

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** July 15, 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:

##### **Did you know?**

Dog license numbers fluctuate year to year, but over the last decade we are averaging an almost 2% increase in the number of licenses issued. Last year, we issued 1,302 dog tags. It will be interesting to see how many 2024 tags are issued this year!

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.

**!! Dog Licenses: Late fees and civil forfeiture fines have been applied to all dog licenses that were not renewed on time.** 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** have been issued and are being delivered by the police, 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.

We are continuing to see an increase in boat registrations issued by the Town Clerk's office. We are already at roughly 98% of what we issued *for all of 2023*, and we still have several weeks left of our regular boating season! Thank you to the boat owners who continue to support our town and help keep our taxes lower by registering their boats locally!

**State Primary:** There are only 8 weeks left until the September 10<sup>th</sup>, 2024, State Primary. If you are not registered to vote yet, you may do so with the Town Clerk's office between now and Tuesday, August 27<sup>th</sup>. The Supervisors of the Checklist will be meeting on Wednesday, August 28<sup>th</sup> at Town Hall from 9:30am – 12:30pm – unregistered voters may meet with the Supervisors of the Checklist at this time to be registered and added to the checklist. If you are unable to register to vote by these deadlines, you may do so in person at the polls on Election Day.

Absentee voters may submit their applications for absentee ballots at any time. Applications are [available online](#) and in our office. You may submit your completed application via mail, email, fax or in person. We will keep your application on file and send your absentee ballot via mail as soon as the ballots become available. You can [track your absentee ballot status](#) online through the Secretary of State's website. Please contact the Town Clerk's office with any questions or concerns.

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

### **Department of Public Works**

**Facilities/Grounds:** The grounds crew continues with building checks, trash and recyclable clean up, mowing and trimming throughout town. Water issues at the Town Hall repaired and the faucet at the library was serviced.

**Fleet:** The mechanics installed window regulator in Trk7 and did a road test. Stripped Eq14 hydraulic lines, installed brake hydraulic hose. Replaced Trk6 Speedometer gauge. Medical cards completed. 15-F-2 rear brakes, diagnosed Eq25 drive motor. Trk19 set up TPMS sensor. 15-F-2 fabricate mudflap supports.

**Highway:** The highway crew replaced failed culverts, marked roads for ditching and ditched. Loaded chips and hauled sand. Opened and closed two cremation burials in Middle Neck and Holland Hill Cemetery.

**Transfer Station:** This week we shipped out 4 containers of municipal solid waste = 24 tons, 3 containers of single stream recycle = 15 tons, 9 containers of construction and demolition = 54 tons and 1 container of mixed scrap metal. The brush pile tended to, compost pile turned, 18 cubic yards of foam recycled. Vehicle counts Monday 621, Tuesday 487, Friday 639, Saturday 322, Sunday 357 2426 vehicle served=68 per hour.

## Public Safety

**Moultonborough Police Department:** 07/08/24 – 07/14/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	408	415	+1.71%	6201	8762	+41.29%
Calls for Service	267	260	-2.62%	3856	5009	+29.90%
Arrests	3	2	-33.33%	56	71	+26.78%
MV Accidents	3	2	-33.33%	74	105	+41.89%
MV Stops	64	50	-21.87%	601	913	+51.91%
Offense Reports	3	2	-33.33%	55	78	+41.81%

### Calls For Service Breakdown

Activity	This Week	Activity	This Week
Abandoned MV	1	Found / Lost Property	2
Admin Services	9	Good Morning Project	5
Assault	1	Juvenile Issue	4
Assist Citizen	18	Medical Emergency	10
Assist Motorist / Disabled MV	6	Motor Vehicle Complaint	6
Assist Other Agency	10	Parking Complaint	20
Building Check	5	Police Information	2
Call for Local PD / Officer	17	Road Hazard	6
Civil Standby	3	Paperwork Service	13
Community Policing	1	Sex Offender Registration	6
Criminal Records Check	4	Suspicious Activity	6
Directed Patrol	10	Theft / Larceny / Fraud / Forgery	1
Disturbance	2	VIN Verification	4
Domestic Animal Related Call	5	Warrant Check	4
Fish & Game Call	2	Welfare Check	3
Follow Up	5		

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 07/08/2024 to 07/14/2024, there were thirty-eight 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>2</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>9</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>11</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>8</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:** 582 **Percent of increase from 2023** >2.8%

**Automatic Aid:** received once each from Center Harbor and Tuftonboro. Given once to Meredith.

**Mutual Aid:** once to Sandwich.

**Overlapping Incidents:** 10 **Year to Date:** 76 **Percentage of Call Volume:** 13%

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded on twenty-one incidents, providing an average of 1.8 firefighters per incident.

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

Average Reaction Time (minutes/seconds)

02:10

Average Response Time (minutes/seconds)

09:00\*

\* Includes multiple simultaneous incidents

**Operations:** 7/8 LP gas inspections were performed at 5 Schwanli Street and 8 Jungfrau Street. Ten Supra box inspections conducted. 7/9 LP gas piping inspection conducted at 22 Lower Meadow. Tent inspections performed at Castle in the Clouds ground on Ossipee Park Road. Eleven Supra box inspections performed. 7/10 Follow up LP gas inspection conducted at 5 Schwanli Street. Ten Supra box inspections conducted. 7/11 The Fire Department provided foam for the Recreation Department's annual Foam Day at Kraine Meadow Park. The foam made from Dawn dish detergent has been a longstanding tradition of good clean fun enjoyed by campers for years. LP gas inspections at 74 Clubhouse Drive and 63 Richardson Shores Road were conducted. Eight Sup box inspections were performed. 7/12 LP gas inspections were performed at 13 Hayes Lane and 53 Glen Forrest Drive. A Place of Assembly inspection was conducted by Lt. Frangelli, firefighter Manville and Chief Bengtson at the New Woodshed restaurant. Six Supra box inspections were performed. 7/13 A Supra box was installed at a residence on Lower Meadow Road.

**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.nhdfldncr.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 Ordinance # 22 limits the use of fireworks to the hours between 12 noon and 10:00pm. Exceptions are two holidays, as recognized by the Town: (1) the 4<sup>th</sup> of July: limit use to 12 noon to 12 midnight; (2) New Year, limit use to 12 noon and up to 15 minutes past midnight the holiday.**

#### **Moultonborough Recreation Department**

Moultonborough Recreation would like to thank Fire Chief Dave Bengtson and Moultonborough Fire Rescue for their assistance in providing another successful Foam Day at our Summer Camp Program last week. This annual event is the season highlight for many campers (and staff) and provides unique and lasting memories. The Recreation Department is grateful for our municipal partners and their dedication to the spirit of community.

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 24 concert will feature Mark Bartram, a singer songwriter for 50 years. Mark will play a mix of rock& roll along with some original songs. 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 depart from MRD at 9am and return 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.

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 opening soon for Youth Soccer. Children in Pre-K through Grade 6 will be eligible to sign up! More details to come!

Save the date – MRD is planning a trip to the Gilmanton Winery on Saturday August 24. More details to come!

Outdoor Pickleball program continues this week. Registrations for Adult Outdoor Pickleball continue Call MRD for more information. 603/476-8868

Some spots are still available in our Summer Day Camp program. 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.

Portsmouth Harbor and Star Island Cruise and Tour tip departs MRD at 9am on Saturday July 20.

July session of Chair Yoga continues this week.

Adult Cornhole League continues this week.

Adult CoEd Softball continues this week.

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**

A big thank you to all the volunteers who made the library's Annual Book Sale a great success this last weekend, especially our year-round book sale organizers Ginger and Mark Ishkanian and Louise Elliot. The proceeds from the sale will be used to enhance the library's programs and services.

The library's Board of Trustees has started a strategic planning process and a hugely important part of that is to receive your input on what you want from your library in the near future. Please share your thoughts in our 2024 Community Survey. Take the survey online at [tinyurl.com/MboroLibrarySurvey24](https://tinyurl.com/MboroLibrarySurvey24), pick up a paper copy at the library, or use our survey kiosk located in the library's lobby. We appreciate your input!

How is your summer reading going? Children up to 18 years of age have weekly progress markers in the shape of dog tags and beads. Children and adults earn raffle tickets for a grand prize drawing. The more you read, the more chances you have of winning. Register on the Beanstack app or on [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 this year's "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](http://www.moultonboroughlibrary.org), [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org), has registration links and descriptions of the programs.

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

- 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.](#)
- Monday, July 22, 3:30 to 4:30. **Diabetic Recipe Exchange. Focus on Travel Tips.** [Register here.](#)
- Tuesday, July 23, 5 to 6:30 pm. **Craft and Chat: Embroidered Keepsake Jar - Part 2.**
- Wednesday, July 24, 10:30 am to 12 pm. **Wellness Reads: *The Unwinding of the Miracle*.** [Register here.](#)
- Thursday, July 25, 5:30 to 6:30 pm. **Evening Page Turners Book Club: *The Henna Artist*.** [Register here.](#)
- Tuesday, July 30, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project**
- Tuesday, July 30, 7 to 9 pm. **Open Mic An Evening of Poetry and Music** with featured **artist storyteller Andy David.** [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:**

- Wednesday, July 17, 3:00 to 4:15 pm. **Lego Club.**
- 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*.**
- Friday, July 26, 6 to 8 pm. **Summer Reading Program: Teens Paint Tiny Art Night.** [Register here.](#)
- Wednesday, July 31, 11:30 am to 12:30 pm. **Summer Reading Program: Bird Watch Quest Kit.** [Register here.](#)
- 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.