

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** April 22, 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.

### Administration and Finance

#### Town Clerk:

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

In 1891, with the restructuring of dog licensing laws, “hydrophobia” (now more commonly known as rabies) became a more pressing reason for dog licensing. The State began printing information about rabies on a dog’s license to inform dog owners of what to look for. Rabies was (and is) not just a threat to dogs and livestock, but also to humans, and remains to this day a preventable, but nearly-always fatal disease.

The Town Clerk’s office has been busy processing motor vehicle and boat registrations, dog licenses, and vital records requests. We also processed wetlands applications, voter registrations, absentee ballot applications, assisted new residents with establishing residency, received petitions, received declarations of candidacy, and continued preparations for the May Town & School election, among other services.



**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 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.

### **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 including Meadow Pond Animal Clinic and Interware Development!

**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 Town/School Election will be held on Tuesday, May 14<sup>th</sup> at the Public Safety Building (Police/Fire Station) from 7am – 7pm. If you are unable to attend the election, you may qualify to vote absentee. **The Town Clerk’s office has absentee ballots available now** and all absentee ballots that were requested prior to 4/16 for this election have been mailed.

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 when requesting or dropping off an absentee ballot in our office.

The last day to register to vote in the Town Clerk’s office prior to the Town/School election and Town Meeting will be Friday, May 3<sup>rd</sup>. New voters can also register with the Supervisors of the Checklist on Saturday, May 4<sup>th</sup> between 10 and 10:30 am at Town Hall or at the polls on election day. New voters will not be able to register to vote at Town Meeting.

Town Meeting will be held on Thursday, May 16<sup>th</sup> at 6 pm at the Moultonborough Academy Community Auditorium.

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

**Department of Public Works**

**Facilities/Grounds:** The crew set up the new bench for States Landing and the tractor for the beach clean-up. Met with Lamprey at the Playground. Worked on the heat for PSB. Dock at Long Island and Lees Mills. Spring clean at the park. Storm clean-up, York raked from plow damage. Transfer Station filling in dirt. Building checks continues, trash and recyclables collected, and Cemetery clean up. Brush removal and leaf blowing.

**Fleet:** The Highway Mechanics worked on Eq25. Cleaned the shop. Transported oil. Broke down 15b1 to remove motor. Serviced Trk1 & Trk24. Web class completed. Loaded the wood chip trailer and paperwork was done.

**Highway:** The Highway crew continues with tree removal and chipping. Traffic control on Long Point Road, Hauser, Rocky Winds and East Spur for Top Notch. Dig safe tickets completed and tool inventory.

**Transfer Station:** This week we shipped out 1 container of municipal solid waste = 12 tons, 2 containers of single stream recycle = 10 tons, 8 containers of construction and demolition = 48 tons and 1 container of mixed scrap metal. The brush pile is being burned, compost pile is being added to and turned. Vehicle counts: Monday 275, Tuesday 328, Friday 394, Saturday 333, Sunday 251 total vehicles served 1581.

### Public Safety

**Moultonborough Police Department:** 04/15/2024 – 04/21/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	325	342	+4.97 %	3447	4606	+25.16%
Calls for Service	162	193	+16.06%	2005	2505	+19.96%
Arrests	1	4	+75%	32	29	-10.34%
MV Accidents	0	0	0%	39	60	+35%
MV Stops	22	37	+40.54%	333	435	+23.44%
Offense Reports	2	2	0%	33	33	0%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
Admin Services	5	Follow Up	5
Alarm Residential	5	Good Morning Project	5
Assist Citizen	16	Medical Emergency	6
Assist Motorist / Disabled MV	1	Motor Vehicle Complaint	5
Assist Other Agency	6	Road Hazzard	1
Building Check	36	Paperwork Service	4
Burglary	1	Suspicious Activity	5
Call for Local PD / Officer	14	Theft / Larceny / Fraud / Forgery	2
Criminal Mischief	1	Untimely / Unattended Death	1
Detail	13	VIN Verification	2
Directed Patrol	10	Warrant Check	1
Domestic Animal Related Call	4		

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 04/15/2024 to 04/21/2024, there were ten calls for service: There was:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	7
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	1
Series 600	Good Intent	1
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

**Total 2024 Incidents:** 299 **Percent of increase from 2023** >3.8%

**Automatic Aid:** Received from Center Harbor once.

**Mutual Aid:** none

**Overlapping Incidents: 1** **Year to Date: 40** **Percentage of Call Volume: 13.3%**

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on seven incidents, providing an average of 2.28 firefighters per incident.

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

Average Reaction Time (minutes/seconds) 02:05

Average Response Time (minutes/seconds) 10:00

**Operations:** 4/08/2024 The Chief, Deputy Houghton, Lt. Frangelli, and firefighter Brown met with Glenn Davis of Lakes Region Fire Apparatus to discuss the replacement of Engine 4. The purpose of the meeting was to gather information to develop bid specifications. The Department meeting with the Call firefighter was held. 4/09/2024 Chief Bengtson inspected gas piping for a generator installation at 68 Glidden Road. 4/11/2024 Chief Bengtson inspected gas piping for a generator installation at 115 Kimball Drive. 4/12/2024 The fire department performed inspections of oil-fired equipment at 56 Old Route 109, and gas piping for a generator at 11 Ossipee Mountain. 4/15/2024 The Chief, Deputy Houghton, Lt. Frangelli, Lt. Gravelle, and Lt. Gatherum along with personnel from Wolfeboro Fire Department met with retired Gilford Deputy Chief Andrews at the Gilford fire training facility at the Gilford Recycling Center on Recycle Way to view the facility for a joint structural firefighting training exercise in the fall. Deputy Houghton and Lt. Frangelli worked with call firefighters on flushing dry hydrants on Randall Road, Ossipee Mountain road and pump operations during Monday night's training session. The push lines for Harbor Square and Farm Road were flushed and tested. 4/18/2024 Monthly EMS continuing education was

conducted for department EMT's, paramedic John Burdette led the instruction on traumatic injuries. 4/19/2024 Chief Bengtson inspected gas piping and the installation of two, 120-gallon tanks at 86 Watson Shore Road.

## FIREFIGHTERS FLUSHING & TESTING DRY HYDRANTS

At the Kanasatka Dam and Lee's Mills boat launch



**Burning Permits:** Residents should monitor fire danger conditions closely during the early spring. Wind and dry leaves and grass can easily aid in rapid fire spread. The Daily Fire Danger notifications can be obtained at <https://www.nhdfldncr.nh.gov/forest-protection/daily-fire-danger>.

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 is pleased to offer volleyball for all ages! Registrations are open for Spring Skills & Drills for athletes in kindergarten through grade 6. Youth volleyball will take place on Friday evenings May 3-31 in the Moultonborough Academy gym. See our website for session times. Adult Pick Up Volleyball will take place on Friday evenings, 7:30-8:30pm in the Moultonborough Academy gym. Participants must be 18 years old or above. Pre-registration is required for all volleyball programs and space is limited. Sign up online or in the Recreation office. Call MRD for more information. 603/476-8868.

MRD is offering Adult Pickleball Instruction. Lisa Maria-Booth returns as our instructor to offer lessons on how to play America's fastest growing sport! Classes will take place at Kraine Meadow Park on Monday & Tuesday evenings. Instruction will be provided for Novice, Advanced Beginner, and Intermediate levels of play. See our website for specific session dates. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more information. 603/476-8868.

Registrations for Adult Outdoor Pickleball opened last week. Moultonborough Recreation offered a Forms Only option to registrants that significantly sped up and simplified our registration process. 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 are open. 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 through 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 through May 19. Dates are still available. Sign up online or in the Recreation office. Pre-registration is required, and space is limited.

Totally Toddlers is back! This drop-in program at Moultonborough Recreation is a great way for our youngest community members to play, explore & socialize while their trusted adults share stories and ideas. MRD will supply various age-appropriate toys, you bring your imagination! Stay and play for a bit, then head over to the Library for Story Time. This free program runs on Friday mornings at 9:30am at Moultonborough Recreation, 10 Holland Street. Call MRD for more information 603/476-8868.

Tai Chi for Adults continues this week.

Adult Chair Yoga session continues this week.

Beyond the Bell, after school program Session 5 begins after school vacation week.

Granite State Track & Field begins next 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.

Logistics and planning continue for the Memorial Day parade and remembrance ceremony.

Logistics and planning continue for our 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**

April is ending strong to set us up for a very busy May at the library! Please support the Friends of the Library in their last Feed-A-Charity-Tonight fundraiser at the Hermit Woods Winery in Meredith on April 26, 4:30 to 8:30. Reservations are encouraged. Just tell your server you are a friend of the Moultonborough Library, and the winery will donate 10% off your bill to our Friends of the Library group.

Most of our programs require registration. The registration link is given next to each event that requires it below. Our [library calendar on the library website, www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org), has registration links and descriptions of the programs.

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

- Thursday, April 25, 10:30 am to 12:30 pm. **Friends Literature Discussion: *Yellow Bird***. Print copies are available at the library for checkout. [Register here.](#)
- Thursday, April 25, 5:30 to 6:30 pm. **Page Turners Evening Book Club**. Print copies are available at the library for checkout. [Register here.](#)
- Monday, April 29, 3:30 to 4:30 pm. **Diabetic Recipe Exchange. Focus: Low-Carb Snacks.** [Register here.](#)
- Tuesday, April 30, 6 to 8 pm. **Open Mic: A Night of Poetry and Music.** [Register here.](#)
- Wednesday, May 1, 1 to 2 pm. **History of Town Pounds in New Hampshire**. Generously funded by the Friends of the Moultonborough Library. [Register here.](#)
- Thursday, May 2, 5:30 to 6:30 pm. **Hiking 48 Peaks for Alzheimer's.** [Register here.](#)
- Sunday, May 5, 6 to 8 pm. **Candidates' Night** at Lions Club Function Hall. [Register here.](#)
- Tuesday, May 7
  - 9 am to 2 pm. **Granite VNA Foot Clinic**. Register directly with the Granite VNA, (800) 924-8620, ext. 8581
  - 10 am to 12 pm. **New to Medicare Workshop.** [Register here.](#)
  - 3 to 4 pm. **Research Club Kickoff**. In collaboration with Castle in the Clouds and the Moultonborough Historical Society. [Register here.](#)
  - 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.** (Heritage Room)
  - 5 to 6:30 pm. **True Women of the Early 20th Century.** Castle in the Clouds presentation. (Program Room) [Register here.](#)
- Fridays, 10 to 11 am. **Caregivers Support Group**. Helping each other.

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

- Wednesday, April 17, 10:15 to 10:45 am. **Toddler Music & Movement.**
- Saturday, April 20, 10 am to 12 pm. **Family Movie *My Neighbor Totoro*.**

- Monday, April 22, 3:30 to 5 pm. **4H Design and Build Animal Prosthetics.** [Register here.](#)
- Monday, April 22, 10 to 10:30 am. **Vacation Fun: Toddler Flower Pots**
- Wednesday, April 24, 1:30-2. **Vacation Fun: Paper Plate Gardens**
- Friday, April 26, 2 to 3 pm. **Vacation Fun: Flower Pots - Kids Paint & Plant**
- Fridays, 3:30 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. @Moultonborough-PublicLibrary

### **Upcoming Public Meetings:**

#### Board of Selectmen Meetings

- Thursday, April 25, 2024, at 5:00 p.m. (Work Session - **CANCELLED**)
- Thursday, May 02, 2024, at 5:00 p.m.
- Thursday, May 16, 2024, at 5:00 p.m.
- Thursday, May 23, 2024, at 5:00 p.m. (Work Session if needed)

#### Town Election Day

- Tuesday, May 14, 2024, 7:00 a.m. – 7:00 p.m., Public Safety Building

#### Town Meeting Day

- Thursday, May 16, 2024, 6:00 p.m., Moultonborough Academy Auditorium