

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

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

RE: Weekly Report

DATE: June 3, 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

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

Motor Vehicle Registrations	1,249
Motor Vehicle Titles	199
Boat Registrations	476
Dog Licenses	150
UCC Filings	39
Vital Records (birth/death/marriage certificates and/or divorce decrees)	14
Marriage Licenses	6
Aqua-Therm Permits	4
Articles of Agreement	0

We also processed wetlands applications, voter registrations/party changes, absentee ballot applications, assisted new residents with establishing residency, and facilitated the May Town & School election/Town Meeting, among other services.

Meet Maximum Mischief a.k.a. "Max" – our June 2024 Dog of the Month!



“Max is a three-year old English Springer Spaniel. His hobbies include guarding the yard from squirrels, playing with squeak toys, chewing on bones, and snuggling with his owner. Dislikes include riding in the car, squirrels, and being told no. He has earned his AKC Canine Good Citizen and AKC Community Good Citizen Certificates. Max believes he is human – please don’t spoil it and tell him the truth! He is a love.”

All dogs licensed between January 1st and April 30th will be automatically entered into the Top Dog Contest. We will randomly select a tag number each month throughout the year to be named Dog of the Month. The Dog of the Month wins bragging rights and their portrait will be hung in the Town Clerk’s office for that month. In February of the following year, all the winners of the Dog of the Month drawing from the prior year will be eligible candidates for the Dog of the Year Election.

Dog Licenses: Late fees have been applied to all dog licenses that were not renewed by May 31st. The Town Clerk’s office has been reaching out to all owners whose dogs have not been updated in our system through phone calls, emails, and through the mail. All dog owners are required by NH State law to register their dogs with their Town Clerk annually **by April 30th**. Per RSA 466:14, the Town Clerk is required to report all unlicensed dogs to the Select Board by June 20th. **Late fees began June 1st**, at \$1.00/month per dog. **Civil forfeiture fines** will be issued and delivered by the police in July, at \$25.00/late dog, in addition to the monthly late fees. Pay NOW to avoid further 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.

The Deadline to Change Party Affiliation Before the September 10th State Primary is Tuesday, June 4th

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.

The Filing Period for State Offices Begins Wednesday, June 5th and Ends Friday, June 14th

Please see the [Secretary of State’s website](#) for more information, such as qualifications for office and requirements for filing for candidacy.

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: This past week the crew continued to put up flags. Repairs such as the sink drain at the Town Hall, toilet at the Recreation Department and decking at the Transfer Station. Graffiti was power washed at the park. The rink was cleaned up as well as the garden at the Town Hall. Beaches were cleaned and lines painted at the park. Building checks continues, trash and recycling collected throughout town. Mowing and trimming was completed throughout town.

Fleet: The Mechanic checked out Trk1 for a computer issue, Trk11 new oil pan and gasket. Inspected car 161. Eq 39 was worked on in addition to servicing 15b1 to get it running and finish with pump lines and gasket. Parts runs and shop cleanup. Repairs on Trk7 to find the short.

Highway: The Highway crew replaced a culvert, reclaiming and ditching road project. Sand was hauled, trees cut and chipped

Public Safety

Moultonborough Police Department: 5/27/24 – 6/02/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	410	317	-29.33%	4962	6609	+24.92%
Calls for Service	254	171	-48.53%	2892	3670	+21.19%
Arrests	15	1	-1400%	47	55	+14.54%
MV Accidents	3	4	+25%	50	81	+38.27%
MV Stops	31	40	+22.5%	481	657	+26.78%
Offense Reports	8	1	-700%	46	56	+17.85%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
Admin Services	6	Found / Lost Property	2
Alarm Commercial	2	Good Morning Project	4
Alarm Residential	4	Harassing Message	1
Assist Citizen	9	Juvenile Issue	1
Assist Motorist / Disabled MV	1	Medical Emergency	5
Assist Other Agency	8	Motor Vehicle Complaint	3
Building Check	6	Parking Complaint	1
Burglary	2	Police Information	1
Call for Local PD / Officer	17	Road Hazzard	3
Criminal Trespass	1	Paperwork Service	1
Detail	2	Suspicious Activity	6
Directed Patrol	12	Theft / Larceny / Fraud / Forgery	1
Disturbance	1	Training	1
Domestic Animal Related Call	2	VIN Verification	5
Fish & Game Call	4	Violation of Protection Order	1
Follow Up	3	Welfare Check	1

Community Policing: None to report.

Training: SRO Christen Cloutier and Ofc. Abbi Gillis attended FTO Instructor School (Field Training Officer) at Police Standards and Training in Concord, NH 5/28/2024 through 05/31/2024. They are now certified Field Training Officers and will be a benefit to any new hire we have here at the Police Department.

Upcoming Events: None to report.

Moultonborough Fire Rescue: For the period of 05/27/2024 to 06/02/2024, there were twenty-one calls for service: There was:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	10
Series 400	Hazardous Conditions-No Fire	2
Series 500	Service Calls	1
Series 600	Good Intent	3
Series 700	False Alarms & False Calls	5
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2024 Incidents: 408 **Percent of increase from 2023** >.2%

Automatic Aid: given three times to Center Harbor.

Mutual Aid: none

Overlapping Incidents: 1 Year to Date: 43 Percentage of Call Volume: 10.5%

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) 02:16

Average Response Time (minutes/seconds) 11:00*

* Includes out of town responses

Operations: 5/27/2024 Firefighter Beede and Chief Bengtson joined Sergeant Balser and Officer Cloutier in providing the color guard for the Memorial Day parade. 5/30/2024 The Department held its first badge pinning ceremony for the six new fulltime firefighters and the promotions of Call personnel to Deputy Chief and Lieutenant positions. Firefighters Jack Cavic, Tyler Driscoll, Logan Eldridge, Jaan Luikmil, and Tim Moar were sworn in by Town Clerk Julia Marchand and had their badges pinned by their family members. Tim Gatherum was sworn in as a Call lieutenant and David Houghton as a Call Deputy Chief. The ceremony was intended to recognize the hard work of the new personnel in their probationary period and celebrate with their families their

transition into the fire department as valued members of our family. The ceremony featured comments guest speaker Selectman Jon Tolman who was instrumental in helping the fire department get increased staffing.

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.nhdfi.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. Or a <https://nh.burnsafeamerica.com/>

Rental property owners are reminded that fire permits are issued to the person, not the property. Renters will need written permission of the property owner to kindle fires on the property being rented. The renter will need to obtain a fire permit for the period in which they are renting the property.

Moultonborough Recreation Department

Moultonborough Recreation is offering a day trip to Hampton Falls. Join us on Saturday, June 29 as we travel by town bus to the Hampton Falls Liberty Weekend Craft Festival and Applecrest Farm. Over 75 juried artisans from all over New England will display and sell their American made works at the craft festival. Applecrest Farms offers a creamery, farmer's market and pick your own strawberries or blueberries. This trip includes transportation to the venues and lunch. Purchases made at the craft fair and farm are not included in the trip fee. This trip will depart from MRD at 9:00am and will return at approximately 5:30pm on Saturday, June 29. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 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.

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. 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 through June 28. Call MRD for more information 603/476-8868.

Coming soon: RECsploration! Adventures and trips for ages 12-15. Participants can pick their fun this summer with a number of different day trips to choose from. All trips will depart from MRD on Thursdays, July 11-August 15. Departure time is 9am and return time is approximately 5pm. Finishing touches are being put on the slate of trips and will be posted soon!

Mother Son Ice Cream & Fun event is scheduled for Friday June 7.

Chair Yoga June session begins this week.

Outdoor Pickleball program begins this week. 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.

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 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

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 library's Annual Book Sale will be held on July 13, 9 am to 3 pm, and July 14, 9 am to 1 pm. We are accepting donations of books, CDs, puzzles and games in good condition. No smelly or moldy items, please! We cannot accept magazines, textbooks, encyclopedias or nonfiction more than 10 years old. Please pack donations in manageable boxes to help our volunteers. Bring donations to the library during open hours for librarians to check. [See full guidelines for donated materials here.](#) If you have a large number of boxes to donate, please call the library first.

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](#), has registration links and descriptions of the programs.

Upcoming Adult Programs:

- 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. [Register here.](#)
- Tuesday, June 18, 2 to 3 pm, and Wednesday, June 19, 10 to 11 am. **Tech Class: Promise and Perils of AI.** [Register here.](#)
- Wednesday, June 19, 10:30 to 11:30 am. **Mystery Book Club:** *When the Stars Go Dark*, by Paula McLain. [Register here.](#)
- Wednesday, June 19, 5:30 to 6:30 pm. **Becoming Wolf: The Eastern coyotes in NH.** *Funded by the Friends of the Library.* [Register here.](#)
- Thursday, June 20, 9 to 11 am. **Library Board of Trustees.** Open to the public.
- Thursday, June 20, 6 to 7 pm. **Hidden Mountains: Author Talk with Michael Wejchert.** [Register here.](#)
- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring your own Project.** All skill levels and crafts are welcome. \$15 materials fee required to confirm registration.
 - June 18: Embroidery for Beginners Part 1. [Register here.](#)
 - June 25: Embroidery for Beginners Part 2.
- 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:

- Friday, June 7, 3:30 to 4 pm. **Storytime with Special Guest Reader from the Moultonborough Women's Club.**
- Saturday June 15, 10 am to 12 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!

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

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)