

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** June 24, 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?**

Kayaks, canoes, sailboats, and rowboats under 12' in length do not need to be registered, **unless** a motor is being used (including small trolling motors).

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, and prepared for the fall elections among other services.

A representative from the NH DMV Audit Team visited the Town Clerk's office on Thursday, June 20<sup>th</sup>, for the required annual DMV audit. The audit was successful and there were no findings to report.

**!! Dog Licenses: Late fees have been applied to all dog licenses that were not renewed by May 31<sup>st</sup>.** The Town Clerk has reported all unlicensed dogs to the Select Board as required by RSA 466:14. **Late fees began June 1<sup>st</sup>**, 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](#) 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.

**The week of July 4<sup>th</sup> is our busiest week of the year** – we highly recommend avoiding the lines and potential boat decal shortage by coming in sooner to register your boats if you have not done so already. The Town Hall will be closed on Thursday, July 4<sup>th</sup>.

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

### **Department of Public Works**

**Facilities/Grounds:** The crew blew off the pickleball court, drained the AC and circulator at the PSB and addressed the AC issue at the Lions Club. The beaches were raked, and the park gazebo was finished. Mowing and trimming continues throughout town. Trash and recyclables were collected in all town buildings.

**Fleet:** The mechanics serviced car 182 ac. Repaired O-ring on the loader, blown hose on Trk7 and Eq 39. Paperwork was completed. Service Eq14 and clean shop. State inspection on car182. Set up Swamp cooler.

**Highway:** Checked roads, ditching and grading projects. Paving and shim on Silby Road and ditching on Blake Road. Roads throughout the East side of town checked from the heavy rain.

**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 = 45 tons and 1 container of mixed scrap metal. The brush pile was burned, compost pile turned, 22 cubic yards #6 foam recycled, 86 Freon containing devices recycled. Vehicle counts: Monday 439, Tuesday 434, Friday 624, Saturday 501, Sunday 308 total vehicles 2306 = 65 vehicles per hour.

### **Public Safety**

#### **Moultonborough Police Department:** 6/17/24 – 6/23/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	386	299	-40.67%	5673	7508	+32.34%
Calls for Service	240	183	-23.75%	3310	4039	+22.02%
Arrests	1	2	+100%	54	58	+7.47%
MV Accidents	2	8	+300%	59	93	+57.62%
MV Stops	59	27	-54.23%	534	703	+31.64%
Offense Reports	3	4	+33.33%	50	70	+40.00%

## Calls For Service Breakdown

Activity	This Week	Activity	This Week
Admin Services	5	Fish & Game Call	1
Alarm Commercial	2	Follow Up	5
Alarm Residential	6	Good Morning Project	4
Assist Citizen	8	Juvenile Issue	3
Assist Motorist / Disabled MV	3	Medical Emergency	6
Assist Other Agency	7	Motor Vehicle Complaint	2
Building Check	3	OHRV Incident	1
Call for Local PD / Officer	26	Parking Complaint	6
Community Policing	1	Police Information	5
Criminal Mischief	1	Road Hazard	3
Criminal Records Check	1	Paperwork Service	4
Detail	6	Theft / Larceny / Fraud / Forgery	2
Directed Patrol	12	VIN Verification	6
Disturbance	3	Welfare Check	2
Domestic Animal Related Call	1		

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 06/17/2024 to 06/23/2024, there were thirty-four calls for service: There was:

Series 100	Fires	1
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	12
Series 400	Hazardous Conditions-No Fire	5
Series 500	Service Calls	3
Series 600	Good Intent	5
Series 700	False Alarms & False Calls	7
Series 800	Severe Weather & Natural Disaster	1
Series 900	Special Incident Type	0

**Total 2024 Incidents:** 486

**Percent of increase from 2023** >4.5%

**Automatic Aid:** received four times from Center Harbor.

**Mutual Aid:** once to Tuftonboro

**Overlapping Incidents: 6    Year to Date: 49    Percentage of Call Volume: 10%**

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on nineteen incidents, providing an average of 2.5 firefighters per incident.

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

Average Reaction Time (minutes/seconds)	01:35
Average Response Time (minutes/seconds)	09:00

**Operations:** 6/17 Two Supra box inspections, one LP gas inspection at 234 Paradise Drive, and low angle/slope evacuation rope rescue training. 6/18 Rescue 3 went to Irwin Ford for repairs to sway bar, the Fire chief attended a TRC meeting with the Town Planner. 6/19 The Chief and the Duty Crew met with EEI to view site for the new propane tanks being installed for Moultonborough Academy's conversion to propane. 6/20 The Chief witnesses the final flow test inspection of a 13D fire sprinkler system at 32 Lady Slipper Lane and inspected LP gas tanks at 38 View Drive. The Duty Crew inspected one Supra box and the Department monthly EMS continuing education training was on splinting and hypothermia. 6/21 The Duty crew performed four Supra box inspections. 6/22 & 6/23 Deputy Chief Houghton, firefighter Caleb Beede, and the Fire Chief attended the National Fire Academy Three-State Weekend in Emmitsburg, Maryland. All three attended the Incident Safety Officer class.

**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.nhdfl.dncr.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/>.

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.

**Fireworks:**

- You must be 12 years of age to buy and possess fireworks.
- Fireworks may only be used on private property that you own, or with written permission from the landowner, or in the presence of the landowner. If you are renting property, you must have written permission from the landowner to display fireworks.
- The use and display of fireworks on Town property, beaches, and docks is prohibited.

**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.

It's Back! Adult CoED Slow Pitch Softball League returns this summer! Get your friends together and join us for games Thursday evenings @ 6:30pm July 11-August 14. Games will be played to seven innings. Pre-registration is required. Sign up online or in the Recreation office. 12 members minimum on a team. Need a team? Contact us and we'll do our best to place you on a roster. Call MRD for more info. 603/476-8868.

Moultonborough Recreation Department is pleased to offer our free Summer Concert Series featuring some awesome local talent. Free concerts will take place at the Moultonborough Function Hall gazebo, 6:00-7:30pm through August 14. Bring lawn chairs or blankets and a picnic dinner-relax and enjoy the show. The July 3 concert will feature Courtney Abbott (Sponsored by Moultonborough Public Library) Join Mrs. Abbott for a fun-filled music hour! Families will get to sing, play, and enjoy music for all ages. Don't forget your dancing shoes! See our website for the complete schedule of performers. Please call MRD for more information 603/476-8868.

Moultonborough Recreation is offering a Portsmouth Harbor and Star Island tour and cruise. Join us for a day of history & lore as we board the Isle of Shoals Steamboat Company's Thomas Laighton in Portsmouth, NH. Our narrated cruise will navigate 10 miles of river & ocean to Star Island. One hour guided walking tours are available on Star Island or explore on your own. We'll pack a lunch for you to enjoy on the cruise or on the island. We'll return to Portsmouth Harbor aboard the Thomas Laighton and travel to Paddy's Grille in Portsmouth to enjoy buffet style Italian pasta dishes & salad as well as their pool table & shuffleboard court. This trip requires periods of walking on uneven & changeable ground. Variable weather conditions are possible. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

MRD offers adventures and trips for ages 12-15! RECsploration provides 6 different trips to pick from so you can choose your fun! All trips are on Thursdays, July 11-August 15, departing from

MRD at 9am and returning by 5pm. Trips range from Skyzone Trampoline Park to Round 1 Bowling Arcade to Whales Tale Waterpark and more! See the Summer Happenings page of our website for trip details and schedule. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Registration deadlines vary by trip – so don't miss out! Call MRD for more info 603/476-8868.

Adult Cornhole League is back! This outdoor league will meet on Tuesdays, 6:30-8:00pm at Kraine Meadow Park, July 9-August 27. Participants must be 18 years or older. Teams must consist of at least 2 people with a maximum of 4. If you're interested in playing, but do not have a partner, please reach out to MRD and we will do our best to find you one. Players are guaranteed two matches per night. Standings will be recorded throughout the season. The top team receives Champion T shirts and bragging rights for the year! Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

MRD is pleased to team up with Moultonborough Public Library to offer some summer fun for preschoolers. Tod Squad is designed for children aged 3-5 and their parent or guardian. Tod Squad will meet on Friday mornings, 9:30-10:30am July 19-August 9. With different activities each week, our youngest campers will enjoy Olympic sports, science experiments, water fun and a dance party! Pre-registration is required, and space is limited. The registration fee includes a T-shirt. Sign up online or in the Recreation office. Call MRD for more info 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 slots to choose from. 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.

Explore Archery was canceled on Friday, June 21. A rescheduled date will be announced in the near future.

Chair Yoga June session concludes this week. Logistics and planning are ongoing for a July session.

Outdoor Pickleball program continues 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.

Totally Toddlers concludes this week. Registrations for Tod Squad are still open.

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.

Drop In Bridge meets Monday mornings @ MRD. 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**

The 2024 Summer Reading Challenge has started! Register on the Beanstack app or [moultonboroughlibrary.beanstack.com](http://moultonboroughlibrary.beanstack.com) to log your minutes of reading and earn prizes. Readers under 18 years of age can choose to complete a paper reading log. The challenge goes from June 24 to August 9, with winners announced on August 12. The Summer Reading Challenge is one of the many different events planned for "Adventure Starts at the Library" Summer Reading Program. Visit the library - or our website - to see the many events and activities we have planned to fill your summer with adventure.

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.

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.

The library will be closed for the 4th of July. We will reopen on Friday, July 5, at 9 am.

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

- Wednesday, June 26, 5:30 to 7 pm. **Big Trees of Northern New England.** *Funded by the Friends of the Library.* [Register here](#).
- Thursday, June 27, 1 to 2:30 pm. **AARP Fraud Watch Network.** [Register here](#).
- Thursday, June 27, 5:30 to 6:30 pm. **Evening Book Discussion Group.** [Register here](#).
- Tuesday, July 2, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581

- Tuesday, July 2, 6 to 7 pm. **Exemplary Country Estates in NH.** A New Hampshire Humanities program, it is free to the public and open to all. [Register here.](#)
- Tuesday, July 9, 6 to 7 pm. **From Cable TV to Streaming: A Simple Guide To Video Entertainment.** [Register here.](#)
- Wednesday, July 10, 10 to 11:30 am. **Friends of the Library Meeting.**
- Thursday, July 11, 10:30 am to 12 pm. **Monthly Book Talk**
- Saturday, July 13, 9 am to 3 pm, and Sunday, July 14, 9 am to 1 pm. **Used Book Sale.**
- Tuesdays, 5 to 6:30 pm. **Craft and Chat: Bring your own Project.**
- 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:**

- Wednesday, July 10, 3:30 to 4:30 pm. **Summer Reading Program: Science Heroes.** *Funded by the Friends of the Library.*
- Thursday, July 11, 11 am to 12 pm. **Story Hour at the Boat Museum.**
- Mondays in July, 11 to 11:30 am. **Story Time at Castle in the Clouds.** [Register on the Castle in the Clouds website.](#)
- Mondays in July **4-H Summer of Science.** 6-week program. [Register with UNH Extension.](#)
  - 1 to 2 pm for ages 5 to 8.
  - 3 to 4 pm for ages 9 to 13.
- 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, July 25, 2024, at 5:00 p.m.

#### **Other Important Dates/Events:**

- Holiday Closure – Thursday, July 4, 2024, in observance of Independence Day - ALL Town Offices, Library and Transfer Station will be closed.
- 4<sup>th</sup> of July Parade – Thursday, July 4, 2024. The Parade will begin on Blake Road at 11:00 a.m. and end at the Moultonborough Function Hall.
- Holiday Closure - Friday, July 5<sup>th</sup> the Transfer Station will be closed.