

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: November 18, 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:

VI. A. With action taken on the two administrative support positions, we remain with a decision to be made on how to best proceed and establishing what you are looking for in the next person, as:

- 1.) Open Recruitment: Using a recruiter such as [MRI](#) (they can do all or portions of the task such as just the advertising or just the profile or just the background checks);
Or
Using an initial screening committee (such as done during my time for Police Chief (Weatherbee); Assessor (Karp); and Planner (Woodruff));
Or
SB supported by Staff
- 2.) In-house posting: Do a brief posting (say two weeks) to see if you have any in-house candidates. Warning: This can leave applicants who feel overlooked in a poor mind-set.
- 3.) Targeted Approach: Perhaps you know someone, or have read of someone, you think might be a great candidate due to their knowledge of the community and organization, personality, or perceived ability.
- 4.) Intern/Fellow: This involves the recruiting of a graduate level intern or a so-called “fellow”.

Given I believe the holiday season to be “dead time” for recruitment; I am hoping we can use the time period between now and January 1 to refine the job description and recruitment process that we might commence the search with the new year.

VI. B. I have made contact with the DES Chief Engineer concerning the possible donation of land on Lake Kanasatka. I hope to hear from him in the near future. I wrote ConCom on a parallel course to ask of their interest in accepting this land and willingness to commit \$750 of its funds to the title search.

Weekly Activities: In addition to the agenda item progress, I worked with the Tax Collector, and we have reviewed a list of 27 parcels of tax deeded land which have now “timed out” and are available for disposition. Of these parcels, there are eleven that we believe may be of interest to the ConCom and one that might also be of interest to provide public access to Wakonah Pond. While a thirteenth parcel is along a water body, we propose to retain it for highway purposes allowing for any potential realignments which might need to occur in that area. Two of the parcels appear to be buildable if merged. The remainder appear suitable for sale as standalone properties. Since this appears to be your first sale of lands since the Polonsky v Town of Bedford (NH Supreme Court) and Tyler v Hennepin County decisions (US Supreme Court) I have reached out to Counsel for advice on how we must proceed. That advice may also require a rewrite of Policy 19 with respect to the disposition of Town lands. I met with the DPW Director and Transfer Station Supervisor at length to review the engineering report and participated in interviews with the Finance Director candidates. Budget reviews continued. I met with Max Hoene to review how the Nature Trail has developed to date. It appears he had generally spearheaded it until a few months ago when a three-person subcommittee of the ConCOM was established. We spoke of the fundraising and community awareness needing not only a larger group but one of sustainable energy. Toward that end he is pulling together his working group of ConCom and staff members to try to determine the best set of interested parties to reach out to and invite them to a large group session to brief the project and try to determine community interest. From there he will assess the longer-term viability of the project and from that the best manner of fundraising and administration.

Department of Public Works

Facilities/Grounds: The facilities and grounds crew removed the boat ramp and docks at Long Island and Lees Mill. A broken door on the oven at the Lions Club was repaired, tables and chairs moved for the floor to be stripped and waxed. Reset granite block at Lee Cemetery. Lawn mowers and picnic tables put away. Library called with no heat, it was reset and gave time for the building to warm up. Holes were dug for the installation of the sign on east side of town, by the police department and the school. A cremation burial in Shannon cemetery. Weely building checks were completed. The park, Neck Fire House, Town Hall, Transfer Station, and Recreation Center were cleaned up.

Fleet: The mechanics installed tarp arms on truck 9. Batteries changed in truck 7 and a spinner was installed, cleaned up and reset on spot chain system and air valve. Winter equipment was worked on. On truck 15 hydraulic system was set up to check the sander. Work orders were entered. Replaced def fluid line and reset the system in truck 15 and fluid film to chassis. Onspots installed in truck 9.

Highway: Road checks completed. Salt was delivered and pushed up. The wood chip trailer was loaded 3 times this week. Tires on truck 15, 24,5 and 7. Trees chipped on Alpine and Kona Farm Road. The pole barn was cleaned out. A/Cs were put away and the shop was cleaned. Plates were removed from truck 6 and 7. Sander chains were greased. Spinner put on truck 7. The highway crew is preparing trucks for winter.

Public Safety Building

Moultonborough Police Department: 11/11/24 – 11/17/24

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	335	296	-11.64%	12126	14969	+23.44%
Log Entries	178	152	-14.60%	6764	8427	+24.58%
Arrests	3	4	-33.33%	90	118	+31.11%
MV Accidents	4	3	-25.00%	117	158	+35.04%
MV Stops	22	29	+31.81%	1000	1518	+51.80%
Offense Reports	4	0	-100.00%	103	132	+28.15%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
Admin Services	1	Follow Up	1
Assist Citizen	7	Found / Lost Property	3
Assist Motorist / Disabled MV	1	Good Morning Project	5
Assist Other Agency	7	Medical Emergency	3
Building Check	12	Motor Vehicle Complaint	3
Call for Local PD / Officer	17	Parking Complaint	3
Criminal Records Check	3	Police Information	6
Detail	1	Suspicious Activity	9
Directed Patrol	5	Theft / Larceny / Fraud / Forgery	2
Domestic Animal Related Call	3	VIN Verification	4
Fish & Game Call	1	Welfare Check	3

Community Policing: None to report.

Training: None to report.

Upcoming Events: None to report.

Moultonborough Fire Rescue: For the period of 11/11/2024 to 11/17/2024, there were ten calls for service: There were:

Series 100	Fires	1
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	6
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	1
Series 600	Good Intent	2
Series 700	False Alarms & False Calls	0
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2024 Incidents: 978 **Percent of increase from 2023:** >.3%

Automatic Aid: Given once to Sandwich.

Mutual Aid: none

Overlapping Incidents: 0 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 five incidents, providing an average of **1.2** firefighters per incident.

Reaction & Response Times with 24-hour Coverage:

Average Reaction Time (minutes/seconds) 01:39

Average Response Time (minutes/seconds) 10:00*

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

Inspections:

LP Gas	6
Supra Box	1
Oil Burning Equipment	1
Solid Fuel Appliance	1
13D Fire Sprinkler	1

Operations: 11/16 Moultonborough provided automatic aid to Smithville Road in Sandwich for a wood burning appliance fire.

Update: On damage to fire boat, a claim has been filed with Primex and a claims adjuster from Northern New England Appraisals has inspected the damage and approved for the boat to be sent to a marina for an estimate of the damage. Both outboard motors were found to have significant damage and minor damage to the keel/hull found as well. The estimated damage total is

\$61,564.28, this encompasses replacement of both 12-year-old motors and controls and repairing the damage to the hull.

Burning Permits: Fire danger conditions are running between Moderate to Very 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.dncr.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

Save the Date! Moultonborough Recreation and Moultonborough Public Library have teamed up to offer a fun, festive and free holiday event! Dinner, Delights and Holiday Lights will take place on Friday December 13, 5:30-7:00 pm at the Moultonborough Function Hall. Join us for dinner from a variety of crockpot dishes and soups with dessert goodies to follow. Play some Happy Holi-games and take some festive photos in our snow globe. Enter your name in the drawing to light the holiday tree in the gazebo! An evening of free festive fun! 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.

Youth Basketball registrations are open! Children in Pre-K through Grade 6 can register for our Youth Basketball programs. Programs will start the week of January 6 and run through the week of February 10. Pre-K basketball will meet on Fridays at MCS. Kindergarten and 1st graders will meet Saturday mornings in the MA gym. Schedules for grades 2-6 will be pending rosters and coach availability. Pre-registration is required for all levels. Sign up online or in the Recreation office by Tuesday November 26. See the Youth Sports page of our website or call MRD for more info 603/476-8868.

MRD is pleased to announce that Chair Yoga is returning! Beginning on Monday December 9, Certified Instructor Felicia Steriti returns for a 4-week session, Monday mornings 10:30-11:30am at MRD. We will be using a mat, yoga blocks and a yoga strap, with the option of adding very light hand weights. You are welcome to borrow ours or bring your own. Chair Yoga provides gentle, mindful movements to gain flexibility and core strength. We will also work on learning tools for quieting the mind. This practice will aid in reducing pain, stiffness, stress, and anxiety. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Please wear comfortable clothing and bring a water bottle. Call MRD for more info 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 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.

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.

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

Get into the holiday spirit with our Holiday Book Swap on December 3rd, 5 to 7 pm. Bring a gently used book that you have loved, wrapped festively, and join us for a fun-filled evening of bookish cheer. Enjoy holiday treats, test your literary knowledge with trivia, and participate in a Yankee Swap.

Can't make it to the book swap? Join us on December 12, 11:30 am to 1 pm, for the annual Holiday Fare hosted by the Friends of the Library. Enjoy festive treats and good company as we celebrate the holiday season.

The library is now accepting credit card payments through the Square app. A \$1 minimum is required. Cash and checks are also accepted.

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, has registration links and descriptions of the programs.

Upcoming Adult Programs:

- 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, 9 am to 2 pm. **Granite VNA Foot Clinic.** Please make an appointment directly with the Granite VNA by calling (800) 924-8620, ext. 85815. A \$15 fee is now required for service.
- Tuesday, December 3, 5 to 7 pm. **Holiday Book Swap.** [Register here.](#)
- Tuesday, December 10, 5 to 6:30 pm. **Craft and Chat: Ukrainian Eggs with Wendy Shambaugh.** Space is limited. [Pre-register here.](#) A \$17 materials fee is required to confirm your registration.
- Thursday, December 12, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, December 12, 11:30 am to 1 pm. **Friends of the Library Holiday Fare.**
- Thursday, December 12, 5 to 7 pm. **Thursday Movie Night: Thelma.** Pizza, popcorn and soft drinks provided. A \$2 donation per slice of pizza is appreciated. [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 After School Drop-In**
 - November 20: **Lego**
 - November 27: **Make Holiday Greeting Card for Senior Meals**
 - December 11: **Puzzles and Games**
- 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.](#)
- Monday, December 9, 3 to 4 pm. **Kids Cookie Decorating (ages 6 to 12.)** [Register here.](#)
- Saturday, December 21, 10 am to 12 pm. **Family Movie: The Polar Express.**
- 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