

# MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** February 5, 2024



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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:** In the month of January 2024, the Town Clerk's office processed:

Motor Vehicle Registrations	1,063
Motor Vehicle Titles	107
Boat Registrations	56
Dog Licenses	199
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	28
Marriage Licenses	0
Aqua-Therm Permits	119
Articles of Agreement	0

We also processed wetlands applications, voter registrations/party changes, absentee ballot applications, assisted new residents with establishing residency, received and verified petitions, and continued preparations for the May Town & School election, among other services.

**Presidential Primary Election:** January was a busy month for the Clerk's office! In addition to our normal, day-to-day transactions and responsibilities, we assisted voters with absentee ballots and election questions daily. Overall, we received 358 requests for absentee ballots for the 2024 Presidential Primary. Of those 358 ballots requested and sent out to voters, 336 were returned to the Town Clerk and processed on Election Day – that's nearly 94%!

We had 2,018 in person election day voters cast ballots at the polls for the Presidential Primary this year – the highest turnout in Moultonborough for a Presidential Primary since 2008, where we had 2,047 in person voters. This year, we had about 55% of the voting population in Moultonborough cast ballots in the Primary. We're excited to see how these numbers compare to the other three elections scheduled for 2024!

Thank you to the many volunteers and officials who worked together to allow for a smooth election. It's a real team effort to manage all of the moving parts and I'm grateful to live in a town where our voters are so engaged.

**Dog Licenses:** It's that time of year again! Dog licenses are now available for 2024. All dog owners are required by NH State law to register their dogs with their Town Clerk annually **by April 30<sup>th</sup>**. License fees are \$7.50 for spayed/neutered adult dogs, \$10.00 for unaltered dogs, \$7.50 for all puppies under 7 months, and \$3.00 for the first dog registered to an owner aged 65 or older.

Pay early to avoid lines and fines! You may obtain your dog license one of four ways:

1. In person: The Town Clerk's office is open 7:30 am – 4 pm, Monday – Friday.
2. Online: [Click here](#) or visit [MoultonboroughNH.gov](#) and look for “Online Payments” then “Town Clerk Payments” and follow the prompts. We will process the transaction and mail you the new tag.
3. By mail: Send the proper fee (above), a note with the dog's name and your phone number, and a self-addressed stamped return envelope to Town Clerk's Office, P.O. Box 15, Moultonborough, NH 03254
4. Through the secure payment drop box: Inside an envelope marked “Town Clerk,” place the proper fee (above), a note with the dog's name and your phone number, and a self-addressed stamped return envelope. Leave this in the secure drop box outside to the left of the Town Hall's front door. We will mail the new tag to you.

We can accept checks made out to *Town of Moultonborough*, cash, or credit cards if paying in person or online. There is a 3% processing fee added by your credit card company for all card transactions.

**Boat Registrations:** 2024 boat stickers are available! To renew your boat registration with the Town Clerk's office, bring your renewal notice from the State (signed by the primary owner), last year's signed registration, or a completed [Boat Application](#) to renew with the Town Clerk. **Please note**: there is an additional \$5.00 per boat Agent Fee for transactions processed through any town or marina – if you received a renewal notice from the State, simply add \$5.00 to the total listed for each boat you wish to register with the Town. When you register your boats locally, more of that revenue stays with the town than if you were to send payment directly to the state.

**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 immediately. 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](#).

**May Town/School Election Information:** The filing period for candidates for both Town and School offices is March 27<sup>th</sup> – April 5<sup>th</sup>, 2024. Reach out to the Town Clerk or SAU office with any questions regarding filing for candidacy.

The deadline to file petitions for town warrant articles is Tuesday, April 9<sup>th</sup>. All petitions must have the signatures of **at least 25 registered Moultonborough voters** to be added to the warrant. A copy of the current Moultonborough voter checklist is available to view in the Town Hall lobby if you wish to check over your petition prior to submission. The Town Clerk's office will then verify that the required number of signatures has been met.

Absentee ballot requests can be submitted at any time for qualifying voters who cannot vote in person at the May Town/School election. [Request forms can be found here](#) and delivered to the Town Clerk by mail, email, fax, or 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 plowed and treated buildings along with cleaning the ice rink. Generator maintenance was addressed. Lights at the Public Safety Building. The voting trailer was emptied. Storm clean up. Recreation office project started and completed.

**Fleet:** The mechanics addressed the hydraulic issue on Trk24, Trk2 broken wheel studs, road test on Trk24 and checked the tire assembly. Reset Trk10 spring tension on plow, reset blade on Trk4 and investigated the check engine light on. Set up hoses on Trk2 sander. Checked for coolant leak in Car171. Swapped out cutting edge on Eq.13 and checked oil leak under cab in Eq.25

**Highway:** The highway department treated roads town wide. Winter snow and weather phone calls from residents were addressed. Sand and salt were mixed. Replaced wing on Trk15. Snow-banks were pushed back townwide.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 5 containers of construction and demolition=30 tons. The brush pile was burned, and the compost pile turned. Car counts Monday 165, Tuesday 235, Friday 350, Saturday 325, Sunday 250 total 1325 vehicles served.

### **Public Safety**

**Moultonborough Police Department:** 01/29/2024 – 02/04/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	242	259	+6.56%	1051	1267	+17.04%
Calls for Service	111	137	+18.97%	630	675	+6.66%
Arrests	2	0	-100%	7	10	+30%
MV Accidents	9	3	-200%	14	21	+33.33%
MV Stops	17	20	+15%	65	113	+42.47%
Offense Reports	1	1	0%	14	8	-75%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Domestic Animal Related Call	1
Abandoned MV	1	Fish & Game Call	4
Admin Services	8	Follow Up	8
Alarm Commercial	2	Good Morning Project	5
Alarm Residential	7	Medical Emergency	2
Assist Citizen	20	Motor Vehicle Complaint	5
Assist Motorist / Disabled MV	5	Police Information	3
Assist Other Agency	8	Road Hazzard	5

Building Check	2	Paperwork Service	3
Criminal Records Check	4	Suspicious Activity	3
Detail	1	Theft / Larceny / Fraud / Forgery	1
Directed Patrol	4	VIN Verification	1
Disturbance	2	Welfare Check	1

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** : For the period of 01/29/2024 to 02/04/2024, there were eight calls for service: There was:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	3
Hazardous Conditions – No Fire	2
Service Calls	0
Good Intent	2
False Alarms & False Calls	1
Severe Weather & Natural Disaster	0
Special Incident Type	0

**Total 2024 Incidents: 78**

**Percent of increased from 2023 18%**

**Automatic Aid:** Once given to Center Harbor and once received from Tuftonboro.

**Mutual Aid:** to None

**Overlapping Incidents: 0 Year to Date: 8 Percentage of Call Volume: 10%**  
Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on two incidents, providing an average of 2 firefighters per incident.

**Response Times with 24-hour Coverage:** Average Response Time (minutes) 11:00

**Operations:** 1/29/2024 Seven apparatus and eighteen firefighters from Center Harbor, Moultonborough, Sandwich, and Tuftonboro met on Monday night to conduct a rural water supply drill known as the Rural Hitch. The Rural Hitch is a varied length of 4-inch diameter supply hose with a Siamese adaptor attached to the end, then multiple lines are attached to the Siamese coupling allowing for more than one truck carry water to pump to the apparatus at the fire. Engine 4 was used for the “fire attack” truck with a target flow of 1,000-gallons per minute. Using the dry hydrant at Berry Pond, four tankers were able to sustain the flow rate targeted. Some problems were identified and addressed as the drill progressed. The four towns are striving to train together at least once a month on basic fireground operation to enable all personnel to work effectively in any town. 1/31/2024 The Fire Department was dispatched for a bobhouse that had broken through the

ice off Leeward Shores Road. The incident was investigated, and no occupants were found. The hazard was flagged and reported to NH Fish & Game. The D-Group performed an inspection of Supra box on Castle Shore Road. Verification of proper keys in the box was ascertained. 2/03/2024 Moultonborough firefighters joined firefighters from Center Harbor, Sandwich, and Tuftonboro for a review of equipment and practice of rescue skill at the Town Docks in Center Harbor. Captain Chris Morgan of Tuftonboro Fire Rescue lead the training. Personnel that are EMS certified participated in a refresher training program at the Public Safety Building. The class is required for NREMT recertification and relicensing of AEMT and EMT personnel. Personnel attended the training on Saturday and Sunday. Instructor Mark Millet conducted the training.

**Burning Permits:** All persons wishing to kindle fires will need new 2024 fire permits. 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 Firefighters in action:**



## **Moultonborough Recreation Department**

Moultonborough Recreation is offering a trip to see the Maine Celtics take on the Westchester Knicks. Join us on Sunday, February 25 as we travel to the Portland Expo Center. We will stop at Portland Pie Company before the game for a family style lunch of pizza and appetizers. Registrants will receive a free Maine Celtics hat! Space is limited and pre-registration is required. Call MRD for more info 603/476-8868.

MRD is pleased to host our annual Father Daughter Semi Formal Dance. On Friday March 8, girls in grades K-5 and their fathers or father figure stand in are invited to join us at the Moultonborough Function Hall for an evening of dancing, desserts, precious moments, and lasting memories. More details to come!

Registrations are open for Adult Pick Up Cornhole. Adult Pickup Cornhole will meet at Moultonborough Central School on Tuesdays 6:00-7:30pm through February 20. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. This is a free program, and no experience is needed. Call MRD for more information 603/476-8868.

Adult Indoor Drop In Basketball continues. 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.

Adult Indoor Pickleball continues. Dates are still available. Sign up online or in the Recreation office. Pre-registration is required, and space is limited.

Adult Chair Yoga continues this week.

Beyond the Bell, after school program Session 3 continues this week.

Youth Basketball programs continue 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 an additional session of chair yoga and a spring session of Tai Chi. Also in the works: Introduction to Ukulele lessons. Watch our website, newspaper articles and social media for upcoming details.

Logistics and planning have begun for our 2024 Summer Camp have begun.

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**

The Friends of the Moultonborough Public Library invite you to the annual Chocolate Fare on Tuesday, February 13, 12 to 3 pm. Stop by to enjoy sweet treats with friends and support our library programs.

Feed-A-Charity Tonight (FACT) in February will be held at Lemongrass Restaurant and Sake Bar on February 19, 5 to 9 pm, and The Boro Baking Co. on February 15, 7 am to 2 pm. Dine at these establishments, mention you are a friend of the library, and they will donate 10% off your bill to the Friends of the Library. Thank you in advance to The Boro and Lemongrass for their support!

Thank you to one of our patrons and Miracle Farms for helping us transport all of our plastic film to the distribution center in Gilford. We appreciate their support of the library and are grateful for all they give to our community. We thank everyone who helped us reach our goal of recycling 500 lbs. We will not be continuing with that program. If you want to continue recycling your plastic film, please take it to Hannaford's or Walmart in Gilford. We encourage you to use reusable totes, like the ones sold by the Friends of the Library, available at the circulation desk for \$15.

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

- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
- Tuesday, February 13 & 20: Paper Crafts with Wendy Shambaugh. Make Carolina snowflakes, Bavarian stars and origami boxes. \$10 materials fee is due at registration. Space is limited. [Register here](#).
- Thursday, February 8, 10:30 am to 12 pm. **Monthly Book Talk.** Share your recent reads and get book recommendations.
- Thursday, February 8, 12 to 2:30 pm. **Thursday Movie Matinée: Strictly Ballroom (1992).** Popcorn, pizza and soft drinks provided. A \$2 donation per slice of pizza is appreciated. [Register here](#).
- Tuesday, February 13, 12 to 3 pm. **Friends of the Library Chocolate Fare.** \$5 donation. February 14 snow date.
- Tuesday, February 20, 2 to 3:30 pm, and February 23, 10 to 11:30 am. **Tech Workshop: iPhones for Beginners.** [Register here](#).
- Fridays, 10 to 11 am. **Caregivers Support Group.** Helping each other.
- Fridays, 1 to 2:30 pm. **A Safe Place Bereavement Group.** Registration is closed for this 8-week session. Please contact the library if you would like to join future sessions.

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

- Monday, February 12, 3:15 to 4:15. **Family Solar Science by the NH Astronomical Society.** [Register here](#).
- Wednesdays, February 14 and 21, 10:15 to 10:45 am. **Music and Movement.** Fun with music and instruments for toddlers.

- Saturday, February 17, 10 am to 12 pm. **Family Movie - Paw Patrol: The Mighty Movie**
- Monday, February 26, 9 to 10 am. **Galaxy Jar Craft.** [Register here.](#)
- Thursdays, 3:15 pm. **Storytime with Special Guest Readers.**
- Fridays, 3 to 5 pm. **Dungeons and Dragons for Teens.** The group is looking for new members, ages 13 to 18. Led by an experienced Dungeon Master.
- 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, February 15, 2024, at 5:00 p.m.
- Thursday, February 22, 2024, at 5:00 p.m. (Work Session if needed)

##### Holiday Closure:

- Monday, February 19, 2024, in observance of Presidents Day