

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 27, 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 & Finance

#### **Town Hall Internet Upgrade – Service Interruption**

On Wednesday, November 29, 2023, during the time of 2pm to 3pm the Town Hall will be upgrading their Internet speeds. During this installation time frame, it may impact our ability to provide you certain public services, including motor vehicle and vital records transactions. We apologize in advance for any inconvenience this may cause.

### Department of Public Works

**Facilities/Grounds:** The crew continues with weekly cemetery and grounds maintenance. Took water samples. Met with ice rink sweepers. Took down flags and banners and prepped for holiday wreaths. Snow removal and treatment.

**Fleet:** Trk1 installed new plow pump. Harness car171. Trk 24 installed PTO solenoid and put back together. Transfer Station case plow issues during snow event. Trk3 and car 171 snow tires. Checked Trk7 for oil leak and Trk9 for Hydro leak. Trk`10 headlights.

**Highway:** The highway crew mixed stone/salt. Set up trucks and prepped for the storm. Snow removal winter storm cleanup.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle=10 tons, 5 containers of construction and demolition=25 tons and 1 container of mixed scrap metal. Brush pile burned and the compost pile turned. Moultonborough Academy held a fund raiser at the facility on Saturday ( a very busy day after the being closed for a holiday and closed for three days). The students assisted the residents in unloading their trash and recyclables for a voluntary donation from the residents. The class with a great attitude and big smile was a big help at unloading and keeping the traffic moving through the facility ,there help was very appreciated. Car counts Monday 320, Tuesday 360, Friday CLOSED, Saturday 620, Sunday 265 total 1565 vehicles.

## Moultonborough Public Safety

**Moultonborough Police Department:** 11/20/2023 – 11/26/2023

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	299	216	-38.42%	12042	11966	-0.63%
Calls for Service	152	102	-49.01%	6169	6855	+10.00%
Arrests	2	0	-100%	110	92	-19.56%
MV Accidents	0	0	0%	161	114	-41.22%
MV Stops	36	27	-33.33%	888	1059	+16.14%
Offense Reports	0	0	0%	125	95	-31.57%

### 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	5
Admin Services	7	Found / Lost Property	0
Alarm Commercial	0	Good Morning Project	5
Alarm Residential	2	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	8	Lost / Missing Person	0
Assist Motorist / Disabled MV	4	Medical Emergency	4
Assist Other Agency	6	Motor Vehicle Complaint	3
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	0	Police Information	4
Burglary	0	Repossession	0
Burn Permit	0	Road Hazzard	1
Call for Local PD / Officer	0	Paperwork Service	1
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	9
Criminal Records Check	2	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	1
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	3
Detail	0	Violation of Protection Order	0
Directed Patrol	2	Warrant Check	0
Disturbance	1	Welfare Check	3
Domestic Animal Related Call	3		
Domestic Disturbance	1	SWAT Call – Out	0

**Community Policing:** None to report.

**Training:** MPO Michalski and SRO Christen Cloutier attended Taser Instructor Course on Friday 11/24/23.

**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 an 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 CivicReady learning how to administrate 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 hosted a sold-out trip to Manchester NH on Friday November 24 to see Trans Siberian Orchestra at the SNHU Arena. Our patrons enjoyed a delicious buffet meal at The Farm Bar & Grill in Manchester before the show and then rocked in the holiday season at the concert.

Moultonborough Recreation staff will be at the PTA Holiday Fair on Saturday, December 2 with some festive fun for the kids and North Pole Greetings registration forms for interested parents.

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.

Holiday Happenings posters are complete and have been distributed. 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.

Chair Yoga begins a new 4 week session this week.

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.

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**

Help brighten a Moultonborough child's holiday by taking part in this year's Moultonborough Childrens' Christmas Fund. 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 items 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 Trust, a.k.a., the Santa Fund.

Celebrate the season with us on Friday, December 8, 11 am to 1:30 pm with the Friends of the Library, the Library Trustees, and the library staff at the Holiday Fare held in the library's program room. Later that day, families are invited by the Rec Department and the library's Youth Services Department to attend their Merry & Bright Family Event from 5:30 to 7 pm, complete with a potluck dinner, games, a craft, and an opportunity to take pictures with a friendly snowman.

On Friday, December 1, the library will open from 12 to 5 pm, to allow for library planning for 2024.

Remember, registration is required for most of our programs. The registration links are included next to each program. You can also call the library, 603-476-8895, to make your reservation.

### **Upcoming Adult Programs:**

- 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.
- Monday, December 11, 3:30 to 4:30 pm. **Diabetic Recipe Club. Focus: Charcuterie Boards.** [Please register to receive notifications.](#)
- Thursday, December 14, 10:30 am to 12 pm. **Monthly Book Talk.** Share your recent reads and get book recommendations.
- Thursday, December 14, 12 to 2:30 pm. **Thursday Movie Matinée: *Elf*.** Popcorn, pizza and soft drinks provided. A \$2 donation per slice of pizza is appreciated. [Register here.](#)
- Friday, December 15, 10 to 11:30 am. **Tech Workshop: Portrait Phoneography.** [Register here.](#)
- Wednesday, December 20, 10:30 to 11:30 am. **Mystery Book Club: *The Hunting Party* by Lucy Foley.** Print copies of the book are available at the library for check out. [Register here.](#)
- Thursday, December 21, 9 to 11 am. **Library Board of Trustees Meeting.** Open to the public.

### **Upcoming Youth Programs:**

- 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.
- Tuesday, December 12, 3:30 to 4:30 pm. **Make a DIY Solar System Necklace.** [Register here.](#)
- Wednesday, December 13, 3 to 4 pm. **Crafternoon - Snowman Craft for Kids.** [Register here.](#)
- Saturday, December 16, 10:30 am to 12 pm. **Family Movie - Elf.**
- 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:**

- Christmas Day – Monday, December 25<sup>th</sup>