

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 21, 2022



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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 and Finance**

**Town Administrator:** On the eve of Thanksgiving, I would like to give thanks to: our town employees for their dedication and commitment for providing daily public service to our community. From our police officers, fire fighters, paramedics, and building inspectors who keep us safe. To our public works staff that help build and rebuild our infrastructure. Our transfer station for keeping our environment clean and reducing waste. Our land use staff that help shape our future community growth. Our recreation and library for enhancing our community life. Our administration staff who take the aspirations of residents and the policy goals of our public officials and put them into action. Overall, it is the work of everyone involved that make me thankful for being part of a team that continues to build and improve our community.

**Tax Collector:** The confirmed Tax Rate for 2022 is \$4.78. The 2<sup>nd</sup> Half Real Estate Tax Bills are anticipated to be mailed out the first week of December. The due date will be January 11, 2023. Please note that the amounts due for the 2<sup>nd</sup> half billing will not be readily available until the week of November 28, 2022. If you have any questions, please contact the Tax Office. Once bills are prepared, you can check your amounts due, as well as a copy of your bill, online at [www.nhtaxkiosk.com](http://www.nhtaxkiosk.com).

### **Department of Public Works**

**FY2023 Road Program:** Road construction for this year is coming to an end and will continue in the Spring for wearing course (topcoat) of pavement on States Landing Rd, Ferry Rd, and Old Long Island Rd as well as final shouldering/ditch work and loam/seed.

**Lees Mill Retaining Wall:** The concrete block wall has been installed for the Lees Mill Retaining Wall project and work is done for this year. The remainder will be completed in the Spring with final grading behind the wall, installation of plantings, and loam/seed. The island docks will also be installed in the Spring to finalize this portion of the project.

**Facilities & Grounds:** The past week the F&G crew has finished cemetery fall cleanups and we have serviced and put the mowers and trimmers away for the year. The boat docks have been

removed from states landing and lees mills. The new Christmas tree has been planted permanently by Miracle farms and the lights and wreathes will be installed next week. The F&G plows and sanders are ready to go, and the ice rink is being prepped for the season.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 5 containers of construction and demolition = 25 tons. Brush pile burned and compost pile turned. Car counts Monday 326, Tuesday 269, Friday 322, Saturday 404 Sunday 222 total of 1543 residents served.

### **Public Safety**

#### **Moultonborough Police Department: 11/14/22 to 11/20/22**

<b>Activity</b>	<b>This Week</b>	<b>Last Week</b>	<b>Year-to-Date</b>	<b>Last Year-to-Date</b>	<b>% +/-</b>
Log Entries	233	237	11488	11154	+2.90%
Calls For Service	111	123	5851	5619	+3.96%
M/V Accidents	5	2	153	145	+5.22%
Arrests	1	0	110	108	+1.81%
Offense Reports Taken	3	4	124	154	-24.19%
Domestic Disturbances	0	1	20	32	-60%
Alarms-Commercial	1	0	57	56	+1.75%
Alarms-Residential	10	7	183	228	-24.59%
Assist Citizens	59	48	608	376	+38.15%
Assist Fire/EMS	13	9	566	543	+4.06%
Assist Other Agency	3	6	212	142	+33.01%
Directed Patrols	7	4	99	65	+34.34%
Dog Complaints	0	4	119	94	+21%
M/V Complaints	0	3	164	181	-10.36%
M/V Stops	7	5	860	1028	-19.53%
M/V Unlocks	1	2	52	51	+1.92%
Welfare Checks	1	1	87	90	-3.44%

**Community Policing:** None

**Training:** Master Patrol Officer John attended FBI-LEEDA Executive Leadership Institute at Hampton Police Department from November 14<sup>th</sup> to November 18<sup>th</sup>.

**Upcoming Events:** Department Civil Liability Training is scheduled for Wednesday, November 30<sup>th</sup>.

**Moultonborough Fire Rescue Department:** For the period of 11/14/2022 to 11/20/2022, there were twenty-three calls for service: There was: 1 – Outside rubbish, trash or waste fire, 10 – EMS incidents, 1 – Motor vehicle accident with injuries, 3 – Motor vehicle accidents without injuries, 3 – Public service assistance, 1 – Dispatched and cancelled en-route, 1 – Malicious false alarm, 1 – Smoke detector activation, no fire, unintentional, 2 – Alarm system activation, no fire, unintentional. **Total 2022 Incidents: 937. Automatic Aid:** received once from Stewart's Ambulance and twice each from Center Harbor, Sandwich. **Mutual Aid:** none. **Overlapping Incidents:** 3. **Year to Date:** 163. **Percentage of Call Volume:** 17.3%. Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3.3 firefighters
Average Night	1.0 firefighters
Weekend	2.0 firefighters

### **Response Times**

Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:00 mins/sec.
Average Night	12:00 mins/sec.
Weekend	10:12 mins/sec.

**Operations:** 11/14 Chief Bengtson answered citizen inquiry about brush fire on Stanyan Road. Follow up with property owner on fire report for a Whittier Highway business.

- 11/15** Chief Bengtson attended the NH Fire Marshal's presentation on the updates to the Uniform Fire Code and Life Safety Code 2018 Editions at the NH Fire Academy. The fire boat was taken out of the water for the season. The Department will still have a trailered boat and the hovercraft available for emergency responses.
- 11/16** Chief Bengtson attended the NH Municipal Association Annual Conference in Manchester. Lt. Frangelli consulted with NH DES on a motor vehicle accident with a vehicle in the water on Bean Road.
- 11/17** The Chief attended the second day of the Municipal Association Annual Conference in Manchester. Lt. Frangelli and firefighter Brown attended Fire Officer 1 class in Campton. EMS continuing education was held, personnel trained on documentation & legal issues for EMS. Littleton Fire Department was given a building tour. The Day shift performed smoke detector checks for senior citizens.
- 11/18** Chief Bengtson met with Police Chief Beede for a discussion on mutual operational issues. Chief Bengtson consulted with a business owner on potential new construction.
- 11/19** Probationary firefighters Caleb Beede and Brandon Flanagan completed their practical skills exams for Firefighter 1 certification. Both passed their written and practical skills exams. The Fire Department and Chief Bengtson are please to present them with new helmet shields and congratulate them on becoming certified Firefighter Level 1. We are very proud of their efforts, dedication and commitment over the last 22-week period.

**CodeRed:** With recent storms and hurricanes and winter pending, residents are advised to subscribe to receive community notifications and weather alerts by clicking on the CodeRed icon on the Town's website.

**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 11/21/2022, Moultonborough currently is shown as having seven new cases in the last 14-days and has had a cumulative total of 824 cases. 19.9 % of the Town's population has contracted COVID-19 virus. 72.8% of the Town's population have completed the Primary Series. 43.7% 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 66.9% 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.

### **Moultonborough Recreation Department**

Moultonborough Recreation Department wishes everyone a very Happy Thanksgiving!

Moultonborough Recreation Department is currently accepting registrations for Youth Basketball. Athletes in Pre-K thru 6<sup>th</sup> grade can register until November 29. Pre-K children must have turned 4 years old by January 3, 2023. Call MRD for more info 603-476-8868.

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's Brighten the Borough Holiday lights challenge is back! Many people celebrate the season with outdoor lights and festive decorations. Once you've finished decorating your home, yard, or

business, enter our Brighten the Borough challenge by registering online or in the Recreation office. Our jolly judges will visit registered locations to view each display and will name winners in several categories as well as Best in Show for the top Business and top Residential entries. 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.

Holiday Happenings posters and marketing materials were distributed last week. Many thanks to Meredith Village Savings Bank for sponsoring this festive project.

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.

Yoga and Tone & Stretch classes with Felicia conclude this month.

Youth Beatz Percussion Enrichment program has concluded.

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.

The bathrooms at Kraine Meadow Park have closed for the season. They will reopen in the spring.

Logistics and planning are ongoing for holiday and 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**

Reminder the library will be closed on Thursday, Nov. 25 & Friday, Nov. 26 for the Thanksgiving Holiday. The library will be OPEN on Saturday, Nov. 26 from 9am – 1pm. Happy Thanksgiving!

Last chance to join **Music & Movement (ages 1-5) on Mon. November 28 at 9am**. The next four-week session will begin on Monday, Jan. 9. **PJ Story Time** is still happening every **Tuesday** night from **6-6:30pm**. Kids are welcome to wear their jammies. Mark your calendar for **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](#)

**Merry & Bright Family Fun Night** is in just a few weeks! We are partnering once again with the Moultonborough Recreation Department to host a free, fun evening for families. It will be held on **Friday, Dec. 9 from 5:30pm-7:30pm**. The evening will begin at 5:30pm at the Moultonborough Rec Building. There will be photos, Bingo, Happy Holi-games, scavenger hunt and more! There will also be crock-pots of food for dinner. At 6:30pm, families will come to the library and enjoy our lighted Holiday stroll, crafts, a snowflake scavenger hunt and of course, photos with Santa! There will also be desserts and hot cocoa. No registration required! We hope you and your family will come and enjoy some holiday fun with us!

The holidays are fast approaching – need some baking inspiration? Join the **1<sup>st</sup> Annual Cookie Swap** on **Mon. December 5 at 5:30pm**. Bring 2 dozen cookies and go home with a great variety of cookies! [REGISTRATION LINK](#) The **Thursday Movie Night is December 8 at 5:30pm**. The movie this month is *Scrooged*! [REGISTRATION LINK](#)

The Friends have some special programs coming up! They will be having their monthly meeting on **Thu. December 1 at 10am**. All are welcome! There will be a **Paint Night with Art Escapes** on **Thu. December 1 at 6:30pm**. Limited spots so register today. [REGISTRATION LINK](#). On **Sat. December 3 at 12:30pm**, **Owls of the World – Who’s Watching You?** Is a special program with live owls. Registration required as spots are limited. [REGISTRATION LINK](#)

**Please note: The library will be opening at noon on Friday, Dec. 2 to allow for staff training.**

As always, please check the library’s website, [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org), [Facebook](#) and [Instagram](#) pages, and [sign up](#) for our monthly email newsletter and email updates.

**Santa Fund (Children’s Christmas Trust):** We need the community’s help to make the holidays a little brighter for families in need. The Santa Fund provides children (up to 16 years of age) with boots, coats, mittens, hats, clothing and toys. It also provides gift cards for food and gas. The library has set up a **“giving” tree** with ornaments for toys and clothes in the front lobby. People are welcome to come to the library and choose an ornament(s) and bring the items back to the library by **Dec. 5**. Donations are also welcome and can be dropped off at the library or mailed to the: Moultonborough Library, PO Box 150, Moultonborough, NH 03254. For more information about the Moultonborough Santa Fund, call the library at 603-476-8895.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, December 1, 2022 at 4:00 pm
  - Thursday, December 15, 2022 at 4:00 pm
- Holiday Closure
  - Thursday AND Friday, November 24 & 25, 2022 - All Town Offices, Transfer Station and Library will be closed in observance of the Thanksgiving Holiday.
- 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