

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** October 2, 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 September 2023, the Town Clerk's office processed:

Motor Vehicle Registrations	1,045
Motor Vehicle Titles	152
Boat Registrations	12
Dog Licenses	18
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	27
Marriage Licenses	7
Aqua-Therm Registrations	25
Articles of Agreement	0

We also processed wetlands applications, voter registrations/party changes, assisted new residents with establishing residency, continued preparing for the Presidential Primary, and assisted the Supervisors of the Checklist with NCOA procedures, among other services.

### **2024 Presidential Primary Information**

The last day for voters to change party affiliation prior to the Presidential Primary is Friday, October 6<sup>th</sup>. When voting in any Primary election, voters who have a party declared (Democrat or Republican) can only receive the ballot for their declared party. Voters who are "Undeclared," may choose either ballot. Moultonborough voters can check their party affiliation [online through the Secretary of State's website](#), on the Voter Checklist in the lobby of Town Hall, or by contacting the Town Clerk's office.

If you would like to change your party affiliation, you may do so in the Town Clerk's office Monday – Friday between 7:30 am and 4 pm or with the Supervisors of the Checklist between 7 pm and 7:30 pm on Friday, October 6<sup>th</sup> at Town Hall. Please bring a government-issued photo ID in either case.

Since the date of the Primary has not yet been announced, we are not able to accept absentee ballot applications at this time. If a date still has not been announced by November 10th (14 days after the filing period for candidates has closed), voters who believe they will not be able to vote in person on election day will then be able to submit an absentee ballot request to the Town Clerk. The Moultonborough Town Hall will be closed on Friday, November 10<sup>th</sup> in observance of the Veteran's Day holiday so the first day voters will be able to file their request in person with the Moultonborough Town Clerk's office will be Monday, November 13<sup>th</sup>.

Please keep an eye on the website for future election information as it becomes available.

**The Town Clerk's office will be **CLOSED Thursday, October 12<sup>th</sup>** so staff can attend a statewide Municipal Clerk training.**

### **Department of Public Works**

**Facilities/Grounds:** The crew continues with weekly cemetery and grounds maintenance. Cremation at Shannon Cemetery. Striped lines in parking lots. Thermo installed at Lions Club. Service call at Lions Club for dishwasher. Moved Furniture for PD. Dug two cremation burials Red Hill & Mason Cemetery.

**Fleet:** Reset system Trk2. Worked on Trk9 def issue. Trk24 check for inspection. Trk24 brakes. Car 182 for state inspection. Trk 24 rear brakes. Trk5 hydraulic issues. Eq12 replaced leaking hose to thumb.

**Highway:** The highway crew continues with grading, tree work and ditching along several roads. Road work last week included Tara, Evens, Randall, Winaukee and Lunt Road.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 8 containers of construction and demolition = 40 tons and 1 container of mixed scrap metal. Compost pile was turned, and the brush pile was burned. Car counts Monday 348, Tuesday 414, Friday 460, Saturday 400, Sunday 255 total 1877 vehicles.

### **Moultonborough Public Safety**

**Moultonborough Police Department: 09/25/2023 – 10/01/2023**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	279	304	+8.22%	10185	10015	-1.69%
Calls for Service	172	157	-9.55%	5189	5841	+11.16%
Arrests	1	1	0%	98	80	-22.5%
MV Accidents	1	3	+66.66%	135	105	-28.57%
MV Stops	19	30	+36.66%	828	862	+3.94%
Offense Reports	1	5	+80%	95	81	-17.28%

### Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Fish & Game Call	0
Abandoned MV	0	Follow Up	2
Admin Services	8	Found / Lost Property	1
Alarm Commercial	2	Good Morning Project	4
Alarm Residential	8	Harassing Message	1
Assault	0	Juvenile Issue	0
Assist Citizen	16	Lost / Missing Person	0
Assist Motorist / Disabled MV	3	Medical Emergency	10
Assist Other Agency	2	Motor Vehicle Complaint	4
BOLO	1	OHRV Incident	0
Boating Incident	1	Parking Complaint	0
Building Check	0	Police Information	2
Burglary	0	Repossession	0
Burn Permit	0	Road Hazzard	2
Call for Local PD / Officer	20	Paperwork Service	1
Civil Standby	0	Sex Offender Registration	0
Community Policing	1	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	7
Criminal Records Check	8	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	2
Detail	0	Violation of Protection Order	0
Directed Patrol	13	Warrant Check	1
Disturbance	0	Welfare Check	2
Domestic Animal Related Call	1		
Domestic Disturbance	1		

**Community Policing:** 09/27/2023 marked one year since Moultonborough Police Department made the switch from State Police Dispatch to Carroll County Sheriff's Office Dispatch coverage when our own dispatch center is not in service. We are thankful for the Carroll County Sheriff's Officer Dispatch center and know how much work they do for several agencies in the county. This has been a successful transition and we look forward to working with the Sheriff's Office Dispatch center for years to come.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Police Department: 09/18/2023 – 09/24/2023**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	312	279	-11.82%	9951	9711	-2.47%
Calls for Service	171	172	+0.58%	5074	5684	+10.73%
Arrests	1	1	0%	96	79	-21.51%
MV Accidents	2	1	-100%	130	102	-27.45%
MV Stops	15	19	+21.05%	816	832	+1.92%
Offense Reports	4	1	-300%	94	76	-23.68%

**Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	3	Fish & Game Call	0
Abandoned MV	0	Follow Up	9
Admin Services	17	Found / Lost Property	2
Alarm Commercial	2	Good Morning Project	5
Alarm Residential	4	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	20	Lost / Missing Person	0
Assist Motorist / Disabled MV	4	Medical Emergency	15
Assist Other Agency	8	Motor Vehicle Complaint	8
BOLO	0	OHRV Incident	1
Boating Incident	0	Parking Complaint	0
Building Check	0	Police Information	2
Burglary	0	Repossession	0
Burn Permit	0	Road Hazzard	0
Call for Local PD / Officer	25	Paperwork Service	5
Civil Standby	1	Sex Offender Registration	0
Community Policing	1	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	1
Criminal Records Check	5	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	2
Detail	0	Violation of Protection Order	1
Directed Patrol	3	Warrant Check	0
Disturbance	0	Welfare Check	4
Domestic Animal Related Call	1		
Domestic Disturbance	0		

**Community Policing:** None.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 09/25/2023 to 10/04/2023, there were twenty-one calls for service: There was:

Fires	1
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	6
Hazardous Conditions – No Fire	0
Service Calls	4
Good Intent	8*
False Alarms & False Calls	2
Severe Weather & Natural Disaster	0
Special Incident Type	0

\*5– Dispatched, No Fire Department Response – EMS

**Total YTD 2023 Incidents: 856**                      **Percent of increased from 2022**      **4.2%**

**Automatic Aid:** five times from Stewart’s Ambulance, once from Center Harbor and twice from Tuftonboro.

**Mutual Aid:** once given to Center Harbor, cancelled enroute.

**Overlapping Incidents: 4**      **Year to Date: 112**      **Percentage of Call Volume: 13.0%**

Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3.58 firefighters.
Average Night	1.66 firefighters
Weekend	3.3 firefighters*

### **Response Times**

Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:08 mins/sec.
Average Night	08:40 mins/sec.
Weekend	10:38 mins/sec.*

\* Dispatched, No Fire Department Response – EMS

**Operations:** 9/26 The Day shift installed a Supra box at a Harvard Camp Road residence. 9/27 The Chief's vehicle was sent to Ossipee Mountain Electronics for repair of non-functioning emergency lights. 9/29 The fire department participated in the Moultonborough Academy Homecoming parade, sending two trucks. The Day shift installed a Supra box at a Wentworth Shores Road residence.

**Burning Permits:** The fire danger level remains at "Low." Fire permits are required for open burning, including campfires, and burning brush. Fire Permits may be obtained at the Public Safety Building located at 1035 Whittier Highway or online at [www.NHFirePermit.com](http://www.NHFirePermit.com). Or a <https://nh.burnsafeamerica.com/>



### **Moultonborough Recreation Department**

Moultonborough Recreation Department invites you to get your holiday season off to a rockin' start with Trans-Siberian Orchestra's "Ghosts of Christmas Eve – the Best of TSO & More" concert. We will depart from MRD @ 10:30am, with a return drop off time of approximately 6:30pm. This trip takes place on Friday, November 24 (the day after Thanksgiving). We will travel by town bus to The Farm Bar & Grille in Manchester for a buffet-style lunch before heading over to the 3:00 show at the SNHU Arena. Please note: Trans-Siberian Orchestra performances feature loud noises, flashing lights, lasers and pyrotechnics. Pre-registration is required and space is limited.

Trip fee includes transportation, lunch and the concert! Sign up online or in the Recreation office during business hours. Call MRD for more info 603/476-8868.

Moultonborough Recreation Department and Moultonborough Conservation Commission are teaming up to organize a Community Cleanup Day in Moultonborough. Our goal is to rid our roadways of trash, debris, etc. on Saturday, September 30, 10am-noon. An informational meeting will be held on Tuesday, September 26, 5-6pm at Moultonborough Recreation (10 Holland Street). Families, friends, neighbors, residential & community groups, Boy and Girl Scouts, Moultonborough Academy classes and teams are encouraged to participate. Call MRD for more info. 603/476-8868.

MRD is pleased to once again partner with Castle in the Clouds and Lakes Region Conservation Trust to offer Jack O Lantern Lane - a free family friendly Halloween stroll on the Castle grounds. Join us on Friday, October 13, 5:00-6:30pm. The area will be lit with Jack O Lanterns and you'll see some not-so scary surprises along the way. This is not a "haunted walk." Proper footwear and headlamps/flashlights are recommended. Halloween costumes are encouraged, but not required. After your stroll warm up by the fire pit and enjoy some goodies. Registration for this popular annual event is encouraged but not required. See the Castle in the Clouds website to sign up ([castleinthecLOUDS.org](http://castleinthecLOUDS.org)) Carved and uncarved pumpkin donations are welcome! Contact Moultonborough Recreation for donation information 603/476-8868.

Moultonborough Recreation and Moultonborough Public Library are teaming up to offer Moultonborough residents a free family friendly Halloween event! Our annual Halloween Boo-Levard Bash will take place on Saturday, October 28, 4:00-5:30pm at Kraine Meadow Park. This is a child and family friendly event for little pumpkins, ghouls, and goblins through grade 5 – preschoolers and toddlers too! We will have a children's costume contest and parade, games, prizes, goodies and fun! Will you visit our frightfully fun farmer's market (optional). Donations of bagged candy will be happily accepted at MRD & MPL until October 26. Volunteer students, older siblings and adults are needed to help out with this event! MA students can earn volunteer hours. Please contact Moultonborough Recreation if you can help! 603/476-8868.

Registrations are open for Youth Co-Ed Volleyball. Children is grades K thru 6 can sign up online or in the Recreation office during business hours. Schedule: Wednesday evenings @ MCS November 8 thru December 20. No Volleyball on November 22. Call MRD for more info. 603/476-8868.

The Community CleanUp event scheduled for September 30 was met with schedule challenges during this very busy time of year. Moultonborough Recreation and the Conservation Commission are in discussions about restructuring this important community event.

MRD's Outdoor Pickleball program has concluded. The nets will remain in the bin at the park for free play for a few more weeks.

Tai Chi registrations are at capacity for our November/December session which begins next week.

Beyond the Bell, after school program continues with registrations at capacity.

CoEd Youth Soccer programs continue this week.

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 and winter 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](http://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**

October is a busy month at the library! Stop by and check out our seasonal decorations and displays, pick up museum passes, or participate in our many programs this month. See below for a list of upcoming adult and youth activities. Registration links are included where required.

Mark your calendars for the **Halloween Boo-levard**, a collaboration with the Recreation Department on **October 28, 4 to 5:30 pm at Kraine Park**. Open to all little monsters through grade 5. Donations of bagged candy gratefully accepted until October 26 at the Rec and the library. We are also looking for volunteers. Moultonborough Academy students can earn volunteer hours. Please contact the Rec Department 603-376-8868.

Please note that the library will be closed on October 9 in observance of Columbus Day / Indigenous Peoples' Day.

#### **Upcoming Adult Programs:**

- Tuesdays, 5 to 6:30 pm: **Craft and Chat**. Bring a craft project and work on it alongside other Moultonborough crafters.
  - October 17, **Pressed Flower Luminarias**. 5 dollar materials fee payable at time of registration. [Register here.](#)
- Thursday, October 5, 10 to 11:30 am. **Friends of the Library Meeting**.
- Wednesday, October 11, 10:30 to 11:30 am. **Bear Wildlife Photography**. [Register here.](#)
- Thursday, October 12, 10:30 am - 12 pm. **Monthly Book Talk**.
- Thursday, October 12, 12 to 2:30 pm. **Thursday Movie MATINEE: *Death on the Nile***. [Register here.](#)



- Saturday, October 14, 2 to 3 pm. **Author Discussion with Andrew Krivak of *The Bear*.** Live at the Bank of New Hampshire Stage in Concord and also via Zoom. [Register here directly with New Hampshire Humanities.](#)
- Monday, October 16, 6 to 7:30 pm. **Documentary Screening *Growing Cities*.** [Register here.](#) Producer Andrew Monboquette, formerly of Moultonborough, to follow the screening.
- Wednesday, October 18, 10:30 to 11:30 am. **Mystery Book Club - *Marple*.** [Register here.](#)
- Wednesday, October 18, 6 to 7 pm. **Songs of Emigration with Jordan Tyrell-Wysocki** [Register here.](#)
- Thursday, October 19, 1 to 2:30 pm. **Tech Workshop - Mobile Phone Photo Editing.** [Register here.](#)
- Saturday, October 21, 9:30 to 11:30 am. **Build a Terrarium Workshop.** Adults and youth 12 years and up. [Register here.](#)

#### **Upcoming Youth Programs:**

- Wednesday, October 11, 3:15-4:15 pm. **Feel the Solar Energy.** STEM activities related to the solar eclipse on October 14. [Register here.](#)
- Friday, October 13, 5:30 to 7:30 pm. **Read-A-Thon Grades 3 to 5.** [Register here.](#)
- Wednesday, October 18, 3 to 4:15 pm. **Lego Club.**
- Wednesday, October 25, 3 to 4 pm. **Cooking for Teens. Pizza in a Mug.** [Register here.](#)
- 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.
- Mondays in October, 10:15 to 10:45 am. **Music and Movement.** Join the fun while we dance and use musical instruments to some kid friendly tunes.
- 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!

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

@MoultonboroughPublicLibrary

#### **Upcoming Public Meetings**

Board of Selectmen Meetings

- Thursday, October 5, 2023, at 5:00 p.m.
- Thursday, October 19, 2023, at 5:00 p.m.
- Thursday, October 26, 2023, at 5:00 p.m. (Work Session)

#### **Other Important Dates/Reminders**

- The Town Clerk's office will be closed on Thursday, October 12, 2023, to attend a statewide training.

#### **Holiday Closure**

- Columbus Day – Monday, October 9, 2023 - All Town Offices, Library and Transfer Station CLOSED