

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** May 13, 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

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

Motor Vehicle Registrations	980
Motor Vehicle Titles	151
Boat Registrations	240
Dog Licenses	282
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	23
Marriage Licenses	0
Aqua-Therm Permits	2
Articles of Agreement	0

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:** **Late fees 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. The month of May is a grace period, where no late fees are charged for licenses that are only one month late. 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. Town Hall will be closed Monday, May 27<sup>th</sup> in observance of Memorial Day.
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.

**Late fees begin June 1<sup>st</sup>**, at \$1.00/month late per dog. **Civil forfeiture fines** are issued and delivered by the police in July, at \$25.00/late dog, in addition to the monthly late fees. Pay NOW to avoid these late fees!

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:**

Please note that the Town and School Election, which will be held on Tuesday, May 14<sup>th</sup> from 7:00am – 7:00pm, will be at the Public Safety Building (Police/Fire Station) at 1035 Whittier Highway.

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 Town Clerk's office will remain open until 5 pm on Monday, May 13<sup>th</sup> for absentee ballot purposes only.

Please note that previously requested absentee ballots received by the Town Clerk by mail *after* 5:00pm on Election Day will not be counted. If you are worried your ballot may not make it in time, you may have a ["delivery agent"](#) bring your ballot to the polls for you, but only certain individuals qualify as a delivery agent.

### **Town Meeting:**

Moultonborough's Annual Town Meeting will be held at 6 pm on Thursday, May 16<sup>th</sup> at the Moultonborough Academy Community Auditorium. Voters can begin checking in at 4 pm. The warrant [articles to be voted upon can be viewed here](#).

Please contact the Town Clerk's office with any questions or concerns and keep an eye on the website for future election information as it becomes available.

## **Department of Public Works**

**Facilities/Grounds:** Buildings and grounds dug the burial at Holland Hill, and Shannon Cemetery. Camera at the Police Department, picnic tables, flags. Long Island Beach cleanup was continued with the York rake and skid steer. Library parking stops installed. The area behind the shop was cleaned for the containers to be placed. Trees at the park were cut. Building checks continues. Trash and recyclables collected. Mowing and trimming continues throughout town. Pavilion bathrooms were cleaned. Flags put out. Paper goods distributed throughout town.

**Fleet:** Truck 15 was serviced and rear brakes. Car 161 tire changed and cleaned/painted rims. Car 181 serviced. 15-R-2 broken spring. Truck 5 tire change. Serviced truck 2 and tire change. Big Tex trailer was set up. Truck 7 light was addressed. The shop was cleaned, and tools put away. Paperwork/invoices were completed.

**Highway:** The Highway crew continued to check roads, culverts and catch basins. Replaced a culvert and patched a culvert on Birch and Bodge Hill Road. Tree work continues at Red Hill, Buxton, Garland Pond, Jones, and Sheridan. Ditching on Red Hill. Hauling rocks, and ledge pack for road maintenance. Burial in Shannon Cemetery and cremation burial at Holland Hill cemetery.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 9 containers of construction and demolition = 54 tons and 1 container of mixed scrap metal. 24 cubic yard of #6 Styrofoam shipped to Gilford Transfer station to be recycled, compost pile turned, and brush pile burned. Vehicle counts: Monday 322, Tuesday 351, Friday 371, Saturday 404, Sunday 168 total vehicles served 1616, 46 vehicles per hour.

## **Public Safety**

**Moultonborough Police Department:** 05/06/2024 – 05/12/2024

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	324	299	-8.36 %	4167	5540	+24.78%
Calls for Service	184	165	-11.51%	2434	3046	+20.09%
Arrests	3	3	0%	38	36	-5.55%
MV Accidents	5	0	-100%	44	68	+35.29%
MV Stops	26	36	+27.77%	404	547	+26.14%
Offense Reports	3	3	0%	42	43	+2.32%

## **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
Admin Services	8	Domestic Disturbance	1
Alarm Commercial	2	Fish & Game Call	2
Alarm Residential	2	Follow Up	3
Assist Citizen	7	Good Morning Project	4
Assist Motorist / Disabled MV	3	Juvenile Issue	1

Assist Other Agency	3	Medical Emergency	4
Building Check	5	Motor Vehicle Complaint	3
Burglary	1	Police Information	1
Call for Local PD / Officer	13	Road Hazzard	4
Criminal Records Check	2	Paperwork Service	1
Criminal Trespass	1	Suicide / Attempted	1
Detail	9	Suspicious Activity	4
Directed Patrol	13	Theft / Larceny / Fraud / Forgery	4
Disturbance	1	VIN Verification	7
Domestic Animal Related Call	7	Welfare Check	2

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Department:** For the period of 05/06/2024 to 0512/2024, there were thirteen calls for service: There was:

<b>Series 100</b>	<b>Fires</b>	<b>0</b>
<b>Series 200</b>	<b>Overpressure, Explosion, Overheat-No Fire</b>	<b>0</b>
<b>Series 300</b>	<b>Emergency Medical &amp; Rescue Incidents</b>	<b>8</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>0</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>1</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>1</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>3</b>
<b>Series 800</b>	<b>Severe Weather &amp; Natural Disaster</b>	<b>0</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>

**Total 2024 Incidents:** 349  
>2.0%

**Percent of increase from 2023**

**Automatic Aid:** given once to Center Harbor

**Mutual Aid:** none

**Overlapping Incidents: 0**    **Year to Date: 41**    **Percentage of Call Volume: 11.7%**  
Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on nine incidents, providing an average of 2.4 firefighters per incident.

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

Average Reaction Time (minutes/seconds)	02:25
Average Response Time (minutes/seconds)	10:00

**Operations:** 5/06/2024 Lt. Frangelli and firefighter Luikmil took advantage of the opportunity to take the Code Enforcement Officer out to Gansy Island for an inspection to get firefighter Luikmil some training time on Boat 2. 5/07/2024 Monthly Officers meeting with the Call Officers. 5/08/2024 Chief Bengtson and firefighter Brown and Eldridge conducted a place of assembly inspection at a restaurant at 734 Whittier Highway. Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Executive Committee meeting and the annual meeting at the Communication Center in Laconia. 5/10/2024 Chief Bengtson and firefighters Driscoll and Moar conducted a place of Assembly inspection at a restaurant at 118 Whittier Highway. witnessed fire/emergency egress drills and bus evacuation drills at Moultonborough.

**Burning Permits:** Fire danger conditions are improving as things green up, but residents should remain cautious as wind and dry leaves and grass can easily aid in rapid fire spread. The Daily Fire Danger notifications can be obtained at <https://www.nhdf.dnrcr.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 Department is making final preparations for Memorial Day observances. The Memorial Day Parade and Remembrance Ceremony will take place on Monday, May 27. The parade will step off from Blake Road at 10:00am and will travel to Moultonborough Town Hall, 6 Holland Street, where the remembrance ceremony will immediately follow. Castle in the Clouds will provide a trolley for veterans to ride in during the parade. A special seating section will be provided for veterans at the town hall ceremony. Moultonborough Recreation would like to extend an invitation to the veterans in our community to join the parade and/or ceremony. If you are interested in participating, please contact Moultonborough Recreation at 603/476-8868.

MRD is pleased to offer our free Summer Concert Series featuring some awesome local talent. Beginning on Wednesday June 26, free concerts will take place at the Moultonborough Function Hall gazebo, 6:00-7:30pm. Bring lawn chairs or blankets and a picnic dinner-relax and enjoy the show. The June 26 concert will feature Another Story, with Felicia Steriti, performing pop rock hits from the 70's through today's hits. Many of their songs are by popular artists such as Fleetwood Mac, Bonnie Raitt, and the Pretenders. MRD's free summer concert series runs from June 26-August 14. See our website for the complete schedule of performers. Please 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.

Moultonborough Recreation is pleased to offer our Mother Son Ice Cream & Fun event on Friday, June 7. Boys in grade K-5 are welcome to join us with their mother or mother figure stand in for backyard games, photo booth, Mario Kart, ice cream, lemonade and more! The fun takes place at Moultonborough Recreation, 10 Holland Street, 6:00-7:30pm. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for 603/476-8868.

Totally Toddlers is back with new toys! 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.

Moultonborough Recreation is pleased to offer 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.

Registrations for Adult Outdoor Pickleball continue. Adult Outdoor Pickleball will take place Mondays, Wednesdays, and Fridays at Kraine Meadow Park, 8:00am-11:00am, with two time slot options. 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 continue. Some sessions are at registration capacity with other sessions nearing capacity. MRD's summer program will run June 24-August 16, comprised of 8 one-week sessions. The summer program is open to children in kindergarten thru 7<sup>th</sup> grade. Sign up online or in the Recreation office. 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 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.

Tai Chi for Adults continues this week.

Adult Chair Yoga session continues this week.

Beyond the Bell, after school program Session 5 continues this week.

Granite State Track & Field continues this week.

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.

Monday morning Bridge will return on June 24!. Join in for a hand or two at the Recreation Department, 10 Holland Street. This drop-in group meets from 10am-1pm. No pre-registration and no fee.

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**

We are refreshing our library collection by moving things around. It's spring after all - finally! We have moved the Non-Fiction and Mystery collections and discovered more space for the travel guides and biographies. We appreciate everyone's patience as we finish the relocation project. We are confident that the new arrangement will lead to more efficient browsing.

We now have 2 crafting groups. Join us on Tuesdays, 5:30 pm, or Fridays, 10 am, to work on your craft projects and gain inspiration from other local crafters. All skill levels and all types of craft are welcome.

Please note that 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](http://www.moultonboroughlibrary.org), [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org), has registration links and descriptions of the programs.

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

- Thursday, May 16, 5:30 to 6:30 pm. **Audiobook Book Club: *Yellowface***. [Register here.](#)
- Monday, May 20, 3:30 to 4:30 pm. **Diabetic Recipe Club**. [Register here.](#)
- Tuesdays, 5 to 6:30 pm. **Craft and Chat**
  - May 21 - **Kumihimo Braided Bracelets**. \$10 materials fee. [Register here.](#)
- Thursday, May 23, 5:30 to 6:30 pm. **Evening Page Turners Book Club**. [Register here.](#)
- Tuesday, May 28, 6 to 8 pm. **Historic Lighthouses of New Hampshire and Southern Maine**. [Register here.](#)
- Thursday, May 30, 10:30 am to 12 pm. **Friends' Literature Discussion Series: *Redeployment***. [Register here.](#)

- Thursday, May 30, 5 to 6:30 pm. **Estate Planning Seminar.** [Register here.](#)
- Fridays, 10 to 11:30 am. **Caregivers Support Group.** Helping each other.
- Fridays, 10 am to 12 pm. **Friday Craft Circle.** All skill levels and crafts are welcome.

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

- Saturday, May 18, 10 am to 12 pm. **Family Movie - *Minions***
- Monday, May 20, 3:30 to 5 pm. **4H Design and Build Animal Prosthetics**
- 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!
- Fridays, 3:30 pm. **Storytime with Special Guest Readers from the Moultonborough Women's Club.**

Follow us on Facebook and Instagram to keep up-to-date with our news.  
@MoultonboroughPublicLibrary

#### **Upcoming Public Meetings:**

##### Board of Selectmen Meetings

- Thursday, May 23, 2024, at 5:00 p.m. (Work Session)

##### 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