

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

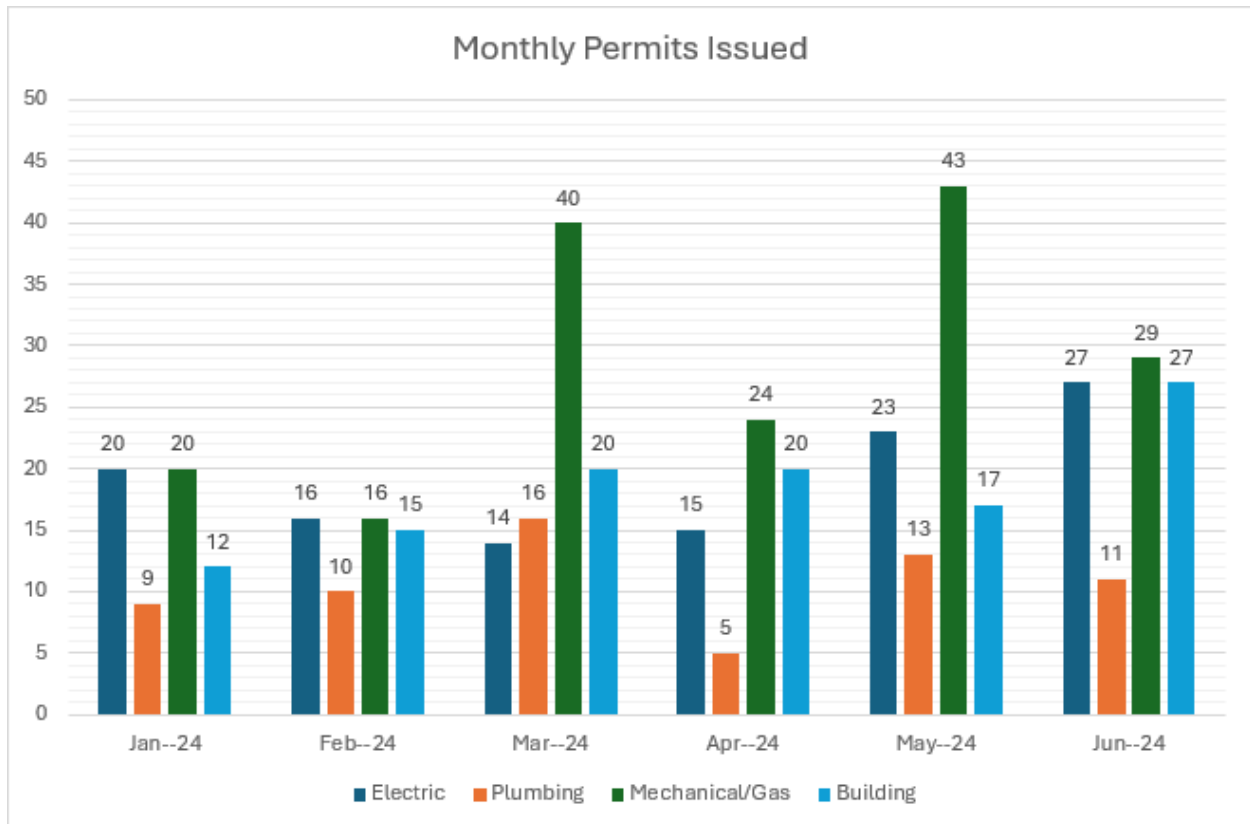
**DATE:** July 22, 2024



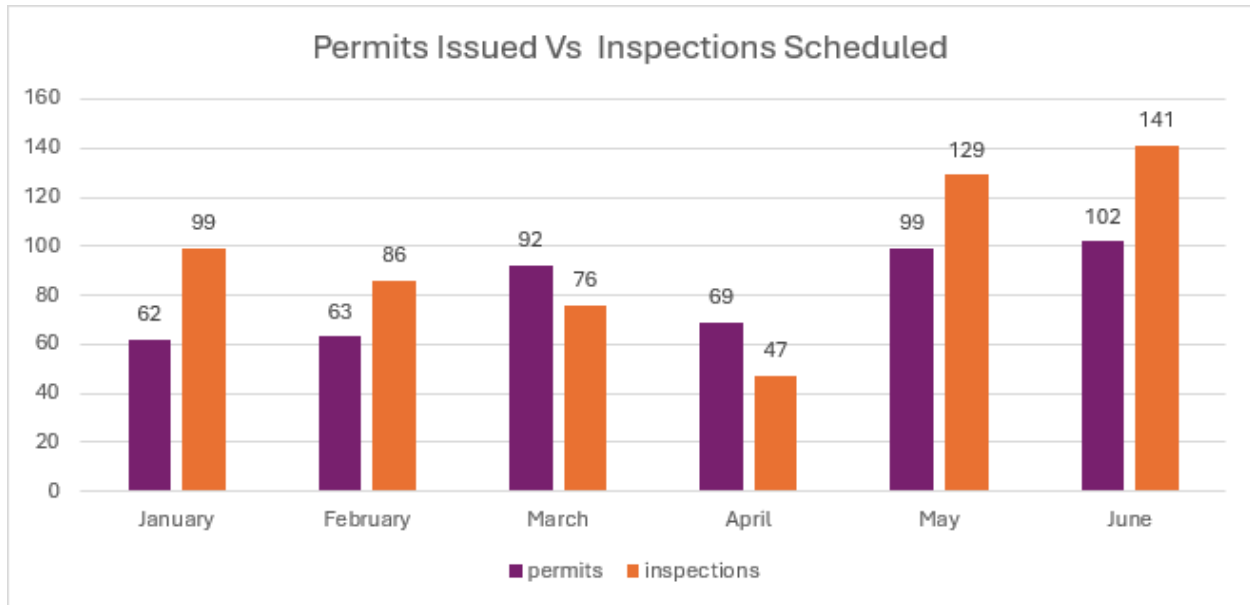
The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

### Administration and Finance

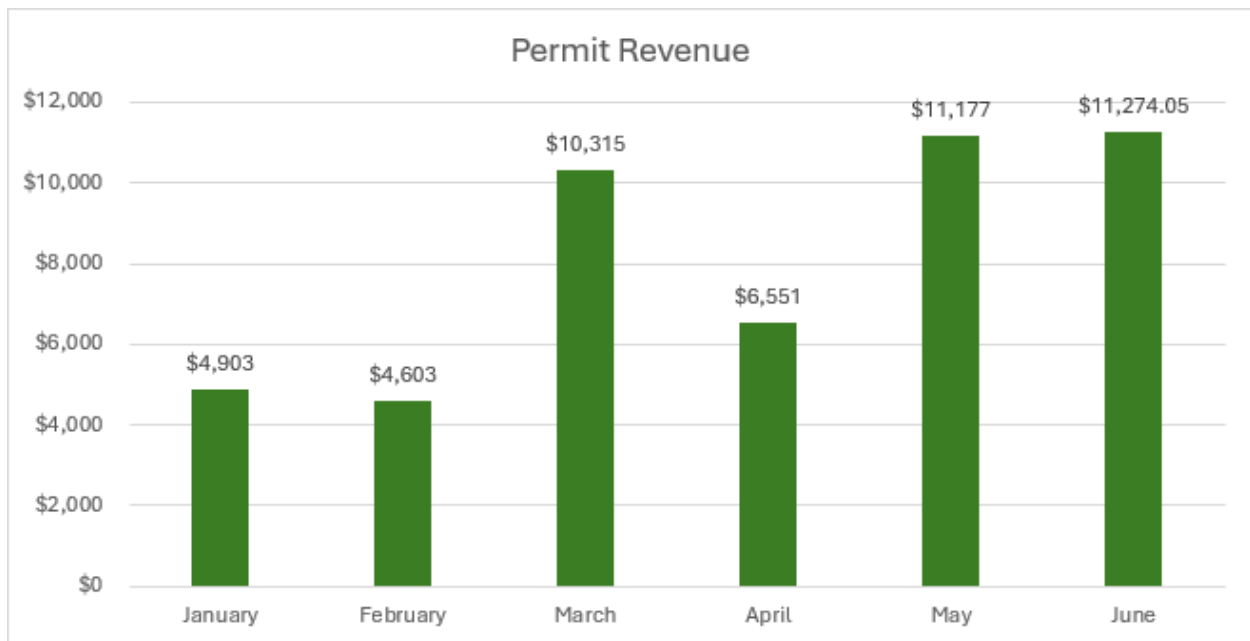
#### Code, Compliance & Health Office:



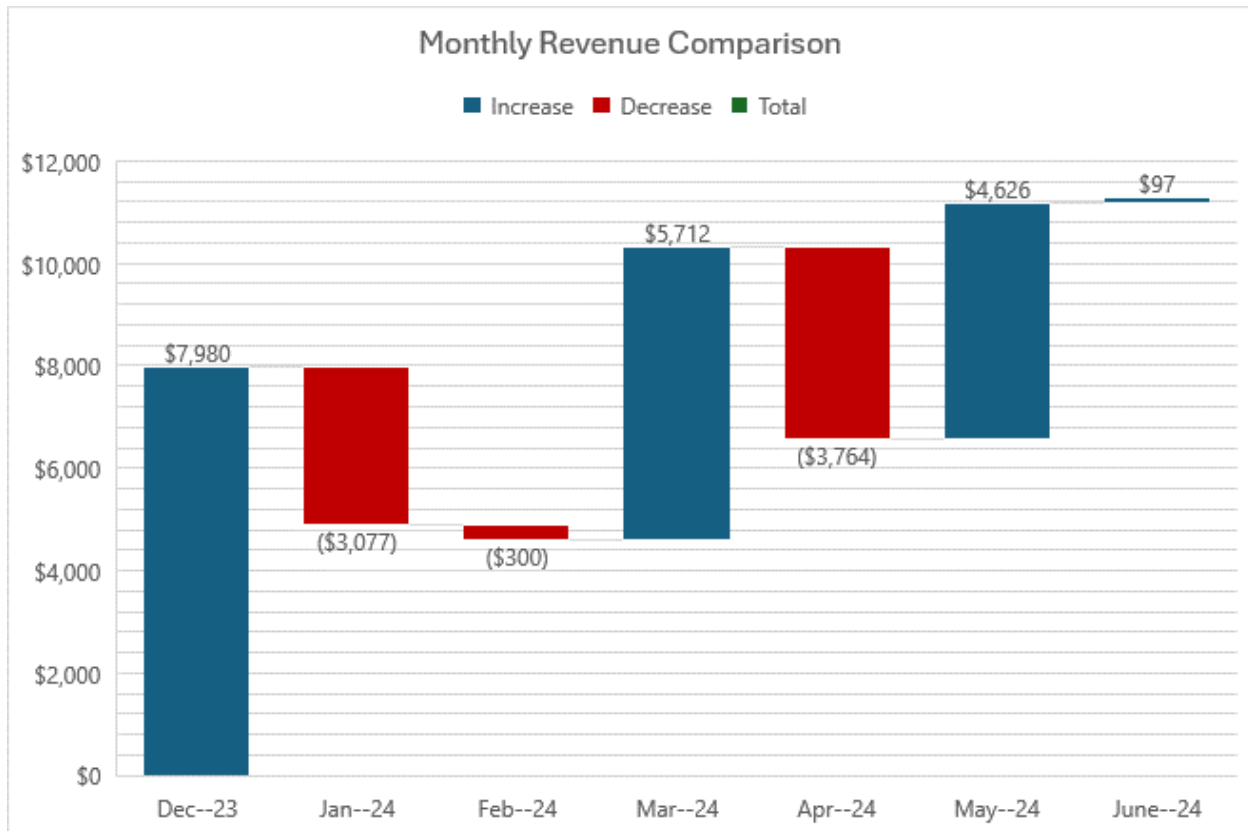
Breakdown of permits issued per month.



Total permits issued per month and total inspections scheduled. (It is normal for there to be some variation between the two, as some permits need more than one inspection, and some inspections cover more than one permit.) Your typical Inspection will take around 30 minutes and require about 15 minutes of travel time.



Total permit revenue recorded each month.



Total revenue in relation between each month. Starting in December 2023 there was an increase of \$7,980 and reduction of \$3,077 in January. Revenue was reduced \$300 in February, increased \$5,712 in March, then dropped \$3,764 in April (we had a vacant full-time code officer). For May, revenue increased \$4,626 and remained steady in June with an increase of \$97.

### **Department of Public Works**

**Facilities/Grounds:** The buildings and grounds crew continue to mow and trim town properties. Trash and recyclables were collected and water from the castle delivered. The library water/faucet issues fixed. Beaches raked and cleaned up. Picnic tables repaired. Septic was pumped at the town hall.

**Fleet:** The mechanics diagnosed car161 noise, 15-e-1 ac was repaired, and state inspection was completed. The shop was cleaned, repair orders and paperwork completed. Welded shank on back-hoe and replaced teeth. Parts runs. Replaced front brakes and rotors on car221. Road calls and trk1 camera and wiring issue addressed.

**Highway:** The highway department continues with ditching, checking culverts, shouldering and driveway permits. Roads for dig safe were marked. Wood chips were loaded, and sand was hauled. The bike path was swept. Brush was chipped. Some of the highway crew attended training.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons, 9 containers of construction and demolition = 54 tons and 1 container of mixed scrap metal. The brush pile is being burned, compost pile turned, 20

cubic yards of foam recycled. Thanks to Facilities Team Leader Mike and Brennan from Facilities and Ground Department for transporting the recycled wire and wet cell batteries to the local scrap yard. 3000 lbs. of batteries and 1000 lbs. of wire were recycled. Vehicle counts: Monday 556, Tuesday 516, Friday 653, Saturday 482, Sunday 346 total vehicles 2553=72 per hour.

### **Public Safety**

**Moultonborough Police Department:** 07/15/24 – 07/21/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	415	423	+1.92%	6850	9185	+34.08%
Calls for Service	260	276	+5.76%	4039	5289	+30.94%
Arrests	2	1	-50.0%	57	72	+26.31%
MV Accidents	2	6	+200%	79	111	+40.50%
MV Stops	50	71	+42.0%	622	983	+58.03%
Offense Reports	2	3	+50.00	59	83	+40.67%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
Admin Services	10	Follow Up	5
Alarm Commercial	2	Found / Lost Property	4
Alarm Residential	2	Good Morning Project	2
Assault	1	Juvenile Issue	4
Assist Citizen	22	Lost / Missing Person	1
Assist Motorist / Disabled MV	5	Medical Emergency	9
Assist Other Agency	2	Motor Vehicle Complaint	5
Building Check	2	OHRV Incident	1
Call for Local PD / Officer	2	Parking Complaint	19
Criminal Mischief	1	Police Information	3
Criminal Records Check	1	Road Hazard	3
Criminal Trespass	1	Paperwork Service	23
Detail	1	Sex Offender Registration	1
Directed Patrol	9	Suspicious Activity	2
Disturbance	2	VIN Verification	6
Domestic Animal Related Call	2	Warrant Check	1
Fish & Game Call	3	Welfare Check	3

**Community Policing:** None to report.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 07/15/2024 to 07/21/2024, there were thirty-one calls for service: There was:

<b>Series 100</b>	<b>Fires</b>	<b>1</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>14</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>0</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>2</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>9</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>5</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:** 613 **Percent of increase from 2023** >3.2%

**Automatic Aid:** given three times to Center Harbor. Receive once each from Center Harbor and Tuftonboro.

**Mutual Aid:** once to Sandwich.

**Overlapping Incidents:** 7 **Year to Date:** 83 **Percentage of Call Volume:** 13.5%

Overlapping incidents are where two or more incidents occur simultaneously.

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

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

Average Reaction Time (minutes/seconds)

01:41

Average Response Time (minutes/seconds)

12:00\*

\* Includes multiple simultaneous incidents

**Operations:** 7/15 Administrative Assistant Weeks and Chief Bengtson met with Chief Beede and Dispatcher Gilcoine to discuss activities for National Night Out on August 6<sup>th</sup> at Castle in the clouds. The Duty Crew performed six Supra Box inspections. Tri-Town training with Center Harbor and Sandwich was held at the Center Harbor Town Beach. Firefighters from the three towns practiced water rescue skills of handling injured patients in the water, loading them on to boats. Instructions were provided by Captain Chris Morgan of Tuftonboro Fire Rescue and Captain Ben Thibault of Plymouth Fire Rescue. 7/17 LP underground tank and gas piping inspection conducted at 206 Candleberry Lane Lower Meadow. Nine Supra box inspections performed. 7/18 Three Supra box inspections conducted. 7/19 Ten Supra box inspections were performed.

**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**

Saturday was a beautiful day on the water for Moultonborough Recreation's trip to Portsmouth for a harbor cruise and tour of Star Island. Fifteen participants and two MRD staff enjoyed lunch and narrated cruise aboard the Isles of Shoals Steamship Company's Thomas Loughton before a walking tour of Star Island. Upon returning to shore, our group traveled to Paddy's American Grille for a scrumptious buffet style Italian meal, billiards, and shuffleboard.

Registrations are open for Moultonborough Recreation's CoEd Youth Soccer program. Children in Pre-K through 6<sup>th</sup> grade are eligible to sign up. Pre-K registrants must have turned 4 years old by October 17, 2024. Our soccer program will take place at the Kraine Meadow Park soccer field the weeks of September 9-October 18. There will be no soccer during Sandwich Fair weekend. Information regarding specific youth sport levels is available on our website. Pre-registration is required, and space is limited. The registration deadline for all soccer levels is Friday August 9. Call MRD for more information. 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's free Summer Concert Series continues! 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 31 concert will feature The Sweetbloods, a local acoustic duo whose music centers around classic rock, folk rock & country intermingled with bluegrass, reggae, calypso, and jazz. 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 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.

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.

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**

The Summer Reading Program is in full swing at the library. Log your reading minutes on the Beanstack app or your paper log (for patrons under 18 years of age) until August 9 and then celebrate on August 13 with an End of Summer Celebration at 2 pm where we will announce the grand prize winners.

Please complete our 2024 Community Survey which will help us plan the future 5 years of the library. Fill out the survey online at [tinyurl.com/MboroLibrarySurvey24](https://tinyurl.com/MboroLibrarySurvey24), or use our survey kiosk located in the library's lobby. We appreciate your input!

Show your support for the library by "Paving the Way" with the Friends of the Moultonborough Library. Purchase a paving brick for the Memorial Garden and help fund the Friends' ongoing efforts. More information [on the Friends' page on the library website](#), or at the library.

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:**

- 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.](#)
- Thursday, August 1, 6:30 to 8 pm. **Local Authors Night at Castle in the Clouds.** \$25 per person. [Purchase tickets on the Castle website.](#)
- Friday, August 2, 1 to 2:30 pm. **Let's Talk About Grief: An Open Conversation.** Brenda Wentworth of the Lakes Region VNA facilitates. [Register here.](#)
- Tuesday, August 6, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581
- Thursday, August 8, 5 to 7 pm. **Thursday Movie Night - *The Princess Bride (1987)*** [Register here.](#) Popcorn and pizza provided. A \$2 donation per slice of pizza is appreciated.
- 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:**

- ~~Friday, July 26, 6 to 8 pm. **Summer Reading Program: Teens Paint Tiny Art Night.**~~  
CANCELLED
- Wednesday, July 31, 11:30 am to 12:30 pm. **Summer Reading Program: Bird Watch Quest Kit.** [Register here.](#)
- Friday, August 2, 9:30 to 10:30. **Tod Squad - Obstacle Course** [Register here.](#)
- Thursday, August 8, 11 am to 12 pm. **Story Times at the NH Boat Museum.**
- Friday, August 9, 9:30 to 10:30. **Tod Squad - Dance Party**
- NEW DATE: Tuesday, August 13, 12 pm. **McDonny's Petting Farm.**
- Tuesday, August 13, 2 to 3 pm. **Summer Summer Reading & 1,000 Books Before Kindergarten Ice Cream Celebration.**
- Wednesday, August 14, 2 to 3:30 pm. **"Camp Read S'More" Bingo.** [Register here.](#)
- Saturday, August 17, 10 am to 12 pm. **Family Movie *IF*.**
- Mondays in July: 11 to 11:30 am. **Story Time at Castle in the Clouds.** [Register on the Castle in the Clouds website.](#)
- 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!

#### **Event in the Program Room:**

- Wednesday, July 31, 5 to 6 pm. **Lake Winnepesaukee Association: Let's Talk about Cyanobacteria**

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.
- Thursday, August 1, 2024, at 5:00 p.m.
- Thursday, August 15, 2024, at 5:00 p.m.
- Thursday, August 22, 2024, at 5:00 p.m. (Work Session if needed)

#### **Upcoming Events**

- [Household Hazardous Waste Day](#)  
Saturday, August 3, 2024  
8:30 a.m. – 12:00 p.m.  
68 Highway Garage Drive, Moultonborough