

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 13, 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 October 2023, the Town Clerk's office processed:

Motor Vehicle Registrations	1,161
Motor Vehicle Titles	145
Boat Registrations	29
Dog Licenses	9
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	36
Marriage Licenses	4
Aqua-Therm Permits	27
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 began preparations for the May Town & School election, among other services.

The New Hampshire City & Town Clerk's Association held their annual conference the week of October 10<sup>th</sup>. Town Clerk Julia Marchand attended Wednesday through Friday. The Town Clerk's office was closed Thursday so the whole staff could attend training sessions from the DMV and Secretary of State. We appreciate your patience as we work to better serve you.

*Waterfront property owners:* Don't forget your aqua-therm permit! If you have a bubbler/circulator on your dock, make sure you file it with the Town Clerk's office before the lake freezes. Aqua-therm permits are only .50 cents per unit annually, but fines for unregistered units can reach up to \$1,000. These can be filed in person, through the mail or drop box, or [online at MoultonboroughNH.gov](https://onlineatmoultonboroughnh.gov).

## **2024 Presidential Primary Information**

Although the date for the Presidential Primary has not yet been announced, Moultonborough voters who qualify to vote by absentee ballot may now submit their application since more than 14 days have passed after the close of the filing period for candidates. We expect that the date for the Presidential Primary will be announced on Wednesday, November 15th by the Secretary of State.

To vote by absentee ballot in New Hampshire, voters must be registered and domiciled within the municipality where they are making their request and must meet at least one of the qualifications stated in section two of the [Absentee Ballot Request form](#). This form will need to be completed and returned to the Town Clerk's office in person or by email/fax/drop box. Please bring a government-issued photo ID with you when applying for or returning an absentee ballot in person.

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

### **Department of Public Works**

**Facilities/Grounds:** The crew continues with weekly cemetery and grounds maintenance. Blew off bike path. Cleaned out the old fire station. Town Hall septic. Set up sanders for highway. Repaired airline above ceiling, installed a new shut off. Repaired water leak on washing machine. Plowed buildings and schools.

**Fleet:** Trk1 strip truck for sander install. Lubed stander. 15-R-3 check for leak ordered vac. Pump gasket. Set up trucks for snow. Trk1 install new sander lights. Trk10 replaced quick connects and straighten bracket. Eq13 check on warranty repair. Trk24 set up new air line and check for leaks, set up sander. First snow event, Trk1 repair cable to plow. Free up sander. Trk9 sander issue, no auger. Trk5 & 15 plow lift issues due to software. Trk24 retorque wheels. Paperwork for office.

**Highway:** The highway crew continues with grading, tree work and ditching along several roads. Winter prepping trucks. Checking on road projects. Plowing, sanding & salting roads. Firewood. Screening at the Transfer Station.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 7 containers of construction and demolition = 35 tons. 104 Freon containing devices were recovered, compost pile screened and ready for residents to take, 1 container of mixed scrap metal shipped, brush pile burned, compost pile turned. Car counts Monday 320, Tuesday 325, Friday closed Veterans Day, Saturday 475, Sunday 305 total 1425 vehicles.

**FY2024 Road Program:** Road reconstruction and paving has been completed for the season with Jacobs Rd and Ossipee Mountain Rd getting base paved and shouldered. Top paving of these roads, paving overlays, final completion, and clean-up will happen in the spring.

## Moultonborough Public Safety

**Moultonborough Police Department: 11/06/2023 – 11/12/2023**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	268	276	+2.89%	11635	11451	-1.60%
Calls for Service	136	145	+6.20%	5953	6601	+9.81%
Arrests	3	3	0%	106	90	-17.77%
MV Accidents	1	3	+66.66%	150	114	-31.57%
MV Stops	25	37	+32.43%	873	996	+12.34%
Offense Reports	1	2	+50%	118	95	-24.21%

### Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	0	Follow Up	3
Admin Services	9	Found / Lost Property	2
Alarm Commercial	1	Good Morning Project	4
Alarm Residential	7	Harassing Message	0
Assault	0	Juvenile Issue	1
Assist Citizen	18	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	6
Assist Other Agency	7	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	1
Building Check	1	Police Information	3
Burglary	1	Repossession	0
Burn Permit	0	Road Hazzard	1
Call for Local PD / Officer	2	Paperwork Service	1
Civil Standby	2	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	6
Criminal Records Check	3	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	1
Detail	0	Violation of Protection Order	0
Directed Patrol	0	Warrant Check	1
Disturbance	1	Welfare Check	0
Domestic Animal Related Call	3		
Domestic Disturbance	2	SWAT Call – Out	0

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

### **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. The 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.

Registrations for Adult Indoor Pickleball are open to Moultonborough residents. Adult Indoor Pickleball will take place Sunday mornings 9-11am at Moultonborough Academy Gym, through May 19 (no pickleball Dec. 24 & 31 and March 31). Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Adult Indoor Drop In Basketball is back! This free program runs on Sundays noon to 2pm at the Moultonborough Academy gym through June 23. Pre-registration is required, and participants must be 18 years or older. Call MRD for more info 603/476-8868.

Youth Basketball Registrations are open for Pre-K through Grade 6. Sign Up online or in the Recreation office. Registration Deadline is November 21! Call MRD for more info 603/476-8868.

Moultonborough Recreation and Moultonborough Public Library are partnering once again to offer Merry & Bright Family Fun Night! Join us on Friday December 8 for an evening of free festive family fun at our holiday open houses. The fun begins at 5:30pm at MRD with Happy Holi-games, scavenger hunt, prizes, and game room fun. Festivities continue at the Library with a craft, scavenger hunt, goodies, photos and the man himself Santa! An evening filled with free holiday excitement for the whole family – dinner and dessert included! Call MRD for more info 603/476-8868.

Brighten the Borough Holiday Lights Challenge returns this year with prizes for Residential & Business displays. Register your festive outdoor yard displays online or in the Recreation office by December 8! It's festive and it's free! Our jolly judges will name winners in several categories including Best in Show for top Business & Residential entries. Call MRD for more info 603/476-8868.

Finishing touches are being added to the Holiday Happenings poster. This annual poster provides information for local holiday events and activities at a glance in one convenient listing. Posters are scheduled to be distributed before Thanksgiving.

CoEd Adult Volleyball begins this week with registrations at capacity.

CoEd Youth Volleyball begins this week with strong registration numbers.

Adult Chair Yoga continues this week. Registrations are open for the December session of Chair Yoga.

Adult Tai Chi begins continues week with registrations at capacity.

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

Drop In Bridge is back! Learn to play or play a few hands @ MRD, Tuesdays 1:00-3:00pm. This is a drop-in group – no registration and no fee. Call MRD for more information 603/476-8868.

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.

Logistics and planning are ongoing for programming, trips, activities 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**

Please note that we will be closed for Thanksgiving on November 23 and 24. We will re-open on Saturday, November 25. On Friday, December 1, the library will open from 12 to 5 pm, to allow for library planning for 2024.

Help brighten a Moultonborough child's holiday! Stop by the library and pick up an ornament cut out from the tree in the lobby. The ornament will have details on the age and gender of a child, as well as the desired item. Please return to the library **unwrapped AND with the ornament tag** by December 6. Thank you in advance for your generous support of the Moultonborough Childrens' Christmas Fund, a.k.a., the Santa Fund.

### **Upcoming Adult Programs:**

- Tuesdays, November 21 and 28, 5 to 6:30 pm. **Craft and Chat - Temari Ball Ornaments.** \$10 materials fee.

- The November 21 class is full. [Register here for the November 28 class](#). Payment is due on registration. Stop by the library to pay your materials fee and confirm your spot.
- Monday, November 27, 3:30 to 4:30 pm. **Diabetic Recipe Exchange: Treat Exchange.** Bring diabetic-friendly holiday treats (sweet or savory) to share and exchange. [Register here.](#)
- Tuesday, November 28, 7 to 9 pm. **Open Mic: An Evening of Poetry and Music.** [Register here.](#)
- Wednesday, November 29, 3 to 6 pm. **Book Launch and Open House - *Images of America: Moultonborough*.** No registration required. Come meet the book's local authors, Cristina Ashjian and Jane Rice. Copies of the book will be available for purchase and signing by the authors. Refreshments will be provided by the Friends of the Library.
- Tuesday, December 5, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register with the Granite VNA directly, (800) 924-8620, ext. 85815.
- Tuesday, December 5, 5 to 6:30 pm. **Craft and Chat - Felted Gingerbread Man Ornament.** \$20 materials fee. [Register here.](#) Payment is due on registration. Stop by the library to pay your materials fee and confirm your spot. Space is limited and fills up quickly.
- Wednesday, December 6, 10:30 am to 12:30 pm. **Friends of the Library Literature Discussion Series: *The Berlin Diaries, 1940-1945*.** Print copies of the book are available at the library. [Register here.](#)
- Thursday, December 7, 10 to 11:30 am. **Friends of the Library Meeting.**
- Friday, December 8, 11 am to 1:30 pm. **Friends' Holiday Fare.** Drop in for delicious holiday treats and excellent company.

#### Upcoming Youth Programs:

- Saturday, November 18, 10:30 am to 12 pm. **Family Movie: *Encanto*.** Bonus: Enjoy authentic Venezuelan arepas just like Mirabel and the Madrigals do in the movie. [Register here.](#)
- Friday, November 30, 10 to 10:30 am. **'Ready to Hatch' Prenatal Reading Readiness Class.** [Register here.](#)
- Thursday, December 7, 1 to 1:30 pm. **Special Story Time & Kids' Craft: Felt Gingerbread Decorating.**
- Friday, December 8, 5:30 to 7 pm. **Merry and Bright Family Winter Gathering.** Hosted by the library and the Rec Department. Potluck dinner at the Rec building, followed by dessert, holiday photo op, seasonal craft and more at the library.
- 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!

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

## **Upcoming Public Meetings**

### Board of Selectmen Meetings

- Tuesday, November 14, 2023, at 7:00 p.m. (Joint Meeting with SAU, ABC & CIPC at Moultonborough Academy, Auditorium)
- Thursday, November 30, 2023, at 5:00 p.m.

## **Holiday Closures**

- Thanksgiving & Day After Thanksgiving – Thursday, November 23<sup>rd</sup> & Friday, November 24<sup>th</sup> – All Town Offices, Library and Transfer Station CLOSED