

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** April 1, 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**

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

Motor Vehicle Registrations	1,041
Motor Vehicle Titles	132
Boat Registrations	152
Dog Licenses	233
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	10
Marriage Licenses	0
Aqua-Therm Permits	15
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, received declarations of candidacy and continued preparations for the May Town & School election, among other services. Town Clerk Julia Marchand and Deputy Town Clerk Jennifer Boyll were also invited to attend the testing of the State's new Voter Registration System before its upcoming release.

**Dog Licenses:** Deadline approaching! 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 NOW 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.

### **Introducing: Moultonborough's Top Dog Contest!**

All dogs who are licensed *by April 30th* will be automatically entered into our brand-new **Top Dog contest**! Winners will be selected at random every month throughout the rest of the year and will have their photo and a short bio posted in the Town Clerk's office and on our website. In early 2025, monthly winners will be placed on a ballot for Dog of the Year and Moultonborough Central School's 5<sup>th</sup> grade class will elect the winner! The Dog of the Year will have their photo and bio hanging in the Town Clerk's office for the whole year and win a gift basket made up of dog-themed items generously donated by local sponsors!

**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 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. 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](#).

Please note that this election, which will be held on Tuesday, May 14<sup>th</sup>, will be at the Public Safety Building (Police/Fire Station).

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.

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.

Please keep an eye on the website for future election information as it becomes available.

### **Department of Public Works**

**Facilities/Grounds:** The crew continued winter maintenance and building checks. Trash and recyclables were collected throughout all town buildings. Shoveling/scraping sidewalks and stairs. LRPC held a waste management training at the Meredith Public library. Plows were removed. A toilet was replaced at the Recreation department. Met with sales representative for trailer and mower pricing. The Lion's Club was set up/broken down for the blood drive.

**Fleet:** Parts Invoicing was completed. Trk 11 front end was worked on, and parts were ordered. Eq25 was brought to the shop for repair of the axle leak and drive shaft rebuild. Trk6 airline was repaired. Trk11 went to Freightliner to get parks and check on truck availability.

**Highway:** The highway crew continued with winter storm cleanup throughout town. Road checks and snow push back. Brush was burned. Sander on Trk1 was cleaned out. Trees were cut from the wind.

**Transfer Station:** This week we shipped out 1 container of municipal solid waste = 12 tons, 1 container of single stream recycle = 5 tons, 5 containers of construction and demolition = 30 tons 1 container of electronics and 1 container of mixed scrap metal. The compost pile was turned. Car counts: Monday 226, Tuesday 257, Friday 366, Saturday 317, Sunday CLOSED EASTER total vehicles served 1166.

### **Public Safety**

**Moultonborough Police Department:** 03/25/2024 – 03/31/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	304	289	-5.19%	2814	3614	+22.13%
Calls for Service	168	146	-15.06%	1647	1958	+15.88%
Arrests	0	3	+100%	28	23	-21.73%
MV Accidents	4	0	-100%	35	55	+36.36%
MV Stops	27	17	-58.82%	280	352	+20.45%
Offense Reports	2	4	+50%	26	26	0%

## Calls For Service Breakdown

Activity	This Week	Activity	This Week
Admin Services	12	Domestic Disturbance	1
Alarm Residential	5	Follow Up	5
Assist Citizen	14	Good Morning Project	4
Assist Motorist / Disabled MV	3	Juvenile Issue	1
Assist Other Agency	13	Medical Emergency	5
BOLO	1	Motor Vehicle Complaint	4
Building Check	1	Police Information	2
Call for Local PD / Officer	13	Road Hazzard	1
Civil Standby	1	Paperwork Service	2
Community Policing	1	Suspicious Activity	2
Criminal Trespass	1	Theft / Larceny / Fraud / Forgery	3
Detail	5	VIN Verification	1
Directed Patrol	3	Welfare Check	2
Domestic Animal Related Call	4		

**Community Policing:** On 03/27/2024 SRO Cloutier and MPO Michalski put on a training for Active Shooter at Moultonborough Academy. The teachers and staff of the schools thought the presentation was well done and informative.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** : For the period of 03/25/2024 to 03/31/2024, there were twenty-two calls for service: There was:

Fires	1
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	5
Hazardous Conditions – No Fire	2
Service Calls	8
Good Intent	3
False Alarms & False Calls	3
Severe Weather & Natural Disaster	0
Special Incident Type	0

**Total 2024 Incidents:** 221 **Percent of increased from 2023:** <2.6%

**Automatic Aid:** Received from Center Harbor twice and Tuftonboro once.

**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 fourteen incidents, providing an average of 2 firefighters per incident.

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

- Average Reaction Time (minutes/seconds) 01.24
- Average Response Time (minutes/seconds) 09:00

**Operations:** 3/25/2024 Training was conducted on the new Motorola APX 6000HE portable radios and radios were issued to personnel. The issuance of a portable radio to every firefighter aid in achieving adequate communications and accountability on the fireground and emergency incident scenes. 3/26/2024 Chief Bengtson, Lt. Gatherum and firefighters Driscoll and Moar conducted a Foster Care Home inspection at 203 Redding Lane. The chief performed a propane tank and piping inspection at 14 Clearwater Point. 3/28/2024 Chief Bengtson performed a propane tank and piping inspection at 37 Southwinds Road.

**Burning Permits:** Due to the pending snow, fire permits may not be 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 hosted the annual Egg Hunt on Friday March 29. Over 100 children in grades 5 and below braved the blustery weather to seek eggs, candy and fun! The event began at the library for an egg bag craft and photos with the Happy Bunny. Then everyone hopped over to the Recreation Department for the Egg Hunt, supervised games, and prizes. Golden tickets and special prize tickets were redeemed for extra prizes. Moultonborough Recreation would like to thank our partners in this event, the Moultonborough Public Library, for their collaboration and partnership on this wonderful community event. We would also like to thank the staff members of our Beyond the Bell After School Program and the numerous volunteers who made the event a success.

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 10:30-11:30am 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, 6:00-7:00pm. 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 @ 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.

Registrations for Adult Outdoor Pickleball open this week! Adult Outdoor Pickleball will take place Mondays, Wednesdays, and Fridays at Kraine Meadow Park, 8:00am-11:00am. Session 1 will run June 3-28. Session 2 will run July 1-31. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. When registering please choose only the dates that fit into your schedule. Call MRD for more information. 603/476-8868

Registrations for Summer Day Camp will open on Tuesday, April 9. Our summer camp program will consist of eight 1 week sessions June 24-August 16. Camp will take place at Kraine Meadow Park, 8am-4pm. Theme days and special activities are planned weekly for maximum fun. Field trips will take place on Wednesdays. Field trips are an additional cost and are not mandatory. However, day camp will not be provided on Wednesdays for campers not attending the trip. Summer camp is open to children ages 5-12/entering Kindergarten thru 7<sup>th</sup> grade. Sign up online or in the Recreation office beginning on April 9. Non-resident fees will accrue where applicable. Payment plans and multi child discounts are available by contacting our office. Limited partial scholarships are also available. 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. 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 1:00-3:00pm. 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 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 on Monday, April 8, only 6 days 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. Keep thinking positive weather thoughts!

Life continues after the eclipse and at the library, we are super busy this month with recurring programs and new ones for our patrons. Most of our programs do require registration, and space is limited, so do register early.

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

- Tuesday, April 2, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register with the Granite VNA directly, (800) 924-8620, ext. 8581
- Thursday, April 4, 5:30 to 6:30 pm. **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.
- Thursdays, April 4 to May 9, 2 to 3:30 pm. **Powerful Tools for Caregivers.** 6-week class with the Granite VNA. [Register once for all 6 classes.](#)
- Friday, April 5, 1 to 2:30 pm. **Let's Talk About Grief: An Open Conversation.** Led by Lakes Region VNA Counselor Brenda Wentworth. [Register here.](#)
- Tuesday, April 9, 1 to 2 pm. **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 pm. **Herbal Allergy Relief Class with Maria Noel Groves.** [Register here.](#)
- Thursday, April 11, 5 to 6 pm. **Gardening with John Moulton.** [Register here.](#)
- Friday, April 12, 1 to 2 pm. **AARP Decluttering Talk.** [Register here.](#)
- Tuesdays, 5 to 6:30 pm. **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 am. **Caregivers Support Group.** Helping each other.

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

- Wednesday, April 3, 10, 17, 10:15 to 10:45 am. **Toddler Music & Movement.**
- Monday, April 15 and 22, 3:30 to 5 pm. **4H Design and Build Animal Prosthetics.** [Register here.](#)
- Saturday, April 20, 10 am to 12 pm. **Family Movie *My Neighbor Totoro*.**
- Fridays, 3:15 pm. **Storytime with Special Guest Readers from the Moultonborough Women's Club.**
- 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.
- Wednesdays, 9:30 to 10 am. **Baby Time: Board Books and Nursery Rhymes.**
- 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, April 04, 2024, at 5:00 p.m. **(Rescheduled to Friday, April 05, 2024 @ 5:00 p.m. due to the snowstorm)**
- Thursday, April 18, 2024, at 5:00 p.m.
- Thursday, April 25, 2024, at 5:00 p.m. (Work Session if needed)