

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA, ICMA-CM
Town Administrator

RE: Weekly Report

DATE: September 5, 2023



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 Clerk: In the month of July 2023, the Town Clerk's office processed:

Motor Vehicle Registrations	947
Motor Vehicle Titles	170
Boat Registrations	114
Dog Licenses	46
UCC Filings	37
Vital Records (birth/death/marriage certificates and/or divorce decrees)	29
Marriage Licenses	8
Aqua-Therm Registrations	1

We also processed wetlands applications, voter registrations, and assisted new residents with establishing residency, among other services.

Trainings: Town Clerk Julia Marchand completed her second year as a student in the NHTCA/NHCTCA Joint Certification Program. This is a voluntary three-year program which provides NH Municipal Clerks and Tax Collectors with in-depth courses related to their very specific fields.

Absentee Voting: We have begun receiving inquiries regarding absentee voting for the upcoming Presidential Primary election. As the date for the election has not yet been announced by the Secretary of State's office, we do not have request forms available at this time. The earliest a request may be submitted will be 14 days after the filing period for candidates has closed, the dates of which have also not been announced at this time. We will update our website as soon as more information is made available to us.

Change in Renewal Notices: In an effort to save taxpayer money on postage fees and printing costs, our office has decided to start implementing email-only notices for individuals who have email addresses on file in the DMV system, unless otherwise specified by the registrant. Those who do not have an email address on file with us, or who have asked to continue receiving notices by mail, will continue to receive their paper notices by USPS. Residents and non-residents who are signed up for email-only notices will receive an email from ENotices@eb2gov.com by the beginning of their birth month (or the month their vehicles are due). If you are expecting to receive a notice and have not by that time, please check your spam or junk email folders, and then reach out to the Town Clerk's office if necessary.

If you would prefer to receive a mailed renewal notice, or if you want to verify your mailing preference, please contact the Town Clerk's office. We appreciate your input as we test out this new process and thank you for your patience as we work out the kinks.

Upcoming Closure: The Town Clerk's office will be closed on Thursday, October 12th for staff to attend a statewide Municipal Clerk training.

Department of Public Works

Facilities/Grounds: The crew continues with weekly cemetery and grounds maintenance, as well as boat ramp and beach clean-up. Installed flooring at the Public Safety Building and painted walls and trim.

Fleet: Eq. 25 hydraulic issue, Trk 15 reset hydraulic system, Eq. 32 for inspection, Eq. 14 inspect wiring harness, Re-flashing boom control module, Eq. 23 slope calibration, Car 222 Inspection, Trk 10 brakes, shoes, drums and relaced lights, weld frame for wing.

Highway: The highway crew continues with grading, tree work and ditching along several roads. Road work last week included Smith, Tara, Krainewood, Bodge Hill, and Pratt Road. Burial at Holland Hill.

Moultonborough Public Safety

Moultonborough Police Department: 08/28/2023 – 09/03/2023

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	330	306	-7.84%	9302	8855	-5.04%
Calls for Service	168	175	+4%	4770	5189	+8.07%
Arrests	2	2	0%	91	74	-22.97%
MV Accidents	4	1	-300%	122	97	-25.77%
MV Stops	29	28	-3.57%	790	773	-2.19%
Offense Reports	1	3	+66.66%	92	70	-31.42%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up	2	Fish & Game Call	2
Abandoned MV	0	Follow Up	11
Admin Services	12	Found / Lost Property	3
Alarm Commercial	2	Good Morning Project	5
Alarm Residential	1	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	35	Lost / Missing Person	1
Assist Motorist / Disabled MV	4	Medical Emergency	7
Assist Other Agency	12	Motor Vehicle Complaint	6
BOLO	0	OHRV Incident	1
Boating Incident	1	Parking Complaint	5
Building Check	0	Police Information	1
Burglary	0	Repossession	0
Burn Permit	0	Road Hazzard	1
Call for Local PD / Officer	2	Paperwork Service	0
Civil Standby	0	Sex Offender Registration	1
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	1	Suspicious Activity	3
Criminal Records Check	2	Theft / Larceny / Fraud / Forgery	3
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	1
Detail	2	Violation of Protection Order	1
Directed Patrol	4	Warrant Check	2
Disturbance	1	Welfare Check	3
Domestic Animal Related Call	6		
Domestic Disturbance	2		

Community Policing: None to report.

Training: None to report.

Upcoming Events: None to report.

Moultonborough Recreation Department

MRD's Adult Cornhole League concluded last week. Congratulations to League Champions: Allan Astbury, Joanne Talbot and Rob Bowdring. This was a great summer session with 15 teams playing competitive games throughout the season. Thank you to everyone who participated and we are already looking forward to next year!

MRD is pleased to offer Adult Instructional Pickleball opportunities in September at Kraine

Meadow Park. September 12 offers Intermediate Skills & Drills: Beat the Bangers – drop shots, transition shots, strategy, and placement. Pre-registration is required and space is limited. Sign up online or in the Recreation office. Call MRD for more info. 603/476-8868

MRD is currently accepting applications for after school counselors for our Beyond the Bell program. See our website and/or ad on Indeed for more information or call MRD at 603/476-8868

Adult Outdoor Pickleball continues at KMP. There are limited openings in our Adult Outdoor Pickleball program for September. Sign up online or in the recreation office.

Beyond the Bell, after school program begins this week with registrations at capacity. We will expand the roster for this program as staffing levels allow.

CoEd Youth Soccer programs begin practices the week of September 11.

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.

Drop-in Bridge continues Mondays @ 10am at the Recreation Department at 10 Holland Street. This is a drop-in group, no registration required and no fee.

Logistics and planning are ongoing for fall programming, trips and events.

Your Moultonborough Recreation staff is hard at work designing & planning programs for people of all ages. Have an idea for an event, trip or activity? We would love to hear from you! Reach out to us at 603/476-8868 or email our staff via the links on our website: www.moultonboroughnh.gov

For information on current and upcoming MRD activities, see our website at or call us at 603/476-8868. Check our Facebook page for cancelations or updates regarding our events and programs. Non-resident fees accrue where applicable. The Moultonborough Recreation Department is located at 10 Holland St., Moultonborough.

Moultonborough Public Library

The Moultonborough Library is proud to participate this fall in the One Book One Valley reading initiative with public libraries in the Mount Washington Valley and beyond. This year, the selected novel is *The Bear*, by Andrew Krivak, a post-apocalyptic tale of a father and daughter who are the last two humans on earth.

One Book One Valley regional program is now in its 17th year. There are 16 public libraries that will participate, with many offering book discussions and events to build up to the grand finale presentation on November 2, at the Majestic Theater in Conway. Here at Moultonborough, we will host New Hampshire Humanities speaker Carrie Brown to lead a book discussion on September 27, 6:30 to 7:30 pm. Registration for both programs is required and can be done on the Moultonborough Library's website, www.moultonboroughlibrary.org.

Upcoming Adult Programs:

- Wednesday, September 13, 10 am to 12 pm. **Friends of the Library Craft: Fabric Wreath.** [Register here.](#)
- Thursday, September 14, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, September 14, 5 to 7 pm. **Thursday Movie Night: I Wanna Dance with Somebody.** [Register here.](#)
- Tuesdays, 5 to 6:30 pm: **Craft and Chat**
 - September 19: **Cross-stitch NH.** [Register here.](#)
- Wednesday, September 20, 10:30 to 11:30 am. **Mystery Book Club.** [Register here.](#)
- Thursday, September 21, 9 to 11 am. **Board of Trustees' Meeting.**
- Saturday, September 23, 7 to 8 pm. **NH Big Read "A Year Under the Stars" at the McAuliffe-Shepard Discovery Center, Concord.** [Register here.](#)

Upcoming Youth Programs:

- Saturday, September 16, 10:30 am to 12 pm. **Family Movie: Moana**
- Mondays, 9:30 to 10:30 am. **Toddler Drop-In Playtime.** Stop by the library's children's area to play with a wide variety of children's toys, read books, and enjoy the company of other toddlers for an hour of unstructured play.
- Tuesdays, 6 to 6:30 pm. **PJ Storytime.** Dress in your coziest pajamas and come to the library for read-alouds to get us in the mood for sleep.
- Fridays, 10:30-11 am. **Storytime.** Join us for stories, music, and fun!

Please note that the library has a delayed opening on Friday, September 22, to allow for staff training. The library will be open 10 am to 5 pm that day.

Follow us on Facebook and Instagram to keep up-to-date with our news.
@MoultonboroughPublicLibrary

Upcoming Public Meetings

Board of Selectmen

- Thursday, September 7, 2023 at 5:00 p.m. at Town Hall
- Thursday, September 21, 2023 at 5:00 p.m. at Town Hall
- Thursday, September 28, 2023 Work Session at 5:00 p.m. at Town Hall

Other Important Dates/Reminders

- The Administration Office will be closed on Friday, September 15, 2023. Transfer Station Permits can be purchased at the Transfer Station.
- The library has a delayed opening on Friday, September 22, 2023, to allow for staff training. The library will be open 10 am to 5 pm that day.
- The Town Clerk's office will be closed on Thursday, October 12, 2023, to attend a statewide training.