

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** December 05, 2022



The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

### Administration and Finance

**Tax Collector:** The Tax Bills were mailed from our Printing Company on Monday, December 5, 2022. Please be advised that amounts will be posted online no later than Thursday, December 8, 2022. The due date for the 2<sup>nd</sup> Half Real Estate Taxes is January 11, 2023. Should you have any questions, please contact the tax office.

### Department of Public Works

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste=10 tons, 2 containers of single stream recycle=10 tons, 7 containers of construction and demolition= 42 tons and 1 container of mixed scrap metal. Compost pile was turned, and brush pile was burned. Car counts Monday 295, Tuesday 288, Friday 315, Saturday 228, Sunday 270 total 1396 residents served.

**Fleet:** CAR161 2016 Ford Police Interceptor mounted snow tires, replaced battery and reset charging system. Scanned system for trouble codes and reset. Fluid film chassis. TRK1 2019 Ram 3500 installed flap for sander. Repaired wiring to flashlight charger. Order parts for measuring device. Mount snow tires. TRK24 2009 Freightliner replaced wing control valves that were leaking. Check for another hyd. leak. Shield plow hoses. EQ17 2022 Bandit Chipper adjusted drive belts, lubed machine replaced hydraulic filter. EQ14 2015 CAT926M loader lube unit check fluids and air up tires. TRK8 2003 F350 get ready for sale. TRK4 2012 F350 get ready for sale. Load chip trailers. Paperwork. Clean shop. TRK20 2007 F550 bucket truck get running starting issue.

### Public Safety

#### Moultonborough Police Department: 11/28/22 to 12/04/22

Activity	This Week	Last Week	Year-to-Date	Last Year-to-Date	% +/-
Log Entries	205	169	11862	11533	+2.77%
Calls For Service	101	100	6052	6023	+0.47%

M/V Accidents	0	4	157	150	+4.45%
Arrests	1	3	114	111	+2.63%
Offense Reports Taken	0	2	126	157	-24.60%
Domestic Disturbances	2	1	23	34	-47.82%
Alarms-Commercial	4	0	61	60	+1.63%
Alarms-Residential	5	4	192	237	-23.43%
Assist Citizens	47	32	687	391	+43.08%
Assist Fire/EMS	12	8	586	576	+1.70%
Assist Other Agency	3	8	223	176	+21.07%
Directed Patrols	6	6	111	65	+41.44%
Dog Complaints	3	1	123	97	+21.13%
M/V Complaints	3	2	169	190	-12.42%
M/V Stops	7	7	874	1059	-21.16%
M/V Unlocks	1	1	54	55	-1.85%
Welfare Checks	1	1	89	91	-2.24%

**Community Policing:** Chief Beede and School Resource Officer Cloutier made a presence at the PTA Holiday Fair at Moultonborough Central School on Saturday, December 3<sup>rd</sup>.

**Training:** Chief Beede, Master Patrol Officer John, Master Patrol Officer Michalski, School Resource Officer Cloutier and Officer Curran, as well as officers from the Sandwich Police Department and Tamworth Police Department attended their annual 4-hour Civil Liability Training at the Moultonborough Public Safety Building on Wednesday, November 30<sup>th</sup>.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue Department:** For the period of 11/28/2022 to 12/05/2022, there were nineteen calls for service: There was: 1 – Excessive heat, scorch burns with no ignition, 12 – EMS incidents, 1 – Power line down, 2 – Public service assistance, 1 – Unauthorized burning, 1 – No incident found at dispatched location, 1 – Carbon monoxide detector activation due to malfunction. **Total 2022 Incidents: 977. Automatic Aid:** received twice from Stewart's Ambulance and once from Center Harbor. **Mutual Aid:** None. **Overlapping Incidents: 1. Year to Date: 168. Percentage of Call Volume: 17.1%.** Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2.9 firefighters
Average Night	2.3 firefighters
Weekend	3.3 firefighters

### **Response Times**

Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:22 mins/sec.
Average Night	06:15 mins/sec.
Weekend	09:45 mins/sec.

### **Operations:**

- 11/28** Fire permit consultation for burn permit on Buxton regarding adequate snow coverage  
Monthly fire training on hose deployment drill and on scene pump operation.
- 11/29** Training with Rescue 2 on drafting water from dry hydrants. Consultation with resident on requirements for installing a wood stove. Chief Bengtson and firefighter Houghton attended the Firefighter 1 graduation ceremony for Caleb Beede and Brandon Flanagan at the NH Fire Academy in Concord.
- 11/30** Administrative assistant Shea met with Alison Kepple to learn how to update the Fire Department web page to be more responsive to resident requests for information. The Day crew worked on preparing the snowplow on the Utility truck for clearing snow from dry hydrants. An oil burner inspection was conducted at 977 Whittier Highway.
- 12/1** Lt. Frangelli and FF. Brown attended Fire Officer 1 class. The Department received updated response tables from Wolfeboro Fire Department indicating the areas of Wolfeboro in which Moultonborough would respond to based on the level of alarm.
- 12/2** The Chief met with John McDonald to discuss updating the monitors in the meeting room to make them more compatible with regularly used media formats. The Day crew installed a Supra box at a Baden Street residence.

**COVID-19 Status Report:** The New Hampshire Department of Health and Human Services COVID-19 Dashboards located at <https://www.covid19.nh.gov/> indicate that as of 12/05/2022, Moultonborough currently is shown as having six new cases in the last 14-days and has had a cumulative total of 829 cases. 20 % of the Town's population has contracted COVID-19 virus. 73.3% of the Town's population have completed the Primary Series. 44.3% have received a booster shot.

**Vaccinations and Testing:** Information on vaccinations can be found at <https://www.vaccines.nh.gov/?vaccinated> and testing guidance can be found at <https://www.covid19.nh.gov/resources/testing-guidance>

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 67.1% of the population has completed the Primary series vaccinations.

**Burning Permits:** Fire permits are required for all open burning. If you are burning wood, you need a fire permit. 2022 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. 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 permitted to kindle the fire.

No fire permits are required when the ground is covered by snow.

New fire permits are required January 1, 2023.

### **Moultonborough Recreation Department**

Moultonborough Recreation and Moultonborough Public Library have teamed up to offer Moultonborough residents a Merry & Bright Family Fun Night. Join us on Friday, December 9 for this free festive family fun event. Start your evening at 5:30pm at Moultonborough Recreation Department for a crock pot variety dinner, Bingo, prizes, scavenger hunt and Happy Holi-games. Then, make your way over to the library for dessert, games, crafts, lighted holiday stroll and the man himself: Santa! One festive night – two free fun events. Call MRD for more info 603-476-8868.

MRD staff attended the PTA Holiday Fair over the weekend to provide information on our upcoming events and programs and answer any questions.

MRD’s Brighten the Borough Holiday lights challenge is back! Many people celebrate the season with outdoor lights and festive decorations. Registration deadline is December 9. Judging will take place the week of December 12. Call MRD for more info 603-476-8868.

Moultonborough Recreation Department is pleased to present a holiday concert for all to enjoy! Deep Blue C Studio Orchestra will perform classic, new, and traditional Christmas favorites on Sunday December 18, 3:00pm at the Moultonborough Academy Community Auditorium. Deep Blue C is a 17-piece orchestra with 4 vocalists, directed by “Doc” Vose. Advance purchase online or in the Recreation office by noon on December 16. Advance price is \$15 per person. The price at the door will be \$20 per person, cash only. Call MRD for more info 603-476-8868.

MRD is offering free Teen Game Nights for grades 6-9. Thursday evenings starting Dec. 29, 6:00-8:00pm at M’boro Recreation. Video games, board games and retro games. Use our consoles or bring your own. Pre-registration is required. See our website for more information. 603-476-8868.

Moultonborough Recreation is offering Adult Billiards & Games Night on Tuesday evenings January 3-24. Join us from 6:00-8:00pm for Billiards, Air Hockey, Card Games, Foos Ball, Skee Ball, Hot Shot Basketball and more! Drop In style: no pre-registration and no fee. Participants must be 18 years or older. Call MRD for more information 603-476-8868.

MRD is pleased to offer a free winter concert series beginning January 4. We’ve put together lineup of awesome local talent to chase the winter blues away! All concerts are free and open to the public. Concerts will take place Wednesday evenings, 6:00-7:30pm at the Moultonborough Academy Community Auditorium.

Moultonborough Recreation is offering a Youth Learn to Skate program at the Kraine Meadow Park ice rink for boys & girls aged 5-12. Hockey and figure skates are welcome. Classes will take place on Tuesdays & Thursdays, 4:00-5:00pm January 3-19 with weather/ice make-up dates on January 24 & 26. Lessons are weather and ice condition permitting. Registration information will be provided soon.

MRD is actively seeking to hire After School Counselors for our Beyond the Bell program. Call MRD for more information 603-476-8868.

MRD Youth Volleyball program continues this week.

Session 2 of Beyond the Bell, MRD's after school program continues.

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 if you have one. Call MRD for more info 603-476-8868.

Logistics and planning are ongoing for winter programming.

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 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**

We hope to see our Moultonborough families this **Friday, Dec. 9 for Merry & Bright Family Fun Night!** Start at the Recreation Building from 5:30-6:30pm for crockpot dinner, games, and a scavenger hunt. Then from 6:30-7:30pm come to the library for dessert, hot cocoa, crafts, a scavenger hunt and photo op with Santa. We hope you and your family will come and enjoy some holiday fun with us!

**Adult Programs:** Mon. Dec 12 at 12pm, AARP will be presenting a **Cyber Fraud Workshop**. [REGISTRATION LINK](#)

Tue. Dec 13 at 5:30pm, **DIY Crafts for Adults:** Gift Wrapping with Fabric. [REGISTRATION LINK](#)

Mon. Dec 19 at 5pm, **Pontine Theatre** presents Donald Hall's poem, A Christmas Snow. This is intended for ages 10+. [REGISTRATION LINK](#)

**Youth Programs:** Wed. Dec 7 at 3pm for the **Nailed It! Cupcake Decorating for Grades 4& 5**. You must register so we can plan accordingly. [REGISTRATION LINK](#)

Wed. Dec 14 at 3pm, Crafternoon for Tweens & Teens: Holiday Gifts [REGISTRATION LINK](#)

Sat. Dec 17 at 10:30, Family Movie: The Polar Express (no registration necessary).

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, December 15, 2022, at 4:00 pm
- Holiday Closure
  - Friday, December 16, 2022, Town Buildings closing at 11am for Employee Luncheon
  - Sunday, December 25, 2022, Transfer Station CLOSED - Christmas
  - Monday, December 26, 2022, Town Hall Offices, Library, Rec CLOSED - Christmas
  - Monday, December 26, 2022, Transfer Station is OPEN
- Open Positions: The Town is currently seeking applicants for the following open positions:
  - Full-Time Police Officer(s)
  - Public Works Mechanic
  - Part-time Code Enforcement Officer – Land Use Office
  - Part-time Transfer Station Attendant
  - Part-time Park Ranger/Enforcement Officer
  - Public Works Seasonal Laborers