

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

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

RE: Weekly Report

DATE: March 18, 2024



The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

Finance and Administration

Did you know?

All dogs must be licensed every year by April 30th or the dog's owner is in violation of [RSA 466:1](#) and the police will be notified.

For the week of March 11th – March 15th, 2024, the Town Clerk's office processed motor vehicle and boat registrations, dog licenses, and vital records requests. 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 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 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.

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.

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: The facilities and grounds crew continue with building and cemetery checks. Trash, leaf and recycling removal from all buildings. The lifeguard station was repaired, TV was hung at the PD, Domestic hot water was changed, changing station at the library was repaired. Bottled water was picked up at the bottling plant.

Fleet: The mechanics set up Trk5 with new chip box frame at weld shop. 15-E-1 fuel leak was repaired. York rake was repaired. Trk3 was brought to Crest Auto or recall on turn signals. Trk6 tailgate was repaired and lubed.

Highway: The highway crew continues checking roads, grading, tree cutting and cleaning catch basins.

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 = 36 tons. 78 Freon containing devices were evacuated of their gas. The compost pile was turned, and brush pile burned, 1 container of mixed scrap metal shipped.

Car counts: Monday 166, Tuesday 267, Friday 261, Saturday 344, Sunday 193 total 1231 vehicles served.

Public Safety

Moultonborough Police Department: 03/11/2024 – 03/17/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	286	261	-9.57%	2333	3021	+22.77%
Calls for Service	163	136	-19.85%	1370	1644	+16.66%
Arrests	1	1	0%	23	20	-15%
MV Accidents	5	1	-400%	29	51	+43.13%
MV Stops	26	22	-18.18%	197	308	+36.03%
Offense Reports	2	2	0%	19	20	+5%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Fish & Game Call	1
Admin Services	16	Follow Up	2
Alarm Commercial	1	Found / Lost Property	1
Alarm Residential	8	Good Morning Project	5
Assist Citizen	24	Medical Emergency	2
Assist Motorist / Disabled MV	2	Motor Vehicle Complaint	3
Assist Other Agency	7	Police Information	3
Call for Local PD / Officer	2	Road Hazzard	3
Civil Standby	1	Suspicious Activity	3
Criminal Records Check	1	Theft / Larceny / Fraud / Forgery	1
Detail	7	Training	1
Directed Patrol	1	VIN Verification	1
Domestic Animal Related Call	2	Welfare Check	3

Community Policing: None to report.

Training: Administrative Assistant Taylor Strickland and Lauren Gilcoine attended Suicide Prevention training at the Carroll County Adult Education Center in Tamworth on March 13th, 2024.

Upcoming Events: None to report.

Moultonborough Fire Rescue: : For the period of 03/11/2024 to 03/17/2024, there were eleven calls for service: There was:

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

Total 2024 Incidents: 177

Percent of increased from 2023: 11.5%

Automatic Aid: Given once to Center Harbor.

Mutual Aid: to None

Overlapping Incidents: 2 **Year to Date:** 15 **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 2.8 firefighters per incident.

Response Times with 24-hour Coverage:

- Average Reaction Time (minutes/seconds) 1.53
- Average Response Time (minutes/seconds) 11:00

Operations: 3/12/2024 Chief Bengtson inspected an underground propane tank and piping at 184 Red Hill Road. 3/13/2024 Craig Belcher from Ossipee Mountain Electronic provided training on the new Motorola APX 6000 HE portable radios. 3/14/2024 Chief Bengtson and Duty crew conducted a place of assembly inspection at 258 Governor Wentworth Highway. 3/15/2024 Chief Bengtson inspected a woodstove installation at 12 Cardinal Way.

The Duty Crew's have begun annual flushing and testing of dry hydrants.



Engine 4 flowing 1,100 gallons per minute at Lee's Mills

Burning Permits: Fire Permits are now required for all open burning. 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/>

Three types of fire permits are available:

Category I Fire – means a small, controlled fire, such as a camp or cooking fire, no greater than 2 feet in diameter contained within a ring of fire resistive material or in a portable fireplace and, except for public & private campgrounds or picnic sites, located at least 25 feet from structures. Category I fire may be kindled with a permit at any time of the day whether raining or not.

Category II Fire - means a controlled fire, such as a camp or cooking fire, no greater than 4 feet in diameter contained within a ring of fire resistive material or in a portable fireplace and, except for public & private campgrounds or picnic sites, located at least 50 feet from structures. A Category II fire, conditions permitting, may be kindled with a permit between 5:00 pm and 9:00 am unless it is actually raining.

Category III Fire - means any other fire, not a Category I or Category II fire or a fire greater than 4 feet in diameter or a fire not contained within a ring of fire resistive material and located at least 50 feet from structures. A Category III fire, conditions permitting, may be kindled with a permit between 5:00 pm and 9:00 am unless it is actually raining. A Category III fire permit may be issued for up to a maximum of seven days.

Moultonborough Recreation Department

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 5:30 pm. Grades 1&2 check in at 5:45 pm. Grades 3, 4 &5 check in at 6:00 pm. Call MRD for more info 603/476-8868.

Tai Chi for adults will start a new session at Moultonborough Recreation on April 2. Board Certified Tai Chi Instructor Ernie Graffam returns to offer an 8 week/16 class session at Moultonborough Recreation Tuesday & Thursday evenings, 6:00-7:00 pm. The focus of this program is arthritis and fall prevention. Tai Chi is a series of gentle exercises and stretches. Each posture flows into the next without pause, ensuring that your body is in constant motion. Tai Chi is sometimes described as “meditation in motion” because it promotes serenity through gentle movements, connecting the mind and body. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Please wear sneakers or flat sole shoes, comfortable clothing and bring a water bottle. Call MRD for more info 603/476-8868.

MRD is pleased to offer a spring session of Chair Yoga beginning on April 15. Certified Instructor Felicia Steriti returns for a 6-week session, Monday mornings 10:30-11:30 am at MRD. We will

be using a mat, yoga blocks and a yoga strap, with the option of adding very light hand weights. You are welcome to borrow ours or bring your own. Chair Yoga provides gentle, mindful movements to gain flexibility and core strength. We will also work on learning tools for quieting the mind. This practice will aid in reducing pain, stiffness, stress, and anxiety. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Please wear comfortable clothing and bring a water bottle. 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.

MRD is offering a trip to see the Boston Red Sox take on the Washington Nationals on Saturday, May 11. We will depart MRD at noon and travel by town bus to Fenway Park for the 4:10 game start. We will enjoy the game from center field seats, Section 37, Rows 31 & 32. Pre- registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

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

Drop In Bridge continues. Learn to play or play a few hands @ MRD, Tuesdays 1:00-3:00 pm. 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 Friends of the Moultonborough Library Feed-A-Charity Tonight has one more event this month, March 29, at The Mug, 11:30 am to 9 pm. Dine at The Mug on Friday, March 29, mention that you are a friend of the library and 10% of your bill will be donated to the Friends of the Moultonborough Library. We thank all of our patrons who participated, and of course, The Mug and the Frog Rock Tavern for being our F.A.C.T. restaurants in March,

We have a limited number of solar glasses which we are distributing to our library card holders who register and attend our solar science programs. There is 1 adult event remaining before the April 8 solar eclipse.

The library will live stream the NASA coverage of the April 8 eclipse in the Program Room from 1 pm. Patrons can watch from home by registering on the NASA website, www.nasa.gov, and navigating to Virtual Events on the News & Events tab.

Castle in the Clouds will have a watch party on April 8 on the Castle's meadow from 2 pm. This is a free event, but pre-registration is encouraged. Visit the Castle's website, www.castleinthecLOUDS.org, and click on the Events Calendar to navigate to April 8 and register.

Upcoming Solar Science program:

- 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:

- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
- Tuesday, April 16 and 23: Felted Gnomes with Patsy Frasier. \$20 materials fee is due at registration. Space is limited. [Register here](#) for this two-part class.
- Thursday, March 21, 5:30 to 6:30 pm. **Audiobook Book Club.** The audiobook selection for March is *The Importance of Being Earnest*. Check out the audiobook on CD from the library or listen on Hoopla. [Register here.](#)
- Friday, March 22, 10 to 11:30 am. **Tech Workshop: Android Phones for Beginners.** [Register here.](#)
- Monday, March 25, 3:30 to 4:30 pm. **Diabetic Recipe Club: Spring Recipes.** [Register here.](#)
- Thursday, March 28, 5:30 to 6:30 pm. **Evening Page Turners Book Club.** [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.
- Tuesday, April 2, 9 am to 2 pm. **Monthly Foot Care Clinic with the Granite VNA.** Register directly with the Granite VNA (800) 924-8620, ext. 85815.
- Thursday, April 4, 10 to 11:30 am. **Friends of the Moultonborough Library**
- Thursdays, April 4 through May 9, 2 to 3:30 pm. **Powerful Tools for Caregivers.** Six week course taught by the Granite VNA. [Register once for all 6 sessions.](#) Thursday, April 4, 5:30 to 6:30 pm. **Decoding the Mysteries of Cats, or Why Cats Do What They Do Webinar.** Watch at the library or at home. [Register here.](#)

- Friday, April 5, 1 to 2:30 pm. **Let's Talk About Grief: An Open Conversation.** [Register here.](#)

Upcoming Youth Programs:

- 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.](#)
- Friday, March 29, **Egg Hunt.** Co-Hosted by the Moultonborough Recreation Department. Start at the library 5:30 to 6 pm. (Snow date: Saturday, March 30, 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 from the Moultonborough Women's Club.** [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 21, 2024, at 5:00 p.m. (Cancelled)
- Thursday, March 28, 2024, at 5:00 p.m. (Work Session if needed)
- Thursday, April 04, 2024, at 5:00 p.m.
- Thursday, April 18, 2024, at 5:00 p.m.
- Thursday, April 25, 2024, at 5:00 p.m. (Work Session if needed)