

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: November 11, 2024

Carter



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 Session: N/A

Weekly Activities: I'm pleased to announce that Alison Kepple has been promoted to the position of Executive Assistant to the TA and SB. This is effective Monday November 11, 2024. We are proceeding to fill the position she vacates and will hold moving her into the inner office until such time as we can do so. I hope it does not come across as too big cityish but... Given my limited time here I've asked Alison to manage my calendar and scheduling to try to make it as convenient as possible for the staff without having to do a lot of back and forth with me.

Our Land Use candidate has accepted our offer of employment. I've asked her to attend the 11/21 SB meeting to be introduced to you and the public. This will be my practice going forward. I find it gives the employee a nice feeling to be recognized for joining our team and a chance for the SB and employee to put faces to names. On the other side of the ledger, we have received the resignation of the Administrative Assistant to the Chief of Police. We will get that posted shortly.

I've connected with the Chief Engineer for the Dam Bureau at DES to discuss the land donation on Lake Kanasatka and sent him the mapping. I hope to hear back from him soon. In the meantime, I will run a parallel path with ConCom. The Tax Collector and I have finished a run through of the various tax deeded properties which are "ripe" for sale to identify those we think should be considered for retention for conservation purposes. We will wrap that up and get it off to ConCom for their next meeting.

I've met with Dari S. to discuss workflow and response expectations. He will meet with staff over the coming week and then brief me on 11/18 as to thoughts as to how to go about doing so without throwing out our need to maintain the standards we have been tasked with enforcing. We will present it to the SB on 12/05 meaning. We've made a small tweak to the web site to bring people directly to the Moultonborough page on Town Hall Streams. They will no longer have to scroll through the drop-down box to find us. Other minor improvements will be reviewed and considered as a result of staff comments at our staff meeting this past Friday.

Department of Public Works

Facilities/Grounds: The crew set up the service trailer with voting supplies, set up for voting and broke down election stuff at the academy. Fall cleanup continues. The picnic tables were gathered from the beaches and brought to the shop. The town hall fall cleanup was completed. Installed dead bolts on the doors at the Public Safety building. Flags were replaced and the burial at Shannon Cemetery was marked. The hydro-seeder was winterized. Weekly building checks along with trash and recycling pick up.

Fleet: The mechanics painted Eq 14 tires. Truck 9 headboard patch for rust. Preventative maintenance on 15-r-2. Car 182, right rear tire repaired. Brake work on sanders. Cleaned the shop. Paperwork was completed. Truck 9 lights. Pulled tires out for winter operations. Eq 17 knife blades were changed. The wood chip trailer was loaded. Installed tire on Eq 14 and adjusted parking brake assembly.

Highway: The Highway department prepped and painted the loader wheels and truck 9. Marked town wide hazards for winter. Trees/branches cut from the wind throughout town and on Redhill, Smith, and Ferry Road. Firewood was cut. Catch basins cleaned. Graded and rolled Gilden Road. Cleaned the shop yard to prep for snow.

Public Safety Building

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

Series 100	Fires	2
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	1
Series 600	Good Intent	5
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	2
Series 900	Special Incident Type	0

Total 2024 Incidents: 968 **Percent of decrease from 2023** >.4%

Automatic Aid: Given once to Center Harbor and received from Center Harbor twice.

Mutual Aid: to given to Center Harbor, Meredith, Holderness, and Wolfeboro

Overlapping Incidents: 3 **Year to Date:** 128 **Percentage of Call Volume:** 13%
Overlapping incidents are where two or more incidents occur simultaneously.

Call Staff participation: Call firefighters responded to fourteen incidents, providing an average of 2 firefighters per incident.

Reaction & Response Times with 24-hour Coverage:

Average Reaction Time (minutes/seconds)

0306**

Average Response Time (minutes/seconds)

13:00*

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

** Increased reaction time to don wildland protective clothing & assemble crews

Inspections:

LP Gas	7
Supra Box	1
Place of Assembly	1
Fireplace	1

Operations: 11/04 Moultonborough, Center Harbor firefighter with Stewart's Ambulance responded to two rear style motor vehicle accidents, the first on Moultonboro Neck Road near Highway Garage Road and the second twenty minutes later around 60 Whitter Highway. Both incidents had patients that were transported to Concord Hospital in Laconia. 11/05 Moultonborough responded to mutual aid to Center Harbor for a motor vehicle with injuries involving three vehicles. Later firefighters were dispatched to Wolfeboro for station coverage but were cancelled en-route. 11/09 Firefighters responded with the fire boat to a brush fire on Bear Island in Meredith, while responding the boat struck a rock and damaged the prop on the port side outboard motor. The boat was placed out of service pending a damage assessment.

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.nhdfldncr.nh.gov/forest-protection/daily-fire-danger>.

As temperatures dip, residents should use caution when dumping their fireplace and woodstove 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. 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.

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-6th grade can register to join us Wednesday evenings at Moultonborough Central School, through 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 any questions 603/476-8868.

Registrations are open for CoEd Adult Pick Up Volleyball. Join us on Tuesday evenings, through 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 took place on Wednesday November 6 with registrations at capacity. Certified SafeSitter Instructor and MRD Recreation Activities Assistant, Shannon Milligan, taught the class.

Finishing touches to schedules are being put in place for youth basketball programs and registrations will open soon.

MRD and Mboro Public Library are collaborating on our annual Holiday Open House free community event which will include dinner, dessert, games, and tree lighting on Friday December 13 at the Moultonborough Function Hall. More details to come!

Final details are being worked out for the return of Chair Yoga to MRD. Instructor Felicia Steriti will begin classes in December. More details to come!

The Bob Marley trip scheduled for November 16 has been canceled due to lack of registrations.

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:

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

Want to make a difference in the lives of Moultonborough youth this holiday season? The Giving Tree in our lobby is decorated with ornaments that describe a holiday wish from a child. Pick an ornament, purchase the item and return it to the library unwrapped and with the ornament attached by December 6. It is very important that the gift comes with the ornament! It's the only way we can ensure the right gift is delivered to the recipient.

Cash donations are accepted year-round. Make out checks to the Children's Christmas Trust. Thank you for supporting the Santa Fund.

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](http://www.moultonboroughlibrary.org), www.moultonboroughlibrary.org, has registration links and descriptions of the programs.

Upcoming Adult Programs:

- 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 arm-chair tourists welcome! If you have souvenirs from a trip to Japan, consider bringing them for show and tell. [Register here.](#)
- Tuesday, November 19, 2 to 3:30 pm. **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.)
- 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.](#)
- Tuesday, December 3, 5 to 7 pm. **Holiday Book Swap.** [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:

- 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 27, 3 to 4:15 pm. **After School Drop-In: Crafting**
- Monday, December 2, 10 to 11 am. **Little Bakers - Cookie Decorating.** [Register here.](#)
- 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 21, 2024, at 5:00 PM
- Thursday, December 05, 2024, at 5:00 PM
- Thursday, December 19, 2024, at 5:00 PM

Budget Reviews:

- Saturday, January 04, 2025 (Specific Schedule TBD)

Staff Meeting:

- Friday, November 22, 2024, at 10:00 AM

Holiday Closures:

- Thursday, November 28, 2024 – Thanksgiving Day
- Friday, November 29, 2024 – Day After Thanksgiving