that career staff are located at this facility at some point in the future.

5. Facility Deficiencies

There are no physical deficiencies in the two stations as far as functionality is concerned, and they appear to be more than adequate to continue to function for the purposes designed for the next 20 years or more. Modifications to the existing structures will likely follow along with local needs and the changing fire service.

6. Apparatus

Fire Rescue apparatus are distributed between the two stations and are detailed in the table below.

Location	Unit	Type	Year
Central Station	Engine 1	Structural Engine	2007
Central Station	Engine 4	Structural Engine	2001
Central Station	Rescue 1	Heavy Rescue	1987
Central Station	Rescue 3	Light Rescue	2004
Central Station	Forestry 1	Forestry Type IV	1971
Central Station	Forestry 3	Unclassified	1953
Central Station	ATV	Polaris	N/A
Central Station	Snow Machine 1	Snow Mobile	N/A
Central Station	Haz-Mat	Central NH Haz-Mat	
Central Station	Ambulance	Stewarts	

Neck Station	Engine 2	Structural Engine	1981
Neck Station	Engine 3	Structural Engine	1993
Neck Station	Rescue 2	Light Rescue	1990
Neck Station	Forestry 2	Forestry Type VI	1985
Neck Station	Boat 2	Wahoo	
Neck Station	Snow Machine 2	Snow Mobile	
Lee's Mills	Boat 1	Rescue Boat	

7. Response Time

Response time is a critical measure in protecting life and property. A typical room and contents fire can progress from an incipient flame to full room involvement in five to eight minutes. Currently, the Moultonborough Fire Department has a response time of nine minutes for approximately 84% of their calls. This means that the average structure fire has a significant head start before the first firefighters arrive on scene and begin their attack.

Changes to existing facilities will not likely result in reduction of response times as this is more often the result of the location of the facility from the fire, the routes traveled to get to the fire (seasonal traffic patterns), and the ability and speed of the first responders that are able to get to the station and operate apparatus. Two possible solutions to reduce response times are:

- Increase staffing. Changes to the levels of staffing in existing facilities to allow for 24/7 coverage by career firefighters could reduce response time by getting apparatus to the fire scene faster because they are at the station waiting for a call. The Central station could certainly accommodate this change if necessary without modification to the existing structure. The Neck Station could accommodate this change with some minor modifications.
- Locate an additional, strategically placed substation in an area of town that is difficult to reach quickly. This could significantly reduce response times, provided that the Call Firefighter membership stays strong and responsive and is able to continue to provide the service.

E. HIGHWAY DEPARTMENT

1. Staffing

The Highway Department is staffed by eight full-time staff and two part-time, seasonal staff. They consist of an elected Road Agent, one foreman, two heavy equipment operators, four highway maintenance/truck drivers, and two part time cemetery employees.

2. Equipment

A list of the equipment housed at the Highway garage is listed in the table below.

Table #13: Highway Department Equipment
2007 Peterbuilt dump truck with in body sander and plows
2003 GMC 8500 dump truck with in body spreader and plows
2002 GMC 8500 dump truck with slide in sander and plows
2002 Sterling Dump Truck with in body spreader and plows
1997 GMC 8500 dump truck with in body spreader and plow
2006 GMC K2500 Pick up truck with plow
2004 Ford F550 1.5 ton dump body with slide in sander and plow
1997 GMC K2500 pick up truck with plows
1986 Komatsu 180 Loader
1989 Dresser Grader
1998 Case 580 SL Backhoe
1995 Komatsu 250 Loader
1991 Graco Line Painting Machine
1991 Triple Trailer
1999 Eager Beaver Chipper
1999 A-Tel-33 DC Arm Lift

3. Facility

The Highway Department is located on approximately 35 acres of land off Moultonborough Neck Road, within a short distance of State Route 25. The building itself was constructed in 1988 and is 7,200sf in size: 6,000sf of equipment bay area, and 1200sf of office, lunchroom, restrooms, and storage. Additionally, there are several outbuildings, including a sander shed, salt and sand storage sheds, a garage for the snowmobile club grooming equipment, and three 20'x40' storage containers. The site has plenty of space for expansion and additional storage if needed in the future.

4. Facility Deficiencies

The main building is nearly at full capacity and there is no designated equipment service area for in-house maintenance of Town-owned equipment. There is no room for additional equipment or storage.

5. Services

The Town contracts with private vendors to supplement in-house staff for activities such as: snow plowing, major road repair / construction, complicated tree removal, etc.

F. BUILDINGS AND GROUNDS DEPARTMENT

1. Staffing

The Building and Grounds Department is staffed by one full-time staff member and one part-time staff member, working approximately 32 hours per week. The Foreman works out of a converted records storage area in the Town Office Building.

2. Equipment

The Buildings and Grounds Department equipment is stored in a 20'x40' metal storage container behind the Town Office Building. Equipment consists of the following:

2002 GMC ¾ ton pick up with plow
Zero Turn high-speed 42" mower
2 Push Mowers

3. Facilities Maintained

The Building and Grounds Department maintains approximately 15 acres of fields and mowed areas listed as follows:

Former Lions Club Property	2 acres
Town Complex	2.5 – 3 acres
Lee's Mills property	.5 acres
Transfer Station	2 acres
Playground and Fields	8 acres
Neck Fire Station	.5 acres
Mile Posts	Unknown acres

The Town contracts with private grounds maintenance firms to augment existing in-house capabilities.

The Buildings and Grounds Department is also responsible for maintenance of the Moultonborough Neck pathway. In addition, they plow all municipal building parking lots, maintain the dry hydrants, and provide building maintenance for all municipal buildings except for the library.

G. TOWN OFFICE BUILDING

The Town Offices are located on Holland Street in a one-story modern office facility originally constructed in 1996. The facility serves as the centralized location of local government. The municipal offices located within this facility consist of: Selectmen, Town Administration, Tax Collector, Planning Board/Zoning Board, Code Enforcement Officer/Health officer, Town Clerk, Visiting Nurse, Human Services, and Buildings and Grounds Maintenance.



The current and anticipated level of growth in Moultonborough is resulting in expanded levels of service that are provided by local government. The current year-round population approximates 5,000. With moderate growth over the next several years, the anticipated year-round census could conservatively rise to a level of around 6,000.

1. Staffing

The present staffing levels that support the local government include five Selectmen and eighteen full- time or regularly-scheduled part-time personnel, as follows:

Administration:	Town Administrator, Director of Finance and Personnel, Two Office Assistants, Tax Assessor, Receptionist
Town Clerk:	Town Clerk, Deputy Town Clerk, part-time Office Assistant
Tax Collector:	Tax Collector and Deputy Tax Collector
Visiting Nurse Office:	Director, Two Visiting Nurses, Office Manager
Land Use Office:	Land Use Coordinator
Code Enforcement Office:	Code Enforcement Officer
Human Services:	Part Time Human Services Director

The Town Administrator anticipates future staffing needs may include a full-time Town Planner and another full-time administrative staff position.

2. Facility

The ground floor has 2,640sf of area that is used for eight individual offices, a kitchenette, and file/computer room. All of the ground floor space is handicapped-accessible. The basement offers 1,920sf of storage space. The overall physical condition of the building is good; it is structurally sound and in good repair. As with any structure, over the next 10-15 years, this facility will require ongoing capital maintenance, including but not limited to, a new roof, HVAC, etc.

3. Facility Deficiencies

- A. Eighteen full-time or regularly scheduled part-time employees work in the Town Office Building. The facility will comfortably accommodate an employee base of 20-22. The Town Administrator anticipates that the current facility and staffing levels are adequate to accommodate a population in the range of 6,000 residents. However, to adequately serve this anticipated level of population growth, changes will be required that utilize existing resources (both Human and physical) more efficiently.
- B. There is no dedicated space in the Town Office building for the Supervisors of the Check List or the Treasurer. They operate out of available conference room space when in session, which is not conducive to efficient or confidential operations. Furthermore, if the Town should hire a full-time Planner and/or add any administrative positions, there is no space that could be dedicated for these positions.
- C. The Visiting Nurse organization currently operates independently from the Town Offices, although it occupies space in the existing town administration building. Human Services operates out of shared space in the back of the Land Use Office. The Director of Human Services holds office hours one morning per week and services approximately 51 persons. The shared and limited space is not conducive to any level of flexibility to accommodate the schedules of those services. In addition, the space offers no privacy or confidentiality to those seeking assistance. Due to the space restriction, Human Services records are stored in boxes and maintained out of the immediate area in general storage. The records are unsecured.
- D. The facility lacks adequate protection in the event of a natural disaster or extended power outage. The town needs to develop a disaster recovery plan that minimally includes offsite computer capabilities and space for critical employees to function. All Town critical buildings should also be equipped with back-up generators.

While identifying these deficiencies, several alternatives were discussed:

- Relocating the current Visiting Nurse and Human Service Offices could potentially accommodate future space requirements.

- Utilize space currently occupied by the Recreation Department in the building adjacent to the Town Hall. The Recreation Department could possibly be moved into the Central School, should space become available due to declining enrollment.
- The Building and Grounds Department currently occupying storage space in the Town Offices should be consolidated with the Highway Department, freeing up additional space.

4. Services

The Administration needs to continue to automate payments and license registrations on line. Currently online auto registrations are available. Online activity should be expanded to include semi- annual property tax payments, dump stickers, and all required registrations and respective fees. This would free time from the current staff workloads to allow for additional responsibilities to meet the demands of anticipated increases in population in the future. Online and credit card payments would also expedite the availability of cash for increased investment potential and further reduce the risks and related issues of having cash on site. An upgraded more user friendly web site is under development and when completed it is expected to provide greater information for the public.

H. LIBRARY

1. Staffing

There are five full-time staff members, two part-time staff members, two summer part-timers who are added to handle peak periods, and a part-time contracted maintenance person.

2. Facility

After a 7,000sf addition to the library was completed in 2006, it grew to approximately 10,000sf, all of it on one level. There are two separate unfinished basements, not adjoined, for a total of roughly 8,000sf. The older basement is largely unused due to access issues and dampness. The portion under the new section is used predominantly for storage, again due to access issues. It is unlikely that this space could ever be used as a public space as there is no handicapped accessibility.

In the older part of the library (about 3,000sf) there is one small conference room, one quiet reading room, one large room with a large table, a small research room, three large rooms for stacks of books and AV materials for adults, and two handicapped-accessible rest rooms.

The new addition to the Library is an “open concept” design with the exception of the staff offices and Program Room. There is a very large children’s space with separate areas for young adults, middle-schoolers, and toddlers, and a separate children's librarian' circulation desk. There is also a new magazine section a new book section for adults, and two handicapped-accessible rest rooms. The large main circulation desk is the heart of the library. Patrons check out materials, sign up for computer use, borrow free passes to local museums, and have all kinds of questions answered. There are several tables with chairs and a number of comfortable chairs for reading and studying throughout the library.

The 1000 sf program room is primarily used for library programs, but town committees and local non-profits frequently utilize the space for meetings. This room has a kitchen, a computer and DVD/VHS/TV with overhead projector, seats 75; it and may be used when the library is closed. A variety of library programs are offered in this space on an almost weekly basis. Programs include gardening, cooking, digital photography, genealogy, UFO sightings, book discussions, lectures, art shows and foreign film series.

There has been a marked increase in circulation since the construction of the new facility in 2006. Circulation almost triples in the very busy summer months of July and August, due in part to a very popular children’s summer reading program with over 100 participants every year. Circulation numbers of materials checked out are:

Circulation (materials checked out)

1998	63,505
1999	60,016
2000	59,849
2001	59,490
2002	58,198
2003	58,510
2004	63,888
2005	59,287
2006	68,170
2007	80,770
Thru 7/1/08	48,324

Total number of materials as of July 2008: 35,347 (books, books on tape, books on CD, magazines, videos, DVDs music CDs). The number of patrons as of July 2008: 5349. 721 new patron cards were issued in 2007. The library has 12 computers available with high-speed internet access. In 2007 these computers were used 7,063 times. These computers are used largely by patrons gaining internet and e-mail access that may be unavailable at their homes due to connection issues.

3. Deficiencies

While the library was designed and constructed to meet the needs of the community for at least the next 20 years, parking can be a problem during certain times of the year.

I. MEDICAL AND HEALTH CARE SERVICES

The residents of Moultonborough rely on hospitals and health care facilities in neighboring towns, the closest being in Laconia or Wolfeboro. Those in need of emergency care must wait for local ambulance response and then face the long drive to one of these area hospitals. This very long full transport cycle can waste much precious time often to the serious detriment of the victim of a medical emergency.

As Moultonborough's senior population grows along with the senior populations in the surrounding communities, consideration should be give to establishing a local "round-the-clock" Emergency Medical Center. By partnering with one or more of the local hospitals, perhaps even with Dartmouth-Hitchcock Medical Center, it may be possible to establish a 24/7 Emergency Medical Center in Moultonborough. Such a center would benefit the entire resident population (all age groups) and be particularly beneficial to the rapidly growing senior population; in addition, it would significantly reduce those critical minutes between an emergency health event and the emergency stabilization treatment provided by trained physician and medical staff.

Moultonborough's geographic location is ideal to service the surrounding communities that have similar problems with their proximity to expert health care. Moultonborough is particularly well suited to offer such a regional service because of the availability of the Airport. In addition, the town and the school system are desirable locations as homes for physicians and other medical and support staff and their families.

J. TRANSFER STATION

1. Staffing

The Transfer Station is staffed by a Supervisor / Department head and six full time attendants. The 1991 Master Plan projected a total of three staff at the facility and projected the need for incremental increases to accommodate processing recyclable materials - a labor intensive endeavor.

2. Facility

Expansion of the transfer station facility has been a consideration of the town's future needs since 2002.

**Table #14:
List of Recyclable Materials Sent to Market**

Recyclable Material	Amount Recycled In 2007	Environmental Impact! Here is <u>only one</u> benefit of using this recycled material rather than natural resources (raw materials) to manufacture new products.
Aluminum Cans	15,498 lbs.	Conserved enough energy to run a television for 1,577,076 hours!
Paper	237 tons	Saved 4,033 trees!
Plastics	24 tons	Conserved 36,554 gallons of gasoline!
Steel	28,277 lbs.	Conserved enough energy to run a 60 watt light bulb for 735,202 hours!

The current facility is 2,800sf and has five distinct areas: supervisor’s office, break room, restroom, and open work area. The work area is where recyclable materials are received, sorted and baled by the staff. At present, the facility recycles plastic, glass, cardboard, newspaper & magazines, steel and aluminum cans, plus florescent light bulbs and assorted batteries. Recycled oil is used to operate the heating system for the building. Vehicles are stored in the work area during the winter off-hours.

A separate scale area for demolition, construction, and non-waste household materials operates and does generate additional revenue. Fees are also charged to dispose of televisions, computers, appliances, and tires.

The Transfer Station acreage includes a former solid waste/landfill area which was “delisted” in November 2007 by NH DES and is classified as the “Former Moultonborough Landfill”. This removes limitations on use of that portion of land.

To meet various NH DES/Federal EPA regulations, groundwater and storm water samplings are performed at the site at least twice annually.

3. Equipment

1986 450 loader
1992 1845 skid steer
2005 skid steer
2008 Yale propane fork lift
2001 msw 5 yard compactor
2005 msw 5 yard compactor
2000 100K lb vehicle scale
1992 Philadelphia bailer

1994 Philadelphia bailer
1995 can sorter
1994 perforator 400
2003 F350 pick-up truck
5 40’ storage containers
1 20’ storage container

4. Deficiencies

Since 2002 several volunteer committees have proposed solutions to the various safety, operational and storage problems with the existing facility. A detailed chart is included in Appendix K. Deficiencies include:

- Lack of storage space to keep recyclables clean and out of the elements to capture the best rates.
- Significant amount of manual labor by attendants to process recyclables which increases the chance for injury.
- Congested recycling area during busy summer months may negatively affect recycling participation rates.
- Operational processes put residents inside the building for processing of materials – operating equipment and machinery at the same time makes this potentially hazardous.

K. SCHOOLS

1. Facilities

The School District is made up of two schools, both of which are located off Route 25 near Moultonborough Village. Both buildings underwent substantial renovations in 2003-2004 at a total cost of \$10,940,000.

The Moultonborough Academy was renovated to provide six additional classrooms, build a 510-seat auditorium with additional parking, add permanent walls to the media center, modernize the existing science classrooms, and create a separate weight room to relieve gym space. Additional space was added for administrative offices (SAU office moved from the Central School), health and guidance offices, the creation of additional storage in classrooms and for music and athletics, and the installation of 400 student lockers. Finally, renovations were made to make the building meet health, safety and security requirements, including adding a fire sprinkler system, replacing of security and alarm system, replacing heating and ventilation system, upgrading the lighting system, and replacement of suspended ceiling and carpets. Total square footage of the renovated facility is 59,000sf.

The Moultonborough Central School was part of the same renovation project as the Academy in 2003-2004, bringing the new facility to a total of 59,000sf. As part of the renovation of the Academy, the SAU office vacated space at Central School, leaving space that was renovated for reading and resource rooms that were housed in the basement of the school. Four new classrooms were created in the addition, and the media center was restored since it had been used for classroom space. A new office was added for health (nurse), and upgrades were made to the technology center. Like the Academy, many renovations were made to meet current health, safety, and security code requirements, as well as ADA compliance. The Academy was provided with fire sprinklers during the renovations. The Central School is not so equipped.

Both facilities appear to meet or exceed design standards for minimum requirements of classroom square footages. This will allow for maximum student capacity per classroom. In Moultonborough, actual classroom capacity is often dictated by how many students per classroom the community is willing to accept, as opposed to the State guidelines.

Outdoor facilities at the Academy include a softball and baseball field with overlapping outfield areas that double as a soccer field during soccer season, a new track with a soccer field in the middle, and a separate soccer field. In addition, there is a baseball/softball field and playground at the Central school. All of these fields are used extensively by the school as well as by the community.

The School District has an extensive schedule of maintenance updates and equipment replacement items with approximately \$450,000 in a school building trust fund for that purpose.

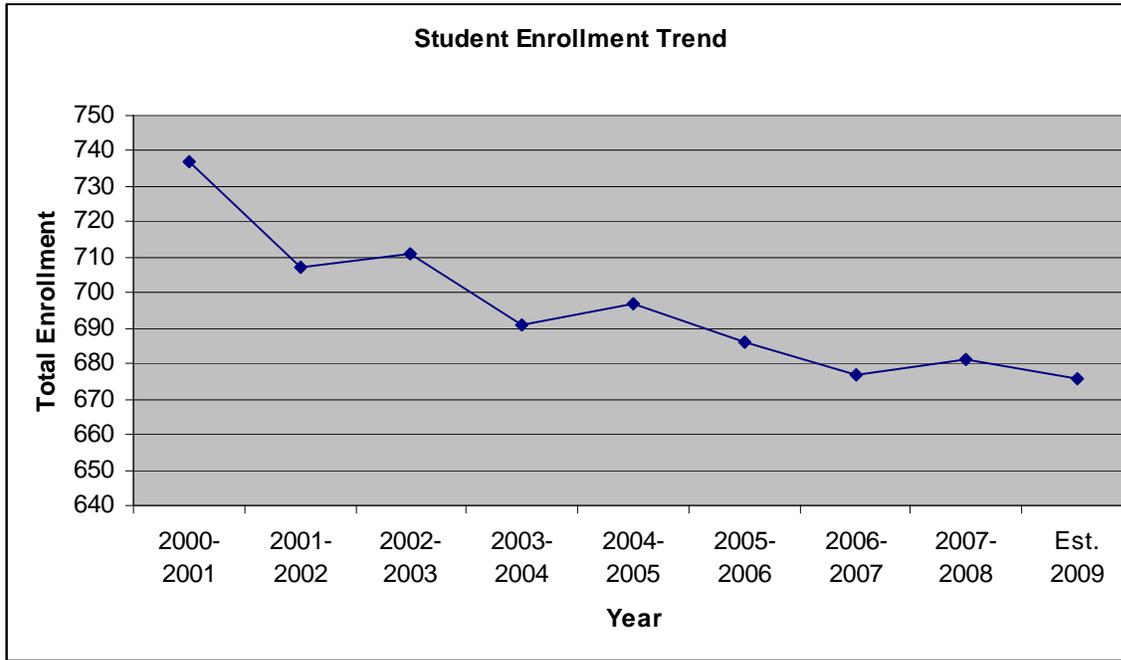
2. Staffing

There are one 142 staff members, of which 81 are full- time equivalent Teachers.

3. Student Enrollment

The Moultonborough Central School and the Moultonborough Academy had enrollments totaling 682 students in the 2007-2008 school year. In the fall of 2000, Moultonborough's student population had increased to its highest ever enrollment of 737 students. Since that time there has been a decreasing trend of student enrollment which is expected to continue for the foreseeable future.

**Graph 12:
Moultonborough School Enrollments, 2000 – 2009**



Source: Moultonborough School District

The population of Moultonborough is aging, and the percentage of children is declining. The 0 – 4 year old age group has gone from representing 11% of the population to just 3.6% of the population; and at the other end of the spectrum, the 65 and over represented 12% of the population in 1970, compared to 19.9% in the year 2000. This trend is expected to continue.

The current average class size in the Central School is 16 Students per classroom with a total of 320 Students and the average class size at the Moultonborough Academy is 18 Students per classroom with a total of 370 Students. In 2008, 44 seniors graduated from the Academy. The total student capacity of the Central School is 360 and student capacity of the Moultonborough Academy is 450.

4. Summary

The school enrollment is expected to continue to decline for some years to come. There is excess capacity in the current facility that is capable of accommodating any future increases in enrollment or other community facility needs.

L. PUBLIC UTILITIES

1. Sewer System

The sewer system that services Moultonborough is part of a larger system that services ten towns, including the towns of Belmont, Center Harbor, Franklin, Gilford, Laconia, Meredith, Northfield, Sanbornton, Tilton and Moultonborough, which are all part of the Winnepesaukee River Basin Program (WRBP) and run by the State Department of Environmental Services. The program was established by legislative action in 1972, as a comprehensive plan to control water pollution in the Lakes Region. A more complete and detailed analysis of the system is included in Appendix J.

M. CABLE AND INTERNET ACCESS

While not yet defined as a utility by state or local government legislation, dependence on some form of high-speed internet access is growing rapidly. By far, the fastest form of high-speed access is cable or fiber access. There was a time, not too long ago, when wired electric and wired phone services were not considered utilities. Looking out 5, 10 to 20 years it is very probable that the perception of a high speed Internet communications infrastructure will be widely accepted as a utility by state and local governments.

Cable/fiber is the fastest and most obsolescent-proof infrastructure for electronic communication services. High-speed wireless is a lower cost alternative option. Wireless service is the only high-speed option for mobile communications devices. The ability to deliver large capacity bandwidth to residential, business and government customers far surpasses the ability of traditional telephone lines laid across the country over the last decade. Though wireless solutions do provide an acceptable service for many data messaging functions and basic web browsing, the wireless quality of service is significantly below that of either cable or fiber. Wireless service (satellite and tower) will also expand as it is the lower-cost option for providing a more limited scope of high speed data and voice service to mobile devices. Currently, none of these services are available throughout the entire Moultonborough area. Wireless is available in some areas – not all, satellite is available in some areas – not all, cable is available in some areas – not all, DSL (Digital Subscriber Line) is available in some areas – not all, fiber is not available anywhere yet. Large areas of the community have no cable option and very limited wireless options. For rural area customers, the limiting factor to acquiring true high-speed communications is the cost of installing the infrastructure.

Moultonborough's Master Plan would best serve its resident base by recommending that the town embark on a multi-point plan for long range funding to build out the cable infrastructure as well as supporting the expansion of wireless services. The town could implement zoning regulations that require cable runs to every new structure (like current phone and electric) if the service is at the road, and require that passive infrastructure for cable be provided from the structure to the road where the street does not yet have cable service, require that all new roads

be outfitted with cable infrastructure, and continue to operate the recent process of building up reserve funds targeted specifically at building out cable infrastructure into currently un-served areas of the town by dedicating 100% of annual cable franchise fees to the reserve fund. It is more difficult for the town to support expansion of wireless service through ordinance as that might involve moving mountains, building towers everywhere, or cutting trees to get satellite or tower line-of-sight.

N. RECREATION & SENIOR SERVICES

1. Facilities

Recreation Buildings:

The Recreation Department utilizes the former Town Office building at the municipal complex which was converted to the “Community Center” in 2003. This facility accommodates office space for recreation department staff and a limited amount of program space for a variety of programs and services for all age groups.

Other Recreation Department buildings include a small concession stand, equipment building, and a “shack” (old camp donated to the playground in 1980), at the Moultonborough Recreation Area on Playground Drive.

There is a small building that serves as an equipment and storage facility for lifeguards/swimming instructors at each of the two town beaches – States Landing and Long Island Beach.

Playgrounds & Fields

The Moultonborough playground is the focal point of much of the recreation activities throughout the year. Located on Playground Drive near the Moultonborough Neck intersection, the playground includes the following facilities: four tennis courts, a basketball court, two soccer fields, a little league softball field, an ice rink, a beach volleyball field, and various playgrounds with appropriate apparatus. Fields at the two school facilities are also used as schedules permit.

Town Beaches

A town-managed beach, located at the end of State Landing Road, offers some swimming and passive recreation possibilities. The larger, more popular municipal beach is located off Long Island Road just beyond the bridge.

The Moultonborough Neck Pathway

Phase II of this pathway was completed in 2007 and runs along Moultonborough Neck Road from the playground to Kona Farms Rd. Phase I runs from JoJo's Country Store to Winaukee Road, leaving the middle of the Neck for an upcoming Phase III. The design used in Phase II was different than Phase I and resulted in maintenance issues. The Pathway Committee, Recreation Director and Town Administrator continue to work together to resolve the problem.

2. Staffing

- **Full Time:**
Director, Assistant Director, Activities Assistant
- **Part Time Year Round:**
Office help and programming assistance
- **Seasonal:**
8-10 Lifeguards, 13-14 Camp Counselors, 1-2 Tennis Instructors and 4-5 Volunteer Counselors in Training
- **Volunteers:**
Approximately 100 per year – including but not limited to: coaches/special event help/Ice Rink/officials)
- **Contracted Service/Program Providers/Instructors**
3-5/year

3. Equipment

The Recreation Department has miscellaneous sports and related equipment that supports the outdoor recreation programs. They also have a variety of game tables and indoor activity equipment which primarily supports programming at the Community Center. The Department has use of a truck and a retired police cruiser, which are regularly used by the staff in the operation of the department, and a Zamboni which is used to maintain the skating rink during the winter months.

4. Programs & Participation

A variety of both indoor and outdoor recreation programs are regularly available to all age groups within the community. Programs are provided at many locations throughout the community; at the Moultonborough Academy or the Moultonborough Central School, at the playground, beaches, or school athletic fields, and in some cases, by special arrangement, in Center Harbor, Meredith or at privately owned facilities in Moultonborough. Because of competing uses, scheduling has been and will likely continue to be a challenge. In the years ahead it will be necessary to collaborate and find creative ways to satisfy a potentially growing demand for recreation services, especially facility dependent, organized recreational activities.

5. Facilities & Field Deficiencies

Space Limitations/Challenges:

- Youth Sport Fields – have seasonal drainage issues which limit the use of the facilities. In 2005 the Louis Berger Group designed possible solutions. This report is on file at the Town Hall.
- Multiple demands for limited gym space available in the schools will likely restrict future programming.
- The limited number of recreation fields combined with increasing program activity makes it difficult to undertake major maintenance or upgrading projects without disrupting programs at other fields.
- The size of the community center building and the limited outside area constrain programming and participation.
- Storage space for program equipment is limited.
- Day Camps/Playground Programs have been restricted to morning programming due to limited facilities.
- States Landing Beach is likely to become increasingly less popular unless the mud bottom and aquatic weed infestation can be resolved.
- The building which houses the Zamboni and maintenance activities for the ice rink is considered inadequate and a potential safety problem for staff and volunteers
- Most of the fields on Playground Drive are not handicapped accessible.

6. Summary

There seems to be a growing perception and community awareness of potential recreational, cultural and social service needs that have largely evolved over the past 20 years. There was some discussion in the 1991 Master Plan of physical improvement needs at the town playground and recreational fields; however, the only future needs identified at that time were non-specific references to community parks, picnic areas and development of a trail system.

Since the late 90's there has been considerably more focus and emphasis on recreation, cultural & social service needs and related facility requirements; a major expansion of the Library was completed with a combination of public funding and private contributions; there have been significant improvements made to the primary municipal park & playground area, and the recreation department inherited a building when construction of the new town offices freed up the old municipal building.

A Recreation Strategic Planning Team was formed and funded by the town in 2006 to identify perceived recreational needs in the town. The RSPT & FSSC presented its report to the Town in 2007. The plan included not only a strategy for resolving the issues around athletic fields, but also preliminary plans for a new Community Center, associated with the fields. The Town voted not to approve the proposed cost for architectural and engineering design fees for the Community Center plans, but did vote \$100,000 to cover the cost of continuing to explore options.

The social service and leisure time needs of both youth and aging populations has generated increasing public focus, planning, and conversation in the recent past. While it appears that many were not opposed to the need for a new community center, there was not consensus regarding the size or scope of such a facility. The Community Center became the focus of the discussion and the rest of the report which addressed many other needs was largely ignored. It seems clear that the discussion and debate will continue as the community seeks to reach consensus on the generally supportable programmatic, operational and design requirements for such a facility.

What is right for Moultonborough in this area must be determined by the people of Moultonborough – the community has started the discussion and must continue the debate through to conclusion – how long it will take and what the outcome will be is anyone’s guess; however, the chances of arriving at the “right” conclusion for Moultonborough will be dramatically improved to the extent that the discussion is all inclusive and conducted in a civil tone.

The specifics of the strategic action plan as developed by the Recreation Strategic Planning Team (RSPT) & Feasibility Study Senior Center (FSSC) and details of existing conditions are contained in Appendix F and G.

O. FORMER LIONS CLUB BUILDING

This 5700sf building along with the 18.7 acres land on which it is situated was purchased by the town in 2007 for \$495,000. The building is leased back to the Lions Club for 10 years. The Club holds its meeting there, and it provides space to a wide variety of community organizations for various functions. The Town provides Senior Services and the meals program from this facility as well. The property contains open fields, dense woodlands and some wetland areas.

There has been considerable planning and community discussion and debate regarding the future of this land and the building after the lease with the Lions Club expires in 2016; however, a clear consensus plan has yet to emerge.

P. CONCLUSIONS

Moultonborough is fortunate to maintain the numerous publicly-supported facilities and services described in this chapter. Overall, it can be said that most of the needs of the public are being met, although each department or service provider has concerns about meeting future needs. This chapter is very comprehensive in its description of the future plans of each of those facilities and services, and as such, it is understood that the implementation of the numerous recommendations contained in Chapter VII will require coordinated effort of all Town officials and the citizens to balance the provision of services with the costs associated with them.

VISION, GOALS AND ACTION ITEMS

VISION: The Town of Moultonborough provides and maintains at an adequate level the necessary public facilities and services to serve the needs of the current and future population.

Overall Goal: To balance the necessary facilities and services with the costs associated with providing them.

Overall Action Items:

1. Establish a formal capital improvement committee and develop a (CIP) Capital Improvement Plan for all public facility needs.
2. Establish a solid waste and recycling committee to monitor the community's solid waste needs and make recommendations for improvement.
3. Establish a standing technology needs committee to address and recommend solutions to the Town's communications and Internet needs.
4. Establish a health care task force to explore the possibility of a healthcare partner and make recommendations so that the community can better meet its residents' health care needs.
5. Review and prioritize future recreation, senior needs & transfer station expansion / upgrade recommendations and establish a timeline for completion.

6.

⌘ Police Action Items:

1. Build a (CIP) capital improvement plan for building modifications for future needs to include:
 - a. Redesign and reconstruction of dispatch if necessary
 - b. Develop a plan for improved storage capacity
 - c. Create a semi- private waiting/interview area
2. Develop policy for records retention that allows for appropriate storage in a format that is both accessible and secure.
3. Explore regional dispatch for Moultonborough and some of the smaller surrounding towns.



4. Develop plan to address needs of island residents as well as residents of furthest distance from facility.

⌘ **Fire Action Items:**

1. Develop a formal (CIP) Capital Improvement Plan to replace existing apparatus and equipment on a timely basis.
2. Perform an emergency response analysis, to focus on the ideal location of a future fire substation.
3. Monitor call firefighter response trends to ensure that they are continuing to meet the needs of the community in the future.
4. Determine if the town would be better served with a contracted or town operated ambulance service either of which could be cross-trained, career staff able to respond in the event of an emergency whether it is fire related or medical.
5. Develop plans to address specific service need for island residents and the most remote population areas in town.
6. Require EMT certification of response team personnel and reward through premium pay for certification.



⌘ **Highway Action Items:**

1. Develop a formal (CIP) Capital Improvement Plan to cover the following:
 - a. Remodeling and improvements to existing structure
 - b. Replacement of existing equipment
 - c. Additions to existing structure to house maintenance and additional storage for Building and Grounds
 - d. Construction of unheated “dead” storage for the storage of summer equipment when not in use

⌘ **Buildings and Grounds Action Items:**

1. Explore consolidating Buildings and Grounds under the Highway Department making the Forman responsible for the maintenance of all municipal buildings and grounds as well as cemeteries.
2. Provide space at the Highway Department facility for storage of equipment and office space.

3. Develop a formal Capital Improvement Program for the replacement of all equipment and for improvement to park areas.

⌘ **Town Office Building Action Items:**

1. Establish a Disaster Recovery Team to evaluate alternatives for redundancy of all critical operations. Recommend alternatives to Select Board and Town Administrator.
2. Establish Capital Reserve Fund for purchase and installation of back-up generators for all “Mission Critical” locations.
3. Initiate conversations with the School Department related to the feasibility of relocating and/or incorporating the current Recreation Department within the existing school facilities.
4. Establish internal task force to explore and implement automated payments and license, registration, applications, etc.
5. Establish time line and (CIP) Capital Improvement Plan for large dollar physical structure maintenance needs re: roof, HVAC, etc.
6. Standardize hours of operation of Town Hall to provide optimum service to residents.
7. Continue to enhance the Town Government web site to improve communication with the public



⌘ **Healthcare Action Items:**

1. Partner with one or more of the local hospitals to establish a local 7/24 Emergency Medical Center.

⌘ **Transfer Station Action Items:**

1. Establish a Recycling Committee and dedicate a small percentage of recycling revenue for public information campaigns designed to improve recycling efforts and reduce trash volumes.
2. Monitor Municipal Solid Waste tonnages and recycling rates to ensure that recycling remains a priority.
3. Establish a Capital Improvement Plan for equipment replacement and building improvements and dedicate a portion of recycling revenue to a reserve fund specifically for that purpose.

4. Evaluate alternative operating hours to enhance and maximize service to residents.

⌘ **School Action Items:**

1. Annually monitor school enrollment numbers, population statistics, and children per household statistics as indicators of future growth.
2. Develop a formal Capital Improvement Plan (CIP) to meet future needs.
3. Develop a policy that ensures that the community has maximum use of the facilities in the future without limiting student education.



⌘ **Utilities Action Items:**

1. Consider appropriate new technologies for dealing with wastewater in future development areas.
2. Designate areas of town that are targets for specific types of development i.e. commercial/industrial, dense neighborhood, or conservation areas and develop incentives for those developers that choose to use appropriate new technologies to handle wastewater in a more efficient way and regenerate groundwater more efficiently and environmentally compliant than traditional septic systems.

⌘ **Cable Action Items:**

1. Establish a standing Technology Committee.
2. Improve existing zoning ordinances to require cable access infrastructure for new developments and new construction.
3. Develop a capital reserve fund for cable infrastructure build-out to existing domiciles. Fund the reserve annually, using 100% of the cable franchise fee's from the provider and possibly from additional public contributions as the town might approve.
4. Develop a priority list of un-served areas targeted for build-out as funds make the work affordable. Funds will likely be supplemented by area-specific targeted private donations from residents desiring to expedite the build-out in their area.
5. In the near-term, pro-actively encourage continued expansion of communications towers that offer low-to-moderate broadband access for all hard-to-reach areas in the town.
6. Encourage town government and other local organizations to plan for acquisition and operation of technical resources necessary to begin offering the TV and Internet meeting and broadcast services as soon as possible.

7. Plan for amending current contract to include service provider contribution to build-out of the infrastructure.
8. Develop strategy for negotiating build-out requirements in the next contract.

∞ **Recreation & Social Services Action Items:**

1. Establish a committee to review recreation and senior citizen recommendations, prioritize the components, and develop an action plan for the future.
2. Establish a timeline for ancillary items such as parks, beaches and ball fields.
3. Explore options for alternative use facilities (the school) to meet new programming needs.
4. Explore expanding public/private partnership as an option for some facility needs. For example utilization of private camp facilities.
5. Look at the option of locating increased community facilities at the school that could be shared.

