

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

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

RE: Weekly Report

DATE: March 4, 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

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

Motor Vehicle Registrations	795
Motor Vehicle Titles	109
Boat Registrations	53
Dog Licenses	294
UCC Filings	31
Vital Records (birth/death/marriage certificates and/or divorce decrees)	15
Marriage Licenses	1
Aqua-Therm Permits	1
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. Town Clerk Julia Marchand was also grateful to be able to attend the Governor's State of the State Address on February 15th at the State House.

Dog Licenses: All dog owners are required by NH State law to register their dogs with their Town Clerk annually **by April 30th**. 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 Bill Pay” 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](#). ***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.

May Town/School Election Information: The filing period for candidates for both Town and School offices is March 27th – April 5th, 2024. Reach out to the Town Clerk or SAU office with any questions regarding filing for candidacy. Available positions for Town Offices are as follows:

- Two (2) Select Board members for three (3) years
- One (1) Moderator for two (2) years
- One (1) Trustee of the Trust Funds for three (3) years
- Two (2) Planning Board members for three (3) years
- One (1) Treasurer for three (3) years
- One (1) Supervisor of the Checklist for six (6) years
- Two (2) Library Trustees for three (3) years
- Two (2) Zoning Board of Adjustment members for three (3) years

The deadline to file petitions for town warrant articles is Tuesday, April 9th. 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: All building checks were completed; cardboard trash and recyclables were collected. Drains were flushed at the Public Safety Building and Leaf Cleanup was completed. The wood boiler circulator at the DPW garage was changed out. Town clerk paper was shredded. Met with HVAC at the Public Safety Building. The crew helped the school's superintendent with concrete bollards. Rope and flag were fixed at the library. Town clerks keyboard tray was repaired. Service reader boards set up. Trees were trimmed and removed from cemeteries.

Fleet: Picked up Trk4 at Crest Auto World. Paperwork and parts invoices were completed. 15-E-1 checked for air leaks and ordered parts. Eq23 Reset articulation system. 15-E-1 replaced purge valve in air dryer and checked for air leaks. Cleaned the shop. Exhaust on 15-E-1. Leak on Eq12 Skid steer attachment. Set up Trk2. Fixed broken weld on York rake.

Highway: The highway Crew continues with tree cutting/chipping and grading on the East side of town. Spot sanded on private roads. York raked roads townwide.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 5 tons and 5 containers of construction and demolition = 30 tons. Car counts: Monday 188, Tuesday 336, Friday 225, Saturday 345, Sunday 235 total vehicles served 1329.

Public Safety

Moultonborough Police Department: 02/26/2024 – 03/03/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	317	277	-14.44%	1880	2474	+24%
Calls for Service	186	153	-21.56%	1117	1345	+16.95%
Arrests	3	2	-50%	18	18	0%
MV Accidents	6	5	-20%	25	45	+44.44%
MV Stops	48	33	-45.45%	147	260	+43.46%
Offense Reports	5	0	-100%	16	16	0%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Fish & Game Call	1
Admin Services	17	Follow Up	5
Alarm Commercial	2	Found / Lost Property	2
Alarm Residential	4	Good Morning Project	4
Assist Citizen	19	Medical Emergency	1
Assist Motorist / Disabled MV	1	Motor Vehicle Complaint	5
Assist Other Agency	8	Police Information	1
BOLO	1	Road Hazzard	1
Call for Local PD / Officer	11	Paperwork Service	2
Civil Standby	1	Suspicious Activity	2
Criminal Records Check	3	Theft / Larceny / Fraud / Forgery	1
Detail	7	Training	3
Directed Patrol	1	Welfare Check	1
Domestic Animal Related Call	2		

Community Policing: None to report.

Training: 02/27/24 – 02/28/24 Sgt. Elijah Balser, MPO Jonathan Michalski, and SRO Christen Cloutier attended A.L.I.C.E. Training. It was an active shooter instructor course.

On 02/28/24 Admin Assistant Taylor Strickland and Dispatcher Lauren Gilcoine attended Trauma Informed Care for First Responders and Children.

Upcoming Events: None to report.

Moultonborough Fire Rescue: : For the period of 02/26/2024 to 03/03/2024, there were sixteen calls for service: There was:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	2
Hazardous Conditions – No Fire	2
Service Calls	4
Good Intent	5
False Alarms & False Calls	3
Severe Weather & Natural Disaster	0
Special Incident Type	0

Total 2024 Incidents: 147

Percent of increased from 2023: 14.5%

Automatic Aid: Given once to Center Harbor, received once from Center Harbor

Mutual Aid: to None

Overlapping Incidents: 3 **Year to Date:** 13 **Percentage of Call Volume:** 9%
Overlapping incidents are where two or more incidents occur simultaneously.

Call Staff participation: Call firefighters responded on eight incidents, providing an average of 2.75 firefighters per incident.

Response Times with 24-hour Coverage:

- Average Reaction Time (minutes/seconds) 2.15
- Average Response Time (minutes/seconds) 10:00

Operations: 2/26/2024 The Chief's vehicle was sent to DPW for a scheduled repair of exhaust system. Chief Bengtson inspected the installation of oil burning equipment at 164 Lake Shore Drive. Moultonborough firefighters joined Center Harbor and Sandwich firefighters in a joint drill using UTV's for an off-road rescue at a construction site in Sandwich. 2/29/2024 Supra boxes were installed at residences on Hilltop Road and Spectacle Circle. 3/01/2024 Rescue 2 went to Lakes Region Fire Apparatus for a leaking discharge valve repair. Chief Bengtson performed an inspection at 32 Whittier Highway for a new healthcare business.

Burning Permits: Recent warm temperatures and rain have resulted in diminishing snow cover. If snow cover is not present, a fire permit is required. Fire Permits may be obtained at the Public Safety Building located at 1035 Whittier Highway or online at www.NHFirePermit.com. Or a <https://nh.burnsafeamerica.com/>

Fire permits are not required when there is snow covering the ground 100 feet in every direction around the pile of brush to be burned.

Moultonborough Recreation Department

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 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.

Beyond the Bell, after school program Session 4 begins this week with registrations at capacity.

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.

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.

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 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 Moultonborough 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.

Solar Science programs in March:

- Monday, 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.](#) Print copies of the book, *Flights of Remembrance* are available for checkout at the library.
- 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.](#)
- Tuesday, March 19, 2 to 3:30 pm, and Friday, 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 23, 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. @Moultonborough-PublicLibrary

Upcoming Public Meetings:

Board of Selectmen Meetings

- Thursday, March 07, 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)