

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** March 25, 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.

### **Finance and Administration**

#### **Town Clerk:**

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

The first dog licensing fees were set by state law in the late 1800s. In today's currency, the equivalent license fees would be \$74.82 for male dogs and \$187.04 for female dogs!

For the week of March 18<sup>th</sup> – March 22<sup>nd</sup>, 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.

Town Clerk, Julia Marchand, participated in testing of the new Statewide Voter Registration System in Concord. It will be released for use by election officials across the state later this year. Deputy Town Clerk Jennifer Boyll also participated in this test earlier this month.

**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 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.

**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. The Town Clerk's office and the SAU office will both be open on April 5<sup>th</sup> until 5:00pm for the filing period only. Declarations of candidacy may be delivered by mail, email, fax, delivery agent or in person until April 4<sup>th</sup>. On the last day of the filing period, April 5<sup>th</sup>, declarations of candidacy may only be delivered in person by the candidate. 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) Treasurer for three (3) years
- One (1) Moderator for two (2) years
- One (1) Supervisor of the Checklist for six (6) years
- One (1) Trustee of the Trust Funds for three (3) years
- Two (2) Library Trustees for three (3) years
- Two (2) Planning Board members for three (3) years
- Two (2) Zoning Board of Adjustment members for three (3) years

For information regarding the school district filing period, please see the [SAU website](#). Their candidacy notice may be viewed [here](#).

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 cleaned Lunt Cemetery along with the beaches. A burial was dug at Shannon, opened, and closed. Shelves put in at the Recreation Department, the library sink was addressed, the toilet at the Recreation Department was fixed, Public Safety Building meeting room walls were patched. Snow cleanup & plowing. In addition, the Buildings and Grounds crew continues building checks, picking up paper goods and dispersing them throughout town buildings.

**Fleet:** Trk20 injector set up, Eq42 set up blown hydraulic hose, Eq16 assembling door, getting correct fittings. Eq16 door swap. Trk20 sensor readings after cleaning. Eq32 installed fitting for hydraulic hose. York rake repair. Set up trucks for the winter storm. Plow and storm clean up.

**Highway:** The highway department continues to check roads, loosen up and rough grade and tree cutting. Culverts were measured for upcoming road projects. Trucks were set up to plow. Storm prep, and town wide winter storm clean up.

**Transfer Station:** This week we shipped out 1 container of municipal solid waste = 12 tons, 1 container of single stream recycle = 5 tons, 6 containers of construction and demolition = 36 ton and 1 container of mixed scrap metal. The brush pile was burned, and compost pile was turned. Car counts: Monday 263, Tuesday 228, Friday 383, Saturday 20 SNOWSTORM, Sunday 155 total 1049 vehicles served.

### **Public Safety**

**Moultonborough Police Department:** 03/18/2024 – 03/24/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	261	304	+14.14%	2580	3325	+22.40%
Calls for Service	136	168	+19.04%	1511	1812	+16.61%
Arrests	1	0	0%	27	20	-35%
MV Accidents	1	4	+75%	34	55	+38.18%
MV Stops	22	27	+18.51%	246	335	+26.56%
Offense Reports	2	2	0%	20	22	+9.09%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
Admin Services	11	Follow Up	4
Alarm Commercial	5	Good Morning Project	5
Alarm Residential	6	Juvenile Issue	3

Assist Citizen	22	Lost / Missing Person	1
Assist Motorist / Disabled MV	5	Medical Emergency	11
Assist Other Agency	12	Motor Vehicle Complaint	3
Building Check	1	Police Information	1
Call for Local PD / Officer	7	Road Hazzard	5
Criminal Records Check	2	Suspicious Activity	2
Criminal Trespass	1	Theft / Larceny / Fraud / Forgery	2
Detail	13	Untimely / Unattended Death	1
Directed Patrol	2	VIN Verification	1
Domestic Animal Related Call	4	Welfare Check	1

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** : For the period of 03/18/2024 to 03/24/2024, there were twenty-two calls for service: There was:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	14
Hazardous Conditions – No Fire	1
Service Calls	4
Good Intent	2
False Alarms & False Calls	1
Severe Weather & Natural Disaster	0
Special Incident Type	0

**Total 2024 Incidents:** 199

**Percent of increased from 2023:** 6.1%

**Automatic Aid:** Given once to Center Harbor.

**Mutual Aid:** to None

**Overlapping Incidents:** 1    **Year to Date:** 16    **Percentage of Call Volume:** 8%

Overlapping incidents are where two or more incidents occur simultaneously.

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

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

- Average Reaction Time (minutes/seconds) 1.24
- Average Response Time (minutes/seconds) 8:00

**Operations:** 3/18/2024 Chief Bengtson conducted place of assembly inspections at 60 and 1094 Whittier Highway. A chimney throat inspection was performed at 52 Snowy Street. Department training was conducted, a review of Forestry 1 and its equipment and pump operation was

performed. 3/21/2024 Paramedic John Burdette provided monthly EMS continuing education training on pediatric emergencies. 3/22/2024 Chief Bengtson and firefighter Tim Gatherum attended professional development training at the Tilton School. Tilton-Northfield Professional Firefighters Local 4659 hosted a training seminar on searching for victims without a hose line and reading smoke for tactical operations.

The Duty Crew responded on mutual aid to a motor vehicle accident in Center Harbor.



Rescue 1 on scene of an extrication incident on Center Harbor Neck Road in Center Harbor.

**Burning Permits:** Due to the recent snow, fire permits are not required to burn permissible materials. Snow is required for 100 feet in every direction around brush pile to be burned. Fire permits will be required as snow cover diminishes.

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](http://www.NHFirePermit.com). Or a <https://nh.burnsafeamerica.com/>.

### **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 p.m. Grades 1 & 2 check in at 5:45 p.m. Grades 3, 4 & 5 check in at 6:00 p.m. 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 a.m. 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.

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 p.m. 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.

Registrations are open for Spring Youth Sports. Children in Pre-K through 6<sup>th</sup> grade can sign up for Tee Ball/Softball. Tee Ball for Pre-k, Kindergarten and 1<sup>st</sup> grade will take place on Thursday afternoons & evenings at Kraine Meadow Park. Softball schedules for Grades 2-6 will be determined by registration numbers. Sign up for Softball and Tee Ball online or in the Recreation office by April 9. Softball/Tee Ball season begins the week of May 6 and runs through mid-June. Call MRD for more info 603/476-8868.

Granite State Track & Field is open to boys and girls who will be at least 9 years old, but not older than 14 years old as of December 31, 2024. Beginning April 29, Granite State athletes will meet after school on Mondays & Wednesdays for practice, 2:50-4:15 p.m. @ MA track. Coaches will meet our MCS athletes at the “walkers & pickups” door and walk over to the track together. Events include races from 50 meters to 1600 meters (depending on age of athlete), relays, standing long jump, running long jump and softball throw. See our website for the full Granite State schedule – some meets take place on Thursdays and involve travel. Call MRD for more info 603/476-8868.

Adult Indoor Drop In Basketball continues. This free program runs on Sunday’s noon to 2 p.m. 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. No basketball Sunday March 31.

Adult Indoor Pickleball continues. Dates are still available. Sign up online or in the Recreation office. Pre-registration is required, and space is limited. No Pickleball Sunday March 31.

The Boston Red Sox trip on May 11 has sold to capacity.

Registrations for Adult Outdoor Pickleball and MRD’s Summer Camp program will open in April. Exciting news is coming soon to make the registration process quicker and easier. More details to come! Stay tuned!

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 p.m. 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 @ 10 a.m. 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 the Memorial Day parade and remembrance ceremony.

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 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 solar eclipse is only 2 weeks away! Please note that the library will not be holding any programs on the day of the eclipse. We will be streaming the NASA broadcast of the eclipse from 1 pm in the Program Room for people to drop in but we hope we will be able to view it outside.

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. The last solar science program will be on March 28, at 6 p.m. It is Cheryl Faye's *Historical Women: Sally Ride*, a performance of the life of the first female US astronaut. Cheryl Faye performed Ruth Bader Ginsburg last year and she was wonderful. [Click here to register.](#)

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

- Tuesday, April 2, 9 a.m. to 2 p.m. **Granite VNA Foot Clinic.** Register with the Granite VNA directly, (800) 924-8620, ext. 8581.
- Thursday, April 4, 5:30 to 6:30 p.m. **Decoding the Mysteries of Cats.** Webinar with cat behaviorist Stephen Quandt. [Register here for the Zoom link](#) to watch at home or come view it on our large screen in the Program Room with other cat lovers.
- Friday, April 5, 1 to 2:30 p.m. **Let's Talk About Grief: An Open Conversation.** Led by Lakes Region VNA Counselor Brenda Wentworth. [Register here.](#)
- Tuesday, April 9, 1 to 2 p.m. **Seasons at Quincy Bog: Photography and Stories.** Photographs on display now in the Program Room. [Register here for the program.](#)

- Wednesday, April 10, 6 to 7:30 p.m. **Herbal Allergy Relief Class with Maria Noel Groves.** [Register here.](#)
- Thursdays, April 4 to May 9, 2 to 3:30 p.m. **Powerful Tools for Caregivers.** 6-week class with the Granite VNA. [Register once for all 6 classes.](#)
- Thursday, April 11, 5 to 6 pm. **Gardening with John Moulton.** [Register here.](#)
- Tuesdays, 5 to 6:30 p.m. **Craft and Chat: Bring Your Own Project.**
- Tuesday, April 16 & 23: 2-week class on making felted gnomes. \$20 materials fee is due at registration. Space is limited. [Register here once for both classes.](#)
- Fridays, 10 to 11 a.m. **Caregivers Support Group.** Helping each other.

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

- Friday, March 29, **Egg Hunt.** Co-Hosted by the Moultonborough Recreation Department. Start at the library 5:30 to 6 p.m. (Snow date: Saturday, March 30, 10am to 12pm.)
- Wednesday, April 3, 10, 17, 10:15 to 10:45 a.m. **Toddler Music & Movement.**
- Fridays, at 3:15 p.m. **Storytime with Special Guest Readers from the Moultonborough Women's Club.**
- Fridays, 3 to 5 p.m. **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 a.m. **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 p.m. **PJ Storytime.** Dress in your coziest pajamas and come to the library for read-alouds to get us in the mood for sleep.
- Wednesdays, 9:30 to 10 a.m. **Baby Time: Board Books and Nursery Rhymes.**
- Fridays, 10:30 to 11 a.m. **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 28, 2024, at 5:00 p.m.
- 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)

#### **Holiday Closure:**

- Sunday, March 31, 2024 – Transfer Station closed (Easter Sunday)