

# MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini  
Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** November 4, 2024

*Boatie*



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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 & Finance

### Interim Town Administrator:

**Business or Workshop Session:** In this section I will draw your attention to any agenda item where information is needed to supplement or substitute for other provided information.

Item V. B. The required data has all been submitted to DRA and is approved at \$5.65. Tom H is now working on the warrant.

Item V. C. We propose minor changes to the Finance Director job description by making it clear they are also the Town Accountant, clarifying their role in coordinating property insurance (since they also have to maintain the GASB 34 compliant inventories for the audit) and the Payroll/Accounting Clerk to remove references to specific software and use a generic reference should the Town convert to another provider at some point in the future.

Item V. H. I am looking to see if you have any direction on an amount to either set (as a % or as a \$ reserve) to deal with FY '26 salary adjustments, see if the SB members have any special projects or goals in mind, and work out dates for your budget reviews.

**Weekly:** I continued initial budget reviews with Police, Fire, Recreation, Tax Collector and Assessor. I've deferred the Town Clerk budget review until this coming Friday to get past the time demands of the elections. The DPW review also included a review of both the CMA study, the results of our meeting with the CMA engineer and the reasons of why the DPW laid out the loop road(s) in the manner he did and the reasoning for proceeding. I've asked for some additional information and have had to defer bringing this before you until 11/21. I've also asked DPW to get a camera and microphone so that they might better participate in Team and zoom conference. Budgets are beginning to go off to MRI to begin assembly into a single unified document. I met with the Chair of the Heritage Commission relative to a few minor changes to their Community Planning Survey that we might get it posted on the web on some other times on their list of thoughts.

## **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew opened and closed a full burial at the Holland Hill Cemetery. Leaf blowing and fall clean up continues at the park, bike path, cemeteries, and town buildings. Building checks were completed. Trash and recyclables were collected. Bottled water was delivered to town buildings.

**Fleet:** Set up air cans on truck 6. State inspection completed on eq. 12 and hydraulic line replaced. Sander repaired on truck 11 and put plow harness on. Truck 9 was set up for sandblasting. The wood chip trailer was loaded. In car 191 the battery was replaced. Preventative maintenance was completed on car 182. Parts invoices completed. Car 223 was serviced and changed over to winter tires. Took tires off loader and sandblasted. The Plow route was reviewed with new plow driver. Clean up the garage.

**Highway:** The highway crew opened and closed the grave at Holland Hill Cemetery. Tree cutting and firewood continues. Culvert and catch basin on Colonial Drive. Sandblasted truck 9 and loader tires. Hazards were marked on plow routes and delineators placed. Sand was hauled. Leaves were blown off Lees, Old 109, Bodge Hill and Blake Road. Full grade and gravel on Bodge Hill and Randall Road.

## **Public Safety Building**

**Moultonborough Fire Rescue:** For the period of 10/28/2024 to 11/03/2024, there were eighteen calls for service: There were:

|            |   |   |
|------------|---|---|
| Series 100 | Fires                                     | 4 |
| Series 200 | Overpressure, Explosion, Overheat-No Fire | 0 |
| Series 300 | Emergency Medical & Rescue Incidents      | 7 |
| Series 400 | Hazardous Conditions-No Fire              | 0 |
| Series 500 | Service Calls                             | 3 |
| Series 600 | Good Intent                               | 1 |
| Series 700 | False Alarms & False Calls                | 3 |
| Series 800 | Severe Weather & Natural Disaster         | 0 |
| Series 900 | Special Incident Type                     | 0 |

**Total 2024 Incidents:** 941

### Percent of decrease from 2023 <.4%

**Automatic Aid:** Received from Center Harbor twice.

**Mutual Aid:** to Center Harbor and Sandwich.

**Overlapping Incidents:** 5   **Year to Date:** 125   **Percentage of Call Volume:** 13%  
Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded to nine incidents, providing an average of 2.4 firefighters per incident.

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

Average Reaction Time (minutes/seconds) 02:37  
Average Response Time (minutes/seconds) 09:00\*

\*Includes responding to two incidents outside of Moultonborough on automatic/mutual aid.

**Inspections:**

|           |   |
|-----------|---|
| LP Gas    | 9 |
| Supra Box | 1 |

**Operations:** 10/28 Moultonborough firefighters returned to 365 Young Mountain Road in Sandwich to extinguish and overhaul hot spot from the previous night. Crews were on scene for approximately four hours. 10/29 Firefighter perform a smoke and carbon monoxide detector check for a senior citizen on Alpine Park Road. Any resident can request and schedule an inspection of their smoke and carbon monoxide detectors by calling the fire station during normal business hours to schedule an appointment. 11/02 Moultonborough firefighters responded to 259 McCrillis Hill Road in Center Harbor for a structure with extension into the woods. Crews were on scene for three hours. 11/03 Firefighters responded to a brush fire in the area of 101 Sheridan Road. The fire was caused by a downed tree bringing down live wires, which ignited about 1/10 of acre brush fire. Crews worked to contain the spread of the fire until the power could be shut off. Once the power was shut off, they worked for about two and half hours to extinguish and overhaul the hillside.

**Burning Permits:** Fire danger conditions are running between Moderate to High. 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.dnrc.nh.gov/forest-protection/daily-fire-danger>.

As chilly weather increases, residents should use caution when dumping their fireplace and wood-stove ashes outside. Ensure that no hot coals or embers remain. Wet down ashes after dumping them. Dump ashes at least ten or more feet from any buildings.

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.

**Moultonborough Recreation Department**

The bathrooms at Kraine Meadow Park are closed for the season. Porta Potties will be made available at the park until spring.

The Donna J. Kuethe Soccer Tournament took place at Moultonborough Academy on Saturday, November 2. Six teams competed in the event. Moultonborough and Sandwich topped their respective pools and faced off in the championship game, which extended through two overtime periods and went to a shootout to determine the winner. In a day filled with competitive spirit and sportsmanship, Sandwich emerged victorious. Congratulations to all the teams who participated!

Moultonborough Recreation is pleased to offer a trip to see New England's King of Comedy, Bob Marley. Join us on Saturday, November 16 as we travel to Concord's Capital Center for the Arts in the town bus. We will depart MRD at 2pm and our return time is approximately 9:30pm. Before the show, we'll enjoy a family style/buffet dinner at Nonna's in Concord for pasta, meatballs, sausage, chicken, Caesar salad and soft drink. After dinner, we'll settle into our floor seats at the Capital Center to enjoy Bob's 5:30pm show. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. This trip will require some walking and stairs to climb at the venue. Call MRD for more info. 603/476-8868.

Totally Toddlers is returning! This drop-in program at MRD is a great way for our youngest community members to play, explore and socialize while their trusted adults share stories and ideas. MRD will supply various age-appropriate toys, you bring your imagination. Stay and play for a bit, then head over to the library for story time! This free drop-in program will run on Fridays, 9:30-10:15am, beginning on December 6. All children must be supervised by a responsible adult. Call MRD with questions. 603/476-8868.

Co-Ed Youth Volleyball is back! Students in Kindergarten-6<sup>th</sup> grade can register to join us Wednesday evenings at Moultonborough Central School, November 6-December 18 (no volleyball on Nov. 27/ Dec 11 rescheduled to Dec 12) This is an instructional program where participants will grow and develop a love for sport and skill development. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD with questions 603/476-8868.

Registrations are open for CoEd Adult Pick Up Volleyball. Join us on Tuesday evenings, November 5-December 17 at the Moultonborough Central School gym, 7:00-8:30pm. Participants must be 18 years or older. Pre-registration is required. Sign up online or in the Recreation office. Call MRD for more information 603/476-8868.

Registrations are open for Adult Drop In Basketball. Sign up to join us on Sundays, noon -2:00pm through June 22 at Moultonborough Academy gym. Participants must be 18 years or older. Bring your own ball. Street shoes are discouraged on the gym floor. Please bring sneakers to change in to before play. Pre-registration is required. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

MRD is pleased to offer Drop In Dominoes on Fridays, 10am-noon at Moultonborough Recreation Department, 10 Holland Street. Learn to play or drop in for a round or two! This is a drop- in group, no registration, and no fee. Please bring your set if you have one. Call MRD for more information 603/476-8868.

Drop in Mah Jong continues to meet at MRD on Mondays, 1-4pm and on Wednesdays 10:00-noon. These are drop- in groups, no registration, and no fee. Please bring your set if you have one. Call MRD for more information 603/476-8868.

MRD's after school program, Beyond the Bell, session 2 continues with registrations at capacity.

Safesitter Essentials class will take place on Wednesday November 6 with registrations at capacity. Certified SafeSitter Instructor and MRD Recreation Activities Assistant, Shannon Milligan, will teach the class.

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 Moultonborough Santa Fund application **deadline is November 12 at midnight**. All Moultonborough families with children up to 18 years of age or up to 12th grade are eligible to participate. Fill out the form online [in English here](#) or [in Spanish here](#). Print applications are available at the library and should be handed in at the library.

The library will be closed on November 11 for Veterans Day. We will be closed on November 28 and 29 for Thanksgiving, and will reopen on Saturday, November 30.

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, November 7, 10 to 11:30 am. **Friends of the Library Meeting.**
- Tuesday, November 12, 10 am to 12 pm. **Friends of the Library Craft.** Registration is closed.
- Tuesday, November 12, 6 to 7 pm. **Carroll County in the 19th Century: A Glimpse into the past with Author MJ Pettengill.** [Register here](#).
- Wednesday, November 13, 10 to 11:30 am. **Tech Workshop: Holiday Card with Canva.** [Register here](#). (Note: This is not a mobile phone class. You will need a laptop. We have some to share. Let us know if you need to borrow one for the class.)
  - Class repeats on November 19, 2 to 3:30 pm. [Register here](#).
- Wednesday, November 13, 6 to 7 pm. **Lucknow: A Moultonborough Landmark.** [Register here](#).
- Thursday, November 14, 5 to 7 pm. **Thursday Movie Night Love Again (2023).** Pizza, popcorn and soft drinks provided. A \$2 donation per slice of pizza is appreciated. [Register here](#).
- Monday, November 18, 10 to 11:30 am. **Tales and Travel Memories: Japan.** All armchair tourists welcome! If you have souvenirs from a trip to Japan, consider bringing them for show and tell. [Register here](#).
- Tuesday, November 19, 5 to 6:30 pm. **Craft and Chat: Quilling Gift Tags.** \$17 materials fee required to confirm your registration. [Pre-register here](#).
- Wednesday, November 20, 10:30 to 11:30 am. **Mystery Book Club: Vera Wong's Unsolicited Advice for Murderers.** [Register here](#). Books are available for checkout from the library.

- Wednesday, November 20, 10:30 am to 12 pm. **Wellness Reads: The Mother Lode.** [Register here.](#) Books are available for checkout from the library.
- Thursday, November 21, 11 am to 1 pm. **Friends of the Library Literature Discussion: Hamnet.** [Register here.](#) Books are available for checkout from the library.
- Tuesday, November 26, 6 to 8 pm. **Open Mic: An Evening of Music and Poetry.** [Register here.](#)
- 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 Crafters.** All skill levels and crafts are welcome.

### **Upcoming Youth Programs:**

- Monday, November 4, 10:30 to 11 am. **Toddlers Messy Art: Painted Cotton Ball Turkeys**
- Wednesday, November 13, 3 to 4:15 pm. **After School Drop-In: Puzzles and Games**
- Saturday, November 16, 10 am to 12 pm. **Family Movie: Super Mario Brothers.**
- Wednesday, November 20, 3 to 4:15 pm. **After School Drop-In: Lego**
- Wednesday, November 26, 3 to 4:15 pm. **After School Drop-In: Crafting**
- 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.**
- Thursdays, 3:30 to 4:30 pm. **Storytime with Special Guests from the Moultonborough Women's Club.**
- 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, November 7, 2024, at 5:00 PM
- Thursday, November 21, 2024, at 5:00 PM

#### **Staff Meeting:**

- Friday, November 8, 2024, at 10:00 AM

#### **Holiday Closures:**

- Monday, November 11, 2024 (Veteran's Day)
- Thursday, November 28, 2024 – Thanksgiving Day
- Friday, November 29, 2024 – Day After Thanksgiving