

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** July 29, 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?**

A bill of sale is not legal, [per RSA 261:148, III](#), unless it includes all of the following: date of sale, description of the vehicle (including year, make, model, VIN, year of manufacture, body type and number of cylinders), name and address of purchaser, and signature and address of seller. [Our Bill of Sale template](#) includes all the necessary information for a NH registration, so we recommend printing it off and using it for motor vehicle, boat, and trailer sales within our state.

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.

**State Primary:** There are only 6 weeks left until the September 10<sup>th</sup>, 2024, State Primary. The Town Clerk's office is hard at work preparing for the upcoming election. 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 10:00 – 10:30am – 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. New voters will need to prove their identity, age, domicile and citizenship when registering to vote.

The State Primary on September 10<sup>th</sup>, 2024, and the November General (Presidential) Election on November 5<sup>th</sup>, 2024, will both be held at the Moultonborough Academy gymnasium at 25 Blake Road, Moultonborough.

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 (see below). 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.

**Mail**  
PO Box 15  
Moultonborough,  
NH 03254

**Email**  
[townclerk@moultonboroughnh.gov](mailto:townclerk@moultonboroughnh.gov)

**Fax**  
(603) 476-2778

**In Person**  
6 Holland St  
Moultonborough,  
NH 03254

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

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew continue with the weekly beach cleanup, mowing, trimming, and building checks. Trash and recyclables were collected throughout the town buildings. Drains flushed at the Public Safety Building. Paper products have been distributed throughout the buildings. Lees Mills and Long Island docks reset, Pickleball court blew off, cleaned gutters at the Neck station.

**Fleet:** The mechanics completed repair orders. Addressed 15-R-1 air issue, repaired supply system Eq39, pull street pads in Trk1 and battery issue. Pulled tires from Eq25 for foam filling. Road call for Trk7. State inspection and service for Trk4. Trk10 inspection. Shoulder machine: replaced broken chain with new one and adjusted. Loaded chip trailer. Trk5 belt issue. Picked up tires new Eq25 and installed hydraulic hoses.

**Highway:** The highway crew continues shouldering, adding gravel and stones townwide, hauling sand, checking catch basins, culvert cleaning and drilled Middle Neck Cemetery well.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 3 containers of single stream recycle = 15 tons, 8 containers of construction and demolition = 40 tons and 1 container of mixed scrap metal. 20 cubic yards of Foam recycled, compost pile turned, and brush pile burned. Vehicle counts: Monday 660, Tuesday 590, Friday 651, Saturday 536, Sunday 310 total vehicles served 2747= 77 per hour.

### **Public Safety**

**Moultonborough Police Department:** 07/22/24 – 07/28/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	423	413	-2.36%	7226	9598	+32.82%
Calls for Service	276	251	-9.05%	4266	5541	+29.88%
Arrests	1	3	+200.0%	61	74	+21.31%
MV Accidents	6	1	-83.33%	85	112	+31.76%
MV Stops	71	56	-21.12%	642	1039	+61.83%
Offense Reports	3	8	+166.66%	62	89	+43.54%

### Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	2	Found / Lost Property	2
Admin Services	7	Good Morning Project	5
Alarm Residential	5	Juvenile Issue	4
Assault	1	Medical Emergency	8
Assist Citizen	12	Motor Vehicle Complaint	8
Assist Other Agency	8	Parking Complaint	43
BOLO	1	Police Information	2
Call for Local PD/Officer	24	Repossession	1
Civil Standby	1	Road Hazard	1
Community Policing	1	Paperwork Service	3
Criminal Trespass	1	Suspicious Activity	1
Directed Patrol	20	Theft / Larceny / Fraud / Forgery	5
Disturbance	1	VIN Verification	4
Domestic Animal Related Call	4	Violation of Protective Order	1
Fish & Game Call	1	Welfare Check	1
Follow Up	4		

**Community Policing:** Moultonborough PD participated in a Touch a Truck event at Kraine Meadow Park.

**Training:** None to report.

**Upcoming Events:** None to report.

**Moultonborough Fire Rescue:** For the period of 07/22/2024 to 07/28/2024, there were twenty-six 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>4</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>4</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:** 639 **Percent of increase from 2023** >2.2%

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

**Mutual Aid:** once to Sandwich.

**Overlapping Incidents:** none      **Year to Date:** 83      **Percentage of Call Volume:** 13%  
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) 01:38

Average Response Time (minutes/seconds) 10:00

**Operations:** 7/22 The Duty Crew performed eleven Supra Box inspections. 7/23 LP gas tank and gas piping inspection conducted at 311 Moultonboro Neck Road, 11 Abenaki Lane, and 43 Leeward Shores Road. An inspection of an oil tank was performed at 121 Redding Lane. Two Supra box inspections performed. 7/24 The Duty Crew assisted a resident with the installation of smoke detector at a Krainewood Drive residence. 7/25 The fire chief inspected an oil burner installation at 144 Windermre Road and a LP gas tank installation at 18 Sachem Drive. The Duty Crew brought Engine 4 to Playground Drive for the Rec. Dept Touch-a-Truck event. One Supra box inspection was performed. 7/26 Three Supra box inspections were performed. 7/27 Moultonborough Fire & Police Departments along with Stewart's Ambulance responded to Moultonboro Airport for a plane crash. Responding units found a small plane had crashed following the collapse of the nose gear. The pilot was uninjured and able to exit the aircraft. The aircraft was leaking fuel. Crews mitigated the fuel leak while Stewart's Ambulance evaluated the pilot. NH State Police, NH DES responded, and NH DOT was notified. The airport was closed while the incident was investigated.

**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.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 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 Moultonborough Police Department, Moultonborough Fire Rescue and Department of Public Works for partnering with us at our Summer Camp Program's Bike Rodeo and Touch A Truck event last week. Our campers had a blast talking to our local heroes and learning about the important services they provide to our community. I'm told some new speed records were set at the Bike Rodeo Radar Gun Challenge. Moultonborough Recreation extends our heartfelt thanks to our community partners for making these experiences possible for our campers.

Moultonborough Recreation is pleased to partner with Moultonborough Academy's Varsity Girls Soccer team to offer Sunday Funday Soccer! This free event is open to boys and girls ages 3-11. Join us at Kraine Meadow Park on Sunday August 4 for games, skills, scrimmage, and fun coached by the Moultonborough Academy Girls Varsity Soccer team. Players ages 3-4 will participate 9:00-10:10am. Players ages 5-11 will participate 9am-12:10pm. Shin guards are required. Please bring cleats, plenty of water, bug spray, sunscreen, and snacks. Please do not bring a ball – balls will be provided. This event is free however pre-registration is required. Sign up online or in the Recreation office. You do not need to be registered in MRD's Youth Soccer program to participate in Sunday Funday Soccer. Call MRD for more info 603/476-8868.

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 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 on Wednesday evenings at the Moultonborough Function Hall gazebo, 6:00-7:30pm through August 21. Bring lawn chairs or blankets and a picnic dinner-relax and enjoy the show. The August 7 concert will feature Tom Barlett, a NH born singer/songwriter who plays original songs as well as an eclectic mix of early rock & roll and contemporary songs. Tom's original song "You Can't Get There From Here" is currently performed by stage and screen star, John Davidson, as his encore. 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. 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.

Moultonborough Recreation Department is pleased to start planning for some exciting collaborations this fall. The annual Jack O Lantern Lane will take place on Friday October 18 at Castle in the Clouds, in partnership with Castle in the Clouds and Lakes Region Conservation Trust. Halloween Boo-Levard will take place on Saturday October 26 at Kraine Meadow Park in partnership with Moultonborough Public Library. More details to come on these fall-tastic events!

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-noon 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-noon. No pre-registration and no fee.

July session of Chair Yoga concludes this week. Planning and logistics are ongoing for a September session of chair yoga.

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 Challenge concludes on August 9. You still have time to log your reading minutes on the Beanstack app or your paper log (for patrons under 18 years of age). Join us for a Summer Reading & 1,000 Books Before Kindergarten Ice Cream Celebration on August 13 at 2 pm. Make an afternoon of it! Come to McDonny's Petting Farm between 12 and 1 pm, then enjoy a picnic on our library grounds and stay to gobble down ice cream as we celebrate the winners of the grand prize raffles and the kindergarteners who read 1,000 books before they start their school career.

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 with an engraved message of your choice to be included in a pathway to 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:**

- Thursday, August 1, 6:30 to 8 pm. **Local Authors Night at Castle in the Clouds.**
- 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.

- Tuesday, August 13, 6 to 7 pm. **NH's Climate and Health Challenge: Ticks, Washouts and Wild Weather**, with NH Healthy Climate. [Register here.](#)
- Thursday, August 15, 9 to 11 am. **Library Board of Trustees Meeting.**
- Thursday, August 15, 5:30 to 7 pm. **Tarot 101.** Bring your own set of cards. We may have some to share. [Register here.](#)
- Friday, August 16, 10 to 11:30 am. **Tales and Travel Memories: Ecuador.** [Register here.](#)
- Tuesday, August 20, 2 to 3:30 pm, and July 21, 1 to 2:30 pm. **Tech Workshop: Top Apps for the Outdoors.** [Register here.](#)
- Tuesday, August 20, 5 to 6:30 pm. **Craft and Chat: Pressed Flower Cards.** \$10 materials fee. Please pay at the library to confirm registration. [Pre-register here.](#)
- Wednesday, August 21, 10:30 to 11:30 am. **Mystery Book Club: *The Eyre Affair*.** [Register here.](#)
- Thursday, August 22, 5:30 to 6:30 pm. **Evening Page Turners Book Club: *Unlikely Animals*.** [Register here.](#)
- Tuesdays, 5 to 6:30 pm. **Craft and Chat Bring Your Own Project.** August 6, 13 and 27.
- 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 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!

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

#### **Upcoming Public Meetings:**

##### **Board of Selectmen Meetings**

- 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