

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

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

RE: Weekly Report

DATE: July 1, 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 June 2024, the Town Clerk's office processed:

Motor Vehicle Registrations	1,181
Motor Vehicle Titles	188
Boat Registrations	271
Dog Licenses	52
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	19
Marriage Licenses	2
Aqua-Therm Permits	2
Articles of Agreement	1

We also processed wetlands applications, voter registrations, absentee ballot applications, and assisted new residents with establishing residency, among other services.

Meet Bella – our July 2024 Dog of the Month!



“Bella found her family by what they believe is divine intervention. She loved farm life and was a wonderful shop dog, greeting every customer at her owners’ business with wags and sometimes kisses. She was a willing co-pilot for long hours of plowing and sanding, always eager to ride. We honor the memory of sweet Bella, who passed on May 18th, 2024, with the title of Dog of the Month for July, her mom’s birth month. Thank you, Julia, Alana and crew, ❤️”

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 winners of the Dog of the Month drawing from the prior year will be eligible candidates for the Dog of the Year Election and will be voted on by the 5th Graders at Moultonborough Central School.

Dog Licenses: Late fees have been applied to all dog licenses that were not renewed by May 31st, and Civil Forfeiture fines will be delivered by the Police soon. 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 has reported all late dogs to the Select Board. **Late fees began June 1st, at \$1.00/month per dog. Civil forfeiture fines** will be issued and delivered by the police soon, 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.

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: The buildings and grounds crew continue to clean the beaches, mow, trim and collect trash and recyclables. Repaired the flagpole at the Public Safety Building. Painted the bike path on the Moultonborough Neck Road. A meeting was held regarding the Lions Club sign.

Fleet: Car222 State inspection. Worked on Trk24 body pins, wiper issue and replaced rear mirror. Part run for 15-R-2. Replaced Car 161 tire sensor, Car 181 air bag issue, Car223 State Inspection. Repaired Trk6 rear taillight and checked Trk7 check engine light issue. Addressed Trk11 brake issue.

Highway: The highway crew continues with checking roads, grading, hauling gravel, ditching, and shouldering. Sprayed poison ivy. Culverts were checked and marked.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 3 containers of single stream recycle = 15 tons, 9 containers of construction and demolition = 45 tons and 1 container of mixed scrap metal. Compost pile was turned, brush pile is continuously being burned, 24 cubic yards of #6 foam recycled. Vehicle counts: Monday 440, Tuesday 469, Friday 633, Saturday 521, Sunday 342 vehicle total 2405= 68 per hour .

Public Safety

Moultonborough Police Department: 6/24/24 – 6/30/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	299	336	+12.37%	55289	61334	+10.93%
Calls for Service	183	196	+7.10%	3450	4481	+29.88%
Arrests	2	6	+200.00%	54	62	+14.81%
MV Accidents	8	5	-37.50%	62	100	+61.29%
MV Stops	27	38	+40.74%	545	800	+46.78%
Offense Reports	4	4	0.00%	52	73	+40.38%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
Abandoned MV	1	Domestic Animal Related Call	3
Admin Services	16	Fish & Game Call	2
Alarm Commercial	2	Follow Up	2
Alarm Residential	8	Found / Lost Property	3
Assist Citizen	20	Good Morning Project	5
Assist Motorist / Disabled MV	6	Medical Emergency	10
Assist Other Agency	7	Motor Vehicle Complaint	3
Boating Incident	1	Police Information	5
Building Check	1	Road Hazard	3
Call for Local PD / Officer	18	Sex Offender Registration	1
Criminal Records Check	2	Suspicious Activity	4
Criminal Trespass	1	Theft / Larceny / Fraud / Forgery	2
Detail	4	VIN Verification	5
Directed Patrol	4	Welfare Check	3
Disturbance	2		

Community Policing: None to report.

Training: None to report.

Upcoming Events: None to report.

Moultonborough Fire Rescue: For the period of 06/24/2024 to 06/30/2024, there were 25 calls for service: There was:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	16
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	3
Series 600	Good Intent	4
Series 700	False Alarms & False Calls	2
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2024 Incidents: 511 **Percent of increase from 2023:** >3.0%

Automatic Aid: received twice from Center Harbor.

Mutual Aid: once to Center Harbor.

Overlapping Incidents: 11 **Year to Date:** 62 **Percentage of Call Volume:** 12%
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)	01:59
Average Response Time (minutes/seconds)	11:00

Operations: 6/24 Eight Supra box inspections/installations, one LP gas inspection at 234 Paradise Drive, and low angle/slope evacuation rope rescue training. 6/25 Rescue 2 went to DPW for routine repairs. The fire chief inspected the installation of a 120-gallon propane tank at 1347 Whittier Highway. Chief Bengtson witnessed the removal of an oil tank at Moultonborough Academy at 25 Blake Road. No contamination was observed. 6/26 The Chief witnessed the removal of an oil tank at 6 Simla Way, no contamination was observed. 6/28 The Chief inspected underground propane tank and piping installations at 29 Christmas Tree Lane and 51 Clubhouse Drive, he also inspected a tank swap out at 8 Lakeshore Drive. The Fire Chief conducted an inspection of a home business at 6 Susan Drive. 6/29 The fire department responded to Moultonborough Academy to assist the custodial staff with mitigating a water leak affecting multiple classrooms. Crews were on scene for about an hour and a half.

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.

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 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.

Chair Yoga returns for a July session! Felicia Steriti returns as our instructor providing gentle, mindful movements to gain flexibility and core strength. Class will use a mat, yoga blocks and yoga strap with the option very light hand weights. You are welcome to borrow ours or bring your own. Wear comfortable clothing and bring a water bottle. 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.

Instructional Pickleball continues in July & August. Instructor 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 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 10 concert will feature Bryan Conway performing fun and memorable music from the 50s through the 80s. You are sure to clap and sing along. See our website for the complete schedule of performers. Please call MRD for more information 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.

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.

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.

The Hampton Falls trip was canceled due to lack of sign-ups.

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 UNTIL TODAY, JULY 3. 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](#).

The 2024 Summer Reading Challenge has started! Register on the Beanstack app or 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.

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.

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

Upcoming Adult Programs:

- 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.**
- Tuesday, July 16, 10:30 am to 12 pm. **Friends Literature Discussion Series: Farewell to Arms.** [Register here.](#)
- Tuesday, July 16, 5 to 6:30 pm. **Craft and Chat: Embroidered Keepsake Jar - Part 1.** [Pre-register here for this 2-part class: July 16 and 23.](#) A \$15 materials fee is required to confirm your spot.
- Wednesday, July 17, 10:30 to 11:30 am. **Mystery Book Club: Sweetness at the Bottom of the Pie, by Alan Bradley.** [Register here.](#)
- Wednesday, July 17, 1 to 2:30 pm, and Thursday, July 25, 10 to 11:30 am. **Top Apps for Reading.** [Register here.](#)
- Friday, July 19, 10 to 11:30 am. **NEW! Tales and Travel Memories** for people living with dementia and their caregivers. [Register here.](#)
- Friday, July 19, 1 to 2 pm. **Author Talk: Eric Buer, Ghosts of Baghdad.** [Register here.](#)
- Tuesdays, July 2 and 9, 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.* [Register here.](#)
- Thursday, July 11, 11 am to 12 pm. **Story Hour at the Boat Museum.**
- Monday, July 15, 6:30 to 7:30 pm. **Summer Reading Program: The Magic of Ed Popielarkczyk.** *Funded by the Friends of the Library.* [More information here.](#)
- Thursday, July 18, 1:30 to 3:30 pm. **Summer Reading Program: Kids Create Adventure Snacks and Packs.** [Register here.](#)
- Saturday, July 20, 10 am to 12 pm. **Family Movie: Wish.**
- 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 for registered participants.
- 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.
- 4th 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 5th the Transfer Station will be closed.