

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** February 26, 2024



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

#### **Did you know?**

You can write off the local fees you paid for your motor vehicle registrations in 2023 on your taxes. You can find the amount you paid for each vehicle on your registration, located under the “Municipal Fees” header on the righthand side. You can also request the totals from the Town Clerk’s office if you have trouble finding the fees on your registration.

For the week of February 19<sup>th</sup> – 23<sup>rd</sup>, 2024, the Town Clerk’s office processed motor vehicle and boat registrations, dog licenses, vital records requests, and our first marriage license of the year. We also processed wetlands applications, voter registrations/party changes, absentee ballot applications, assisted new residents with establishing residency, and continued preparations for the May Town & School election, among other services.

**Dog Licenses:** 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 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](https://www.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 bring a government-issued photo ID if dropping off your absentee ballot request 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 building & cemetery checks, recyclables collected. Replaced Recreation room bathroom faucet and repaired plumbing. Long Island Beach repair. Heater in Public Safety Building, Police garage. Snow removal.

**Fleet:** The mechanics diagnosed Trk24 whistling sound underneath the truck. Trk10 sander issue from last storm. Fabricate mount for front York rake. Trk24 pull intake and compressor oil feed line. Telehandler to Transfer Station to try out. Winter storm clean up. Brought Trk4 to Conway

**Highway:** The highway crew salted/sanded roads from snow squall. Checked dirt roads. Loaded wood chip trailer. The crew continues with tree trimming. Cleaned shop. Checked roads for road postings.

**Transfer Station:** This week we shipped out 1 container of municipal solid waste=12 tons, 1 container of single stream recycle=5 tons, 3 containers of construction and demolition=18 tons and 1 container of mixed scrap metal. Car counts: Monday CLOSED Presidents Day, Tuesday 435, Friday 350, Saturday 225, Sunday 200 total vehicles 1210.

### **Public Safety**

**Moultonborough Police Department:** 02/19/2024 – 02/25/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	315	317	+0.63%	1729	2197	+21.30%
Calls for Service	177	186	+4.83%	1028	1192	+13.75%
Arrests	1	3	+66.66%	16	16	0%
MV Accidents	6	6	0%	21	40	+47.5%
MV Stops	34	48	+29.16%	140	227	+38.32%
Offense Reports	2	5	+60%	15	16	+6.25%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
Admin Services	15	Follow Up	4
Alarm Commercial	1	Found / Lost Property	2
Alarm Residential	7	Good Morning Project	5
Assist Citizen	19	Juvenile Issue	1
Assist Other Agency	5	Medical Emergency	6
BOLO	1	Motor Vehicle Complaint	4
Building Check	6	Parking Complaint	2
Call for Local PD / Officer	17	Police Information	1
Criminal Mischief	1	Road Hazzard	1
Criminal Records Check	3	Paperwork Service	2
Detail	3	Suspicious Activity	4
Directed Patrol	3	Theft / Larceny / Fraud / Forgery	1
Disturbance	1	VIN Verification	1
Domestic Animal Related Call	3	Warrant Check	1
Fish & Game Call	2	Welfare Check	3

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** We have several details starting within town for Consolidated Communications. They will be replacing fiber lines along all the major roads as well as most of the backroads within the town over the next 6 weeks. We anticipate some minor traffic delays but have been working closely with the sub-contracted companies to ensure a smooth transition during this time period.

**Moultonborough Fire Rescue:** : For the period of 02/19/2024 to 02/25/2024, there were seventeen calls for service: There was:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	12
Hazardous Conditions – No Fire	0
Service Calls	3
Good Intent	1
False Alarms & False Calls	1
Severe Weather & Natural Disaster	0
Special Incident Type	0

**Total 2024 Incidents:** 131

**Percent of increased from 2023:** 14.4%

**Automatic Aid:** None

**Mutual Aid:** to None

**Overlapping Incidents:** 0    **Year to Date:** 10    **Percentage of Call Volume:** 7.6%  
Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on six incidents, providing an average of 2.6 firefighters per incident.

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

- Average Reaction Time (minutes/seconds) 1.40
- Average Response Time (minutes/seconds) 8:00

**Operations:** 2/19/2024 Lt. Frangelli on-boarded new probationary call firefighter Thomas Maggio. The department trained on lifting, jacking and cribbing skills. 2/20/2024 The fire chief conducted a gas piping inspection at 24 Paradise Drive. 2/23/2024 Chief Bengtson, Administrative Assistant Sarah Weeks, Finance Director Davis and Selectman Quinlan attend a U.S. Dept of Labor Wage and Hour seminar for fire departments at the NH Fire Academy. 2/25/2024 Moultonborough Emergency Services were dispatched to Moultonborough Airport for a reported airplane crash. While en-route it based on information from the Airport Director it was determined that there were no injuries and a minor fuel leak. Upon arrival firefighters found all occupants of the

aircraft. Stewart's Ambulance performed patient assessments while firefighters addressed the fuel leak. The cause of the incident is under investigation by FFA.



### **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 Recreation Department**

Effective February 26, 2024, the ice rink at Kraine Meadow Park is closed for the season. MRD would like to thank the Department of Public Works for their tireless efforts to make ice, despite Mother Nature's unseasonably warm temperatures and frequent rainy days. For your safety and to avoid damage to the facility surface, please stay off the rink when it is posted as closed.

MRD invites you to strum some fun at our Introduction to Ukulele class. Join instructor Tim Hazelton in March for 45-minute group classes. Tim is a singer/songwriter from Holderness. Classes will be held at MRD on Tuesday evenings March 5-26 @ 5:30pm. You do not need to know how to read music to take this class. You will need to bring your own ukulele. Contact MRD for Tim's recommended ukulele model information. This class is open to participants aged 15 & up. Pre-registration is required, and space is limited. Call MRD for more info 603/476-8868.

MRD is pleased to host our annual Father Daughter Semi Formal Dance. 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. This wonderful annual event will take place on Friday, March 8 at the Moultonborough Function Hall, 6:00-7:30pm. Pre-registration is required.

Join MRD on a trip to see comedian Juston McKinney at the Capital Center for the Arts in Concord. We will depart from MRD on Saturday March 16 @ 4:30pm and travel by town bus to Cheers Grille and Bar for a buffet style meal before the show. We will enjoy orchestra floor seats for Juston's 8pm show. Some stairs at the venue and some walking after the show may be required. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Moultonborough Recreation and Moultonborough Public Library are teaming up to offer an Egg Hunt for children in Grade 5 and below. Join us on Friday March 29 for some free family fun. Begin at the Library for an egg bag craft and photos with the Happy Bunny. Then hop over to the Recreation Department for the Egg Hunt, supervised games, and prizes. Will you find a golden ticket? Children in Kindergarten and younger are asked to check in at the Library at 5:30pm. Grades 1&2 check in at 5:45pm. Grades 3, 4 &5 check in at 6:00pm. Call MRD for more info 603/476-8868.

Tai Chi and Chair yoga sessions will return to MRD in April. Tai Chi returns on April 2 with instructor Ernie Graffam. This 8 week/16 class session will run on Tuesday and Thursday evenings at MRD. Chair Yoga will begin on April 15 with instructor Felicia Steriti. This 6 week/6 class session will run on Monday mornings at MRD. 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 continues. 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.

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

Beyond the Bell, after school program Session 4 begins after the school recess week.

Drop In Bridge continues. 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.

Moultonborough Recreation's Youth Basketball programs have concluded for the season. The boys Carroll County team battled hard in the CC Recreation Director's Association tournament in Conway. Our girls Carroll County team took the court in Moultonborough for the girls' tournament and played their hearts out. Our teams represented Moultonborough with pride and determination. They continue to develop skills and grow as athletes. Thank you to our volunteer coaches, sponsors, and officials for making our season a success.

MRD staff and a group of basketball fans boarded the town bus on Sunday for a trip to the Portland

Expo Center to see the Maine Celtics battle the Westchester Knicks. Our fans fueled up before the game with lunch at the Portland Pie Company and cheered the Maine Celtics on to a win. This trip was nearly sold to capacity and a fun time was had by all!

Logistics and planning continue for our 2024 Summer Camp and other summer programming.

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 cancellations 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 AARP Tax Aide assistance continues until April 8, with an additional date on March 12, 11 am to 3 pm, at the Ossipee Library. Visit the library calendar to register for an appointment or call the library. The AARP tax preparers will review your documents with you and will return your completed tax return the following week at a mutually agreed upon date and time. Please stop by the library to pick up a print intake form or [download from the AARP website](#). The AARP tax preparers ask that you complete the form before arriving for your appointment.

Prepare for the solar eclipse on April 8 by attending one or more of the programs offered by the library in March. Moultonborough Library card holders who register and attend the programs will receive one set of solar glasses while supplies last. Please note that we will not offer a solar eclipse program on Monday, April 8. Watch the eclipse from home and avoid traveling on that day.

#### **Solar Science programs in March:**

- Friday, March 11, 2 to 3:30 pm. **The Solar Eclipse Experience with Astronomer Douglas N. Arion.** [Register here.](#)
- Wednesday, March 13, 6 to 7 pm. **Flights of Remembrance: From WW2 to the Space Age.** [Register here.](#)
- Thursday, March 28, 6 to 7 pm. **Historical Women: Sally Ride, first American female astronaut, performed by Sheryl Faye.** Funded by the Friends of the Moultonborough Library. [Register here.](#)

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

- Thursday, March 7, 10 to 11:30 am. **Friends of the Library Meeting.**
- Thursday, March 7, 2 to 3 pm. **Recreation and Leisure at Castle in the Clouds Through the Years.** [Register here.](#)

- Tuesday, March 12, 11 am to 3 pm. **AARP Tax Aide appointments at the Ossipee Library.** [Register here.](#)
- Thursday, March 14, 12 to 2:30 pm. *Thursday Movie Matinée: **The Call of the Wild (2020)***. Pizza and popcorn provided. A \$2 donation per slice of pizza is appreciated.
- Tuesdays, March 19 to May 21, 11 am to 12 pm. **Tai Chi for Osteoporosis.** [Register here.](#)
- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
  - Tuesday, March 19: Make Iris Folding Cards with Wendy Shambaugh. \$10 materials fee is due at registration. Space is limited. [Register here.](#)
- Friday, March 19, 2 to 3:30 pm, and March 22, 10 to 11:30 am. **Tech Workshop: Android Phones 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:**

- Saturday, March 19, 10 am to 12 pm. **Family Movie: The Secret Life of Arrietty.**
- Thursday, March 21, 9:30 to 10:30 am. **In the Nest Reading Readiness Program.** For children from birth to age 3, and their caregivers. [Register here.](#)
- Saturday, March 30, **Egg Hunt.** Co-Hosted by the Moultonborough Recreation Department. Start at the library 5:30 to 6 pm. (Snow date: Saturday, March 31, 10 am to 12 pm.)
- Wednesdays in March, 9:30 to 10 am. **Baby Time-Board Books & Nursery Rhymes.** For children up to 2 years of age and their caregivers.
- Fridays, 3:15 pm. **Storytime with Special Guest Readers.** [Sign up here to be a guest reader.](#)
- 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 to 11 am. **Friday 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, March 7, 2024, at 5:00 p.m.
- Thursday, March 21, 2024, at 5:00 p.m.
- Thursday, March 28, 2024, at 5:00 p.m. (Work Session if needed)