

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Carter

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: November 25, 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 & Finance

Business Sessions: N/A

Workshops: N/A

Weekly Activities: We issued the RFP for Design/Build Services for the ADA bathroom at the Function Hall by advertisement in the Laconia Daily Sun and the Meredith News, 4 related construction posting services and a direct mailing to 4 contractors.

I reached out to the School Superintendent for an introductory meeting and to follow up on citizen suggestions for improving our meeting rooms with respect to presentations and today's technology. I have received comment on the possible pilot program at the Transfer Station for Household Hazardous Waste and have sent that along to Chris T. and Ken F. for consideration as part of their report. I hope to be back in front of the Select Board on that matter at some point in January as well as the remaining matters in the CMA report and next steps. I await a more formal timeline from the staff. The reconciliation of accounts with the Tax Collector and Town Clerk are in process.

We are working with the various parties on the list of tax deeded properties to be presented to you for your consideration for sale or retention. First, shame on me... that list contains two parcels the Town had already voted to retain (and it was me that wrote the memo that led to this action). It does, however, point out the need for a better way to annotate the tax cards to better track these things. I've received communication from Town Counsel on the impact of the Polansky v Bedford and Tyler v Hennepin County decisions on our tax sale process.

With the Holiday closures my days in the office may be a bit off: Office days are Monday 11/25 and then Thursday and Friday December 5 & 6. I then return to office days of Monday and Friday.

Department of Public Works

Facilities/Grounds: The second village sign was installed. States Landing docks removed. The salt shed plywood was replaced and hose shelving was set up at the shop. Long Island Beach and the rink was cleaned from fall debris. Function Hall water sample was brought to Concord. Meetings with Ken and the boiler technician. The Function Hall was set up and broken down for the blood drive. Flags and banners were taken down for the year. Weekly building checks were completed. Drains flushed in all buildings. Shrubs were trimmed at the Recreation Department and Town Hall. Trash and recyclables collected. Library faucets were installed.

Fleet: The mechanics installed on spots on truck 6 and undercoated. Prepped the sander for truck 2. Installed rear shocks and on spots on truck 24 clean underbody and undercoat. Checked for reported oil leak in 15-E-1. Preformed preventative maintenance on car 171. A road call to the Public Safety building. A new p/s line was made for 15-E-1, replaced return line and air check valve. On truck 15 the solenoid for sand auger. Truck 10 wiring issue to mirrors was addressed.

Highway: The highway crew marked plow hazards town wide. The shop was cleaned. Private roads were checked from the fall letters to fix roads. Beaver culverts were checked. Washout fixed on Paradise Drive. Prepared truck 1 for winter. Bus routes and town wide roads were checked for winter. Tires on truck 2. Salt/sand was pushed up in the shed. Gravel and 3-6 was hauled to the shop. Waste oil was pumped. The wood chip trailer was loaded. Sanders were put into truck 2 and 5. Gravel onto Singing Eagle and then Rolled. Catch Basins cleaned with Bellemore throughout town. Roads blown throughout town. Wood chips hauled to the transfer station and fill hauled up to Sachem Road. Tree work on Severance and Sibley Road. Steel picked up from Concord.

Transfer Station: This week we shipped out 3 containers of construction and demolition = 36 tons, 2 containers of single stream recycle = 10 tons, 7 containers of construction and demolition = 42 tons and 1 container of mixed scrap metal. The brush pile is being burned, compost pile is being added to and turned and 12 cubic yards of foam were recycled. Vehicle counts Monday 341, Tuesday 288, Friday 376, Saturday 370, Sunday 214 total vehicles 1589 = 45 per hour.

Public Safety Building

Moultonborough Fire Rescue: For the period of 11/18/2024 to 11/24/2024, there were eighteen calls for service: There were:

Series 100	Fires	0
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	5
Series 600	Good Intent	6
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2024 Incidents: 996 **Percent of increase from 2023:** >1.3%

Automatic Aid: received from Center Harbor once.

Mutual Aid: none.

Overlapping Incidents: 0 Year to Date: 128 Percentage of Call Volume: 12.8%

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) 09:00

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

Inspections:

LP Gas	3
Supra Box	5
Oil Burning Equipment	1

Operations: 11/20 Fire Tech and Safety of New England conducted annual flow testing of our self-contained breathing apparatus regulators. 11/21 Chief Bengtson met with a resident about the potential of the fire department burning a structure for training. The Chief inspected the proposed structure and found that it was structurally sound for a training burn. He will provide the property owner with the appropriate documents and instructions including obtaining a demolition permit to move forward for a winter burn. Full-time and Call staff re-certified in CPR/AED with a high-performance review class. 11/22 Firefighter Brown conducted a rough-in inspection of the installation of a NFPA 13D fire sprinkler system at a residence on Maple Lane. Call firefighter Ben Bryant completed his training and has received his Firefighter 1 certification. Congratulations Ben!!

Update: On damage to the fire boat, a claim has been filed with Primex and they have issued their insurance proceeds for the damage. Primex does not offer a replacement cost option only actual cash value. The actual cash value of the outboard motors is valued at \$4,900 each, with removal and remounting the actual cash value loss is \$14,573 less the \$1,000 deductible the Town will receive \$13,573 for the motors and the cost of repairing the hull damage. Chief Bengtson is reviewing options to cover the \$28,100 deficit.

Burning Permits: Despite recent rains the 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.dnrc.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, 5:30-7:00pm at the Moultonborough Function Hall. Join us for dinner from a variety of crockpot dishes and soups, including our Crock-toberfest Chili Cookoff winners! Dessert and goodies to follow. Play some Happy Holi-games and take some festive photos in our snow globe. Join in a holiday sing-along with the MCS chorus and 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.

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 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.

Moultonborough Recreation is offering Teen Nights in December during the holiday break. Open gym night in the Moultonborough Academy gym will take place on Friday, December 27, 6:00-8:00pm. This free night of fun will include snacks, games, and music. We will have lawn games, basketball, volleyball and more! If you love nerf, we have the night for you. NERF NIGHT will take place on Monday, December 30 at the Moultonborough Function Hall, 6:00-8:00pm. The fee is \$5.00 per person (non-resident fee accrues where applicable). Jump in & play different game modes like red vs blue and capture the point! BYO nerf gun or use one of ours. Participants will need to fill out a nerf property waiver in order to bring their own nerf equipment. Pre-registration is required for these events and space is limited. Sign up online or in the Recreation office. 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, including Bean Bag Baseball, Winter Concert and Basketball Hoopla – more details to come!

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

We wish all of our patrons a very happy Thanksgiving. The library will be closed on Thursday and Friday, but we'll be open on Saturday, 9 am to 1 pm, as usual. We hope to see you soon at the library as we have many programs coming up as well as lots of new books.

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.

Books make the best gifts, and the library's Holiday Used Book Sale is the best deal in town. Stop in and browse the tables set up in the Media Corridor and shop for books, puzzles and DVDs.

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

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:

- 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 \$15 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.](#)
- Monday, December 16, 10 am to 12 pm. **Tales and Travel Memories: Mexico.** [Register here.](#)
- Tuesday, December 17, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.** Last meeting in 2024. We will resume on January 7, 2025.
- Wednesday, December 18, 10:30 to 11:30 am. **Mystery Book Club: *Stranger Diaries*,** by Ellie Griffiths. Print copies of the book are available for checkout at the library. [Register here.](#)
- Thursday, December 19, 9 to 11 am. **Library Board of Trustees Meeting.**
- 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, 3 to 4:15 pm
 - November 27: **Make Holiday Greeting Card for Senior Meals**
 - December 11: **Puzzles and Games**
 - December 18: **Lego Building**
- 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, December 05, 2024, at 5:00 PM
- Thursday, December 19, 2024, at 5:00 PM
- Thursday, December 26, 2024, at 5:00 PM (Work Session if needed)

Budget Reviews:

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

Staff Meeting:

- Friday, December 6, 2024, at 10:00 AM, Ernest Davis Room

Holiday Closures:

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