

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 20, 2023



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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 Clerk:

**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://moultonboroughNH.gov).

**Boat decals are in stock for the 2024 season!** If you renew your boat now, you can put the sticker on and tuck the registration safely away before you store your boat for the season. Then, as soon as the ice melts in the spring, you'll be able to hit the water instead of standing in line or searching for a Boat Agent who has decals in stock.

#### **To renew boats at the Town Clerk's office, we will need:**

- The renewal letter from the state, signed by the primary owner, **OR** a completed [Boat Registration Application](#) (we have these in our office), **OR** the 2023 registration signed by the primary owner.
- Payment. Renewals processed in any town or marina will be \$5 more than the amount on your letter from the state. Checks need to be made out to **Town of Moultonborough** if being processed here.
- A government-issued photo ID for the person doing the registration (if done in person).

We accept cash, checks made out to **Town of Moultonborough**, and cards (a 3% fee is added by your credit card company for all card transactions). If you're paying by mail or the drop box, please include a self-addressed, stamped return envelope, and a contact number in case we have any questions.

**Reminder:** Boat Agents across the state frequently run out of decals during the spring season so processing your renewal now will ensure that you can use your boat as soon as you're ready in the spring.

(We are not able to process new boat registrations for 2024 until the new year. At this point in the season, we can only do renewals for 2023 or 2024 and new 2023 registrations.)

### **2024 Presidential Primary Information**

The New Hampshire Secretary of State has announced that the First-in-the-Nation Presidential Primary will be held on **Tuesday, January 23<sup>rd</sup>, 2024**. Absentee ballot applications for qualifying voters may now be submitted to the Town Clerk's office.

To vote by absentee ballot in New Hampshire, individuals must be registered voters 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 (details below). Please bring a government-issued photo ID with you when applying for or returning an absentee ballot in person.

### **Town Clerk's office contact information:**

Phone: (603) 476-2347

Fax: (603) 476-2778

Email: [TownClerk@MoultonboroughNH.gov](mailto:TownClerk@MoultonboroughNH.gov)

The drop box is located outside to the left of the Town Hall's front door (6 Holland Street). Completed absentee ballots can **NOT** be returned through the drop box, but applications may be submitted this way.

To check your voter registration status, please [visit the Secretary of State's website at app.sos.nh.gov](#), reach out to the Town Clerk, or check the public Voter Checklist in the lobby of Town Hall.

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. Removed docks from ramps. Hung TV in chiefs' office. Set generator at the Transfer Station. Water filter at the Town Hall. Ice Rink maintenance.

**Fleet:** 15-R-3 pulled front of motor apart to repair oil leak. Trk24 pulled old center bearing. 15-R-3 pulled vac. Pump. Road call to reset c.p.s controls on the ram 5500. Replaced bad fitting on spinner motor. Cleaned shop. Trk24 center bearing together and found transmission leak. Trk7 torque rear wheels. Trk24 extract broken pipe threads from pto. Parts invoices and paperwork.

**Highway:** The highway crew continues with grading, tree work and ditching along several roads. Snowplow Training 101. Checking and treating roads townwide. Working with Catch Basin truck. Painted Stop Bar. Road project on Abbott Road. Road work this week consisted of Redhill, Sawmill, Randell, Bodge Hill, Lees, Blake, Ben Berry, Hauser, and Ossipee Mountain Road.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 6 containers of construction and demolition = 30 tons and 1 container of mixed scrap metal. Brush pile was burned, and compost pile turned. Car counts Monday 350, Tuesday 360, Friday 410, Saturday 350, Sunday 250 total 1720 vehicles.

### **Moultonborough Public Safety**

**Moultonborough Police Department: 11/13/2023 – 11/19/2023**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	276	299	+7.69%	11851	11750	-0.85%
Calls for Service	145	152	+4.60%	6063	6753	+10.21%
Arrests	3	2	-50%	107	92	-16.30%
MV Accidents	3	0	-100%	157	114	-37.71%
MV Stops	27	36	+25%	882	1032	+14.53%
Offense Reports	2	0	-100%	121	95	-27.36%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	0
Abandoned MV	0	Follow Up	3
Admin Services	18	Found / Lost Property	0
Alarm Commercial	2	Good Morning Project	3
Alarm Residential	4	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	11	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	6
Assist Other Agency	4	Motor Vehicle Complaint	1
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	2
Building Check	0	Police Information	6
Burglary	0	Repossession	0
Burn Permit	0	Road Hazzard	2
Call for Local PD / Officer	15	Paperwork Service	2
Civil Standby	0	Sex Offender Registration	0
Community Policing	1	Stalking	0

Complaint	0	Suicide / Attempted	0
Criminal Mischief	1	Suspicious Activity	1
Criminal Records Check	3	Theft / Larceny / Fraud / Forgery	0
Criminal Threatening	0	Training	3
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	3
Detail	0	Violation of Protection Order	0
Directed Patrol	10	Warrant Check	0
Disturbance	0	Welfare Check	1
Domestic Animal Related Call	5		
Domestic Disturbance	1	SWAT Call – Out	0

**Community Policing:** None to report.

**Training:** Administrative Assistant Taylor Strickland attended Child Passenger Safety Technician Certification course and passed. She is now a certified Technician, and we are working on making MFD and MPD a check station.

**Upcoming Events:** None to report

**Moultonborough Fire Rescue:** For the period of 11/13/2023 to 11/19/2023, there were nine calls for service: There was:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	7
Hazardous Conditions – No Fire	0
Service Calls	0
Good Intent	1
False Alarms & False Calls	1
Severe Weather & Natural Disaster	0
Special Incident Type	0

**Total YTD 2023 Incidents: 976**

**Percent of increased from 2022 4.2%**

**Automatic Aid:** None

**Mutual Aid:** None.

**Overlapping Incidents: 0    Year to Date: 133    Percentage of Call Volume: 14%**

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

**Call Staff:**

Call firefighters responded on four incidents, providing an average of 1.3 firefighters per incident.

**Response Times with 24-hour Coverage:**

Average Response Time (minutes)

10:53

**Operations:** 11/13 The Duty Crew conducted Supra Box site verifications on Alpine Park Road. Chief Bengtson met with the Capital Improvement Committee to review the Fire Department 6-year Capital Improvement Plan. 11/14 The Fire Chief participated in a Land Use Department Technical Review Committee meeting for a Whittier Highway business. 11/15 Chief Bengtson, Lt. Frangelli and FF. Luikmil conducted a place of assembly inspection at 80 Bean Road and a inspection of a manufactured fireplace and chimney in new construction at a single-family dwelling on Ossipee Mountain Road. The Fire Chief along with personnel from Town Hall, Public Works and the Police Department participated in a webinar on CivcReady learning how to administer the Town's new emergency and community notification platform. 11/16 The Fire Chief inspected the replacement of an oil tank on Hanson Drive. The Fire Department hosted the New Hampshire State Firemen's Association meeting, providing a baked ziti dinner for the NHSFA Board members. EMS continuing education was held in Center Harbor, instructor John Burdette taught patient assessment skills. 11/17 The Duty Crew and the Fire Chief performed a place of assembly inspection at 64 Whittier Highway.

**Burning Permits:** The fire danger level remains at "Low." Fire permits are still required for all open burning, including campfires, and brush burning until snow covers the ground. 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/>

Fire permits are not required when there is snow covering the ground. If snow cover is not present, a fire permit is required.

**Moultonborough Recreation Department**

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, and photos with a jolly snowman! 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 is back! Do you celebrate the holiday season with outdoor lights & festive decorations? If you do, we want to see your creativity! Once you've finished decorating your yard or outside of your house or business, register for our Brighten the Borough Holiday Lights Challenge! Our Jolly Judges will name winners in several categories including "Best in Show" for top business and residential entries. Bragging rights are on the line! Sign up today! It's festive and it's

free! Register on our website via the “Click Here for Online Registration” link. By December 8. Call MRD for more info 603/476-8868.

MRD is offering Teen Nights Out in December. Youth in grades 6-8 can choose single activities or sign up for all! Wednesday, December 27 offers Nerf Night at the Moultonborough Function Hall, 6-8pm. Bring your own nerf gun or use one of ours. Thursday, December 28 brings an Open Gym Party at the MA gym 6-8pm. Basketball, cornhole, volleyball, snacks, music and more. Friday December 29 provides a trip to Altitude Trampoline Park followed by a video game/board game pizza party at MRD. The bus will depart MRD at 12:15pm. Parent pickup will be at MRD at 6pm. Pre-registration is required for all activities. Sign up online or in the Recreation office. 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 Sunday’s 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.

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.

Registrations are open for the December session of Chair Yoga. Keep that holiday stress in check with Chair Yoga! Sign up online or in the Recreation office.

Logistics and planning are nearly complete for Adult Instructional Pickleball. More details to come.

Adult Indoor Pickleball continues this week. Dates are still available. Pre-registration is required and space is limited.

Youth Basketball registrations close this week.

Adult Tai Chi begins continues week with registrations at capacity.

CoEd Adult Volleyball continues this week with registrations at capacity.

CoEd Youth Volleyball continues this week with strong registration numbers.

Beyond the Bell, after school program continues this week.

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**

We are grateful for all of our patrons and their support for our programs and collections. We wish you all a wonderful Thanksgiving holiday. The library will be closed on Nov. 23 and 24, but remember that our digital collections on [Libby](#) and [Hoopla](#) are open 24/7. You just need your Moultonborough library card number to sign in to either app.

We will reopen on Saturday, November 25, after the holiday. 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 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:**

- 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:**

- 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

- Thursday, November 30, 2023, at 5:00 p.m.
- Thursday, December 07, 2023, at 5:00 p.m.
- Thursday, December 21, 2023, at 5:00 p.m.
- Thursday, December 28, 2023, at 5:00 p.m. (if needed)

#### **Holiday Closures:**

- Thanksgiving & Day After Thanksgiving – Thursday, November 23<sup>rd</sup> & Friday, November 24<sup>th</sup>
- Christmas Day – Monday, December 25<sup>th</sup>