

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** May 28, 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?

Despite a sharp dip in 2020 due to COVID, the Town Clerk's office is seeing an almost 7% average increase in boat registrations yearly. Boats registered locally make it possible for the town to hold onto some of those registration fees, as opposed to all of them going to the State. The money collected goes into the town's general fund, which helps offset our tax rate.

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/party changes, absentee ballot applications, and assisted new residents with establishing residency, among other services.

!! **Dog Licenses: Late fees begin June 1<sup>st</sup>!** All dog owners are required by NH State law to license 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 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:** Turnout for the election was the third lowest we've seen in the last ten years at 679 ballots cast. The lowest turnout was in 2017 at 547 voters, and second lowest was 2018 at 665. The largest turnout we've seen in the last decade was last year's election, where we saw 1,374 voters cast their ballots.

**May Town Meeting:** Similarly, we saw a low turnout for this year's town meeting, at 271 registered voters checked in, which is the third lowest turnout in the last decade. The lowest turnout was in 2017 at 247 registered voters, and the second lowest was 2015 at 258. The largest turnout we've seen was also last year, where 996 registered voters checked in and made their voices heard.

#### **The Deadline to Change Party Affiliation Before the September 10<sup>th</sup> State Primary is Tuesday, June 4<sup>th</sup>**

You may check your party affiliation through the [Secretary of State's website here](#). If you wish to change your party affiliation, please bring your government-issued photo ID with you to the Town Clerk's office during normal business hours by the deadline, or to the Supervisors of the Checklist's meeting from 7:00 – 7:30pm here at Town Hall on June 4th.

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 set banners and flags throughout the village. The bike path, Long Island, and States Landing beaches were raked and cleaned up. One full burial and two cremations were opened and closed. The blood drive was set up at the Lions Club. All building checks continue along with mowing and trimming throughout the town.

**Fleet:** Truck and equipment maintenance continues with, Eq12 Hydraulic leak, Eq23 Hydraulic leak, replacement of hose and cleaned the equipment of oil. The shop was cleaned. Large compactor and the hydro seeder not working. Road call on Eq12 for overheating. Car 162 was serviced. 15B1 motor rebuild and put back into the fire boat.

**Highway:** This past week the highway crew had interviews, screening at the Transfer station, checking beaver pipes, replaced culverts, grading, GMI reclaiming.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 2 4 tons, 2 containers of single stream recycle = 10 tons, 10 containers of construction and demolition = 50 tons and 1 container of mixed scrap metal. The compost pile was screened, compost pile turned, brush pile burned, tire container shipped, and 12 cubic yards of Styrofoam shipped. Vehicle counts: Monday 300, Tuesday 333, Friday 585, Saturday 503, Sunday 400 total vehicles 2121 = 60 per hour, serviced by a four-person crew.

### Public Safety

**Moultonborough Police Department:** 5/20/24 – 5/26/24

| Activity          | Last Week | This Week | Weekly Difference | Last Year-To-Date | This Year-to-Date | Yearly Difference |
|-------------------|-----------|-----------|-------------------|-------------------|-------------------|-------------------|
| Log Entries       | 342       | 410       | +19.88%           | 4697              | 6292              | +26.67%           |
| Calls for Service | 199       | 254       | +27.63%           | 2744              | 3499              | +27.51%           |
| Arrests           | 3         | 15        | +400%             | 43                | 54                | +25.58%           |
| MV Accidents      | 6         | 3         | -50%              | 49                | 77                | +57.14%           |
| MV Stops          | 39        | 31        | -20.51%           | 456               | 617               | +35.30%           |
| Offense Reports   | 4         | 8         | +100%             | 45                | 55                | +22.22%           |

### Calls For Service Breakdown

| Activity                      | This Week | Activity                          | This Week |
|-------------------------------|-----------|-----------------------------------|-----------|
| 911 Hang Up / Wrong Number    | 1         | Detail                            | 8         |
| Abandoned MV                  | 1         | Directed Patrol                   | 12        |
| Admin Services                | 14        | Disturbance                       | 2         |
| Alarm Commercial              | 3         | Domestic Animal Related Call      | 8         |
| Alarm Residential             | 6         | Follow Up                         | 16        |
| Assault                       | 1         | Found / Lost Property             | 2         |
| Assist Citizen                | 15        | Good Morning Project              | 5         |
| Assist Motorist / Disabled MV | 1         | Juvenile Issue                    | 3         |
| Assist Other Agency           | 11        | Medical Emergency                 | 7         |
| BOLO                          | 1         | Motor Vehicle Complaint           | 10        |
| Boating Incident              | 1         | Police Information                | 2         |
| Building Check                | 1         | Paperwork Service                 | 3         |
| Burglary                      | 4         | Sex Offender Registration         | 1         |
| Call for Local PD / Officer   | 35        | Suspicious Activity               | 14        |
| Civil Standby                 | 1         | Theft / Larceny / Fraud / Forgery | 2         |
| Criminal Records Check        | 3         | VIN Verification                  | 9         |
| Criminal Trespass             | 1         | Welfare Check                     | 2         |

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Department:** For the period of 05/20/2024 to 05/26/2024, there were twenty-two calls for service: There was:

|            |   |    |
|------------|---|----|
| Series 100 | Fires                                     | 2  |
| Series 200 | Overpressure, Explosion, Overheat-No Fire | 0  |
| Series 300 | Emergency Medical & Rescue Incidents      | 11 |
| Series 400 | Hazardous Conditions-No Fire              | 0  |
| Series 500 | Service Calls                             | 3  |
| Series 600 | Good Intent                               | 2  |
| Series 700 | False Alarms & False Calls                | 4  |
| Series 800 | Severe Weather & Natural Disaster         | 0  |
| Series 900 | Special Incident Type                     | 0  |

**Total 2024 Incidents:** 387 **Percent of increase from 2023** >.5%

**Automatic Aid:** given once to Center Harbor for a brush fire on Duck Island on Squam Lake.

**Mutual Aid:** given to New Hampton for a second alarm building fire.

**Overlapping Incidents: 1    Year to Date: 42    Percentage of Call Volume:** 10.9%

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on twelve incidents, providing an average of 1.5 firefighters per incident.

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

Average Reaction Time (minutes/seconds) 02:08

Average Response Time (minutes/seconds) 08:00\*

**Operations:** 5/20/2024 The Duty Crew and the fire chief performed underground LP gas tank and piping inspections at 41 Cortina Street and 57 Mountain view Drive. The Duty Crew installed a Supra key box at a Black Cat Island Road residence. Moultonborough hosted Tri-Town training at the Moultonboro Neck fire station with firefighters from Center Harbor, Sandwich, and Moultonborough practicing vehicle extrication tasks using Res-Q struts and air bags and the TL-9 Stabilizer. Dan Felix from Firematic Supply Co. provided instruction on the struts. Personnel were called away from training to respond to a second alarm building fire in New Hampton. 5/21/2024 Chief Bengtson, attended the Department Head meeting with the Town Administrator. The Fire Chief also attended an emergency meeting of the LRMFA Executive Committee in Laconia. 5/22/2024 The Duty crew and Chief Bengtson performed inspections of LP gas tanks and piping at 176 Castle Shore Ro0ad and 16 Lands' End Lane. 5/23/2024 Lakes Region Fire Apparatus performed annual pump testing of the Department's fire apparatus at Lee's Mills. The Duty Crew installed Supra boxes at residences on Windermere and Wiggin Farm Roads. The fire chief performed the annual life safety and fire code inspection at Geneva Point Center and assisted with the reunification drill conducted at Moultonborough Academy.

**Burning Permits:** Fire danger conditions continue to improve 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.nhdfl.dnrc.nh.gov/forest-protection/daily-fire-danger>

Many residents have expressed problems obtaining fire permits using the on-line system. The on-line system is owned and operated by the State. Problems with the on-line system should be addressed through the customer service number provided. If unable to obtain a fire permit on-line, residents may obtain fire permits at the Public Safety Building. Permits will be issued when personnel are in the building, as we are an emergency service, sometimes we are not in the building, please be patient and try again later if no one is available to assist you.

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 wants to thank everyone who participated & made the Memorial Day Parade & Remembrance Ceremony a success:

Lieutenant Jenn Goss  
Pastor Tim Wilcox  
Police Chief Peter Beede & Moultonborough Police Department  
Fire Chief Dave Bengtson & Moultonborough Fire Rescue  
Moultonborough Academy Band & Director Devon Larabee  
Moultonborough Academy Chorus & Director Emma Forest  
Pack Leader Shane Pouliot & Cub Scout Pack 369  
Leadership from Boy Scout Troop 142  
Castle in the Clouds  
Todd & Sandy Ringelstein  
Brennan Gray & Moultonborough Dept. of Public Works  
Sally Carver & our honored Veterans

Thank you to all who braved the cool temperatures & threatening skies to join us in reflection, respect & remembrance of those who made the ultimate sacrifice for our country. The Moultonborough Recreation Department is grateful for the opportunity to serve our community in this capacity & for your support on this meaningful & solemn occasion.

Chair Yoga will begin a new session in June! Instructor Felicia Steriti will guide you through gentle mindful movements to gain flexibility and core strength. Participants will use yoga blocks and yoga strap with the option of using a mat and very light hand weights. Bring your own or borrow ours. This session runs on Monday mornings, 10:30-11:30am @ MRD June 3-24. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more information 603-476-8868.

Looking for an awesome summer activity for your preschooler? Moultonborough Recreation and Moultonborough Public Library have teamed up to offer some summer fun for preschoolers. Tod

Squad is designed for children aged 3-5 and their parent or guardian. Running on Friday mornings, 9:30-10:30am, there will be different activities each week July 19-August 9. Pre-registration is required. Sign up online or in the Recreation office. Call MRD for more info 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.

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 fasted growing sport! Classes will take place at Kraine Meadow Park on Monday & Tuesday evenings. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more information. 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. This free program runs on Friday mornings at 9:30am at Moultonborough Recreation, 10 Holland Street. Call MRD for more information 603-476-8868.

Registrations for Adult Outdoor Pickleball continue Call MRD for more information. 603-476-8868.

Registrations for Summer Day Camp continue. Call MRD for more information 603-476-8868.

Tai Chi for Adults concludes this week.

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

Granite State Track & Field continues this week.

Adult and Youth Volleyball programs conclude 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 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**

Summer reading is just around the corner. Stay tuned for details on the library's summer program (spoiler alert: lots of reading, lots of prizes, lots of fun), and in the meantime, check out the NH State Library's Adventure Challenge. The state librarians have put together a host of activities that will help you explore all the possibilities for adventure in the Granite State and will reward you with great prizes. The NH State Library's Adventure Challenge runs June 1 to August 31. More information on [nhsl.libguides.com/NHAdventureChallenge](http://nhsl.libguides.com/NHAdventureChallenge).

The library will open at 10 am on Friday, June 7, to allow for staff planning. It will be open from 10 am to 5 pm that day.

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

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

- Thursday, May 30, 10:30 am to 12 pm. **Friends' Literature Discussion Series: Redeployment.** Sponsored by the Friends of the Library. [Register here](#).
- Thursday, May 30, 5 to 6:30 pm. **Estate Planning Seminar.** [Register here](#).
- Wednesday, June 5, 6 to 7:15 pm. **Songs of Old New Hampshire.** Sponsored by the New Hampshire Humanities and the Moultonborough Historical Society. [Register here](#).
- Thursday, June 6, 10 to 11:30 am. **Friends of the Library Meeting.**
- Thursday, June 6, 5:30 to 6:30 pm. **Audiobook Book Club:** *Born a Crime*, by Trevor Noah. Audiobooks on CD available for checkout. [Register here](#).
- Thursday, June 13, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, June 13, 5 to 7 pm. **Thursday Movie Night: Nate and Gigi.** [Register here](#).
- Friday, June 14, 3 to 4 pm. **Moultonborough Historical Society Tour.** Meet at the Historical Society, 953 Whittier Highway, for the tour.
- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring your own Project.** All skill levels and crafts are welcome.

- 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 June 15, 3 to 4 pm. **Summer Reading Program Teens Bucket List Journal.**
- 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. @Moultonborough-PublicLibrary

**Upcoming Public Meetings:**

Board of Selectmen Meetings

- Thursday, June 06, 2024, at 5:00 p.m.
- Thursday, June 20, 2024, at 5:00 p.m.
- Thursday, June 27, 2024, at 5:00 p.m. (Work Session if needed)

**Closure:**

The Transfer Station will be CLOSED all day, Monday June 3, 2024 for training.