

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** December 9, 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

**Weekly Activities:** I met with the School Superintendent on general budget matters and also his IT coordinator to follow-up on some suggestions that had been made by a private citizen to improve the video presentations in the Davis Meeting Room. I met with an owner of property on Maple Lane over their concerns on an occupancy permit. I'm having the permit files pulled for a step by step review with Dari and will advise. We had the bi-weekly staff meeting to review the SAB meeting and instructions from the Board. I began a walk-thru of the merged budgets prepared for us by Heidi. Alison will put the book together for review with her and our new Finance Director this coming Friday. We completed the rework of the modified 360 degree assessment survey and got that out to 15+/- persons as part of the Department Head review process. We finalized and posted the Addendum on the Function Hall ADA compliant bathroom RFP.

**Town Clerk:** In the month of November 2024, the Town Clerk's office processed:

Motor Vehicle Registrations	751
Motor Vehicle Titles	131
Boat Registrations	1
Dog Licenses	11
UCC Filings	25
Vital Records (birth/death/marriage certificates and/or divorce decrees)	19
Marriage Licenses	0
Aqua-Therm Permits	31
Articles of Agreement	0

We also processed wetlands applications, voter registrations, absentee ballot applications, and assisted new residents with establishing residency, among other services.

## Meet Dash – our December 2024 Dog of the Month!



*“Dash is a nearly 5-year-old Mountain Cur mix. He was adopted by our son and his young family as a puppy from Out of the Pits rescue in Albany, NY. Curiosity led to DNA testing that revealed no Pit Bull blood but instead a Mountain Cur/Treeing Walker Coonhound/Husky mix. Dash’s energy level and constant need to be “busy” led him to being a better fit for us. He looks forward to his daily walks or runs and makes sure we don’t forget. His persistence is often times comical. His over exuberance when meeting people and other dogs can lead to him being misunderstood but he is just the kindest soul who only wants love and attention from everyone. Dash loves any adventure and especially enjoys boating and camping!”*

[Click here](#) for more information on our new Top Dog Contest (including prior monthly winners).

**November 5<sup>th</sup> General Election** – Thank you to Moderator Paul Punturieri, the Supervisors of the Checklist, our Ballot Clerk team, the Town Clerk’s team, the Select Board, and the many volunteers who made it possible for us to hold a successful election. We saw our highest ever turnout of in-person voters, with 3,007 voters casting ballots in person and 946 voting absentee. We had almost 86% voter turnout! What an end to a busy 2024 election cycle!

New Hampshire law requires the Secretary of State’s office to randomly audit 8 ballot counting devices used across the state after each state election. The municipalities are chosen after all ballot counting devices have been programmed and election officials in the selected towns/cities are not notified until partway through election day. One of Moultonborough’s ballot counting devices was selected for the Presidential election audit, and our results were excellent. This confirms that the ballot counting devices we use efficiently and accurately tabulate votes. [Click here](#) to view the full report.

**Boat Decals** - Normally, boat registration renewal letters begin going out to boat owners from the DMV in October and we begin issuing renewals for the next year at that time. The State of NH has had to implement some changes to the design of their boat decals and the fees they collect for

registrations. Because of this, boat renewals for the coming year are running behind the normal schedule.

Our office has been following these changes and based on our conversations with the DMV, we hope to have decals sent to us sometime in December. When boat owners receive their letter, they can still choose to bring in or mail their payment to the Town Clerk's office instead of sending it directly to the state. This will cost a little more, but registering your boat at the local level is the only way that the town is able to collect any of those fees. Please keep an eye on the website for more updates!

**Dogs** – We are beginning to prepare for our first ever Dog of the Year election! The Moultonborough Central School fifth grade class will be voting on the 2025 Top Dog in January or February. The paw-tential winning candidate will be chosen from the [monthly winners](#) that have been drawn over the past year, and will be given a gift basket full of items generously donated by Interware Development and Meadow Pond Animal Hospital. The winner will also have their photo posted in the Town Clerk's office and on the Town Clerk's webpage for a full year, until the next Top Dog is elected. We are so excited to share this process with our MCS "voters" and to teach them about the election process and why it's so important for dogs to be licensed.

Would you like to have your dog in the running to win Dog of the Year? It's simple – make sure your dog is licensed **by April 30<sup>th</sup>, 2025**, and they could be our 2026 Top Dog!

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew turned the floor heat on at the public safety building. Wreaths were hung at the town hall and throughout town. The ice rink was flooded multiple times this past week. Aquatherms set at lees mills. Buildings plowed and parking lots/roads treated after the snowstorm. Weekly building checks, trash and recycle picked up. Walkways scraped and treated. Drains flushes at the Public Safety Building. Complete closeup of the tennis court. Propane and generator access cleared of snow as well as the patio and back exit at the library.

**Fleet:** The mechanics adjusted truck 7 brakes due to sticking. 15-E-1 batteries checked. Diagnosed truck 3 mirror defrost issue. Sander at the transfer station addressed. Truck 4 def system checked due to trouble code. Sander parts ordered. Car222 preventative maintenance. Sander control installed in truck 1. Car 182 checked for exhaust smell. Truck 10 reset sander control. Truck 4 mounted tires. Plowing and treating roads from the storm event. Car 181 diagnosed charging issue. Eq25 set up sander for telehandler. 15-R-1 diagnosed running issue. Rewired truck 1 spinner motor. Removed alternator in Car181. Eq17 windshield wiper issue checked out with Matthews technician.

**Highway:** The highway crew plowed and salted roads from the winter weather all week and spot sanded dirt roads. Bus routes checked. Calibrated sander in truck 1. Cutting edges put on. Waste oil maintained. The wood chip trailer was loaded. The salt shed was maintained. Plow frame put onto the grader. Dave filled in at the Transfer Station 3 days this past week. The new backhoe was waxed. Brush was chipped and trees checked throughout town.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 7 containers of construction and demolition = 42 tons and one container of mixed scrap metal. Compost pile was turned, brush pile was burned, and 24 cubic yards of foam were recycled. Vehicle counts: Monday 327, Tuesday 401, Friday 300, Saturday 345, Sunday 174 total vehicles served 1544 = 43 vehicles per hr.

### **Public Safety Building**

**Moultonborough Fire Rescue:** For the period of 12/02/2024 to 12/08/2024, there were twenty-one calls for service: There were:

<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>9</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>0</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>7</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>3</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>1</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:** 1,035 **Percent increase from 2023** >3.1%

**Automatic Aid:** given to Center Harbor once and three times to Sandwich

**Mutual Aid:** none

**Overlapping Incidents:** 1 **Year to Date:** 130 **Percentage of Call Volume:** 12.5%

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded to four incidents, providing an average of **1.4** firefighters per incident.

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

Average Reaction Time (minutes/seconds) 01:49

Average Response Time (minutes/seconds) 08:00

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

#### **Inspections:**

LP Gas 5

Supra Box 2

Place of Assembly Inspections 1

**Operations:** EMS incident and Service calls remain as the largest demand for service on the fire department. The Department has shifted into winter operations mode, checking water resource water levels.

**Burning Permits:** Fire Permits for 2025 may be obtained at the Public Safety Building located at 1035 Whittier Highway or online at [www.NHFirePermit.com](http://www.NHFirePermit.com). Or at <https://nh.burnsafeamerica.com/>

When the ground is covered with snow, no fire permits are required, and you may burn at any time.

**Materials Acceptable for Burning:**

- Campfire wood.
- Charcoal.
- Clean pallets.
- Brush (<5 inches in diameter).
- Clean lumber scraps (homeowner, at primary residence).

**Material That Are Prohibited and May Not Be Burned:**

- Plywood and painted, stained, glued or otherwise pressure treated wood.
- Construction/demolition debris.
- Tires and plastics
- Household trash.
- Used oil and hazardous waste.
- Plastic- or wax-coated paper or cardboard, and magazines

**Moultonborough Recreation Department**

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.

Moultonborough Recreation is pleased to offer a free winter concert. Join us on Friday, January 24 in the Moultonborough Academy Auditorium 6:00-8:15pm. Our lineup of three performers will bring the “Summer vibes when it’s cold outside.” Leave the winter blues behind and enjoy an evening of awesome local talent. This free concert will feature Tim Hazelton, The Sweetbloods and Bryan Conway – there’s something for everyone! Call MRD for more info 603/476-8868.

Totally Toddlers is back! 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! Classes will take place on Monday mornings 10:30-11:30am on January 6, 13, 27 and February 3, Certified Instructor Felicia Steriti returns for this 4-week session 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.

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.

Basketball Hoopla will take place on Friday, January 3 in the MA gym, 6:30-8:00pm. Boys and girls in Preschool through grade 6 can kick off the basketball season with MRD and Plymouth State University's Men's and Women's Basketball players. Bring your sneakers and join PSU players on the court for skill drills and buckets of fun! Prizes and Raffles! This is a free event, and children do not need to be registered in MRD's youth basketball programs to participate. Call MRD for more info 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 has begun planning and logistics for a Town Staff Holiday Luncheon. More details to come.

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



CoEd Youth volleyball program continues.

CoEd Adult Volleyball program continues.

Registrations are closed for Youth Basketball. Roster numbers and coach availability will determine final schedules.

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**

#### **Our holiday hours are:**

- December 24 - closing at noon
- December 25 - closed
- December 31 - closing at noon
- January 1 – closed

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

#### **Upcoming Adult Programs:**

- 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.

- Wednesday, January 8, 10:30 am to 12 pm. Wellness Reads: *Remember*, by Lisa Genova. Print copies of the book are available at the library for registered participants. [Register here.](#)
- 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, 3:00 to 4:15 pm
  - December 11: Puzzles and Games
  - December 18: Lego Building
  - After School Drop-In resumes on January 8: Puzzles & Games
- Saturday, December 21, 10 am to 12 pm. Family Movie: *The Polar Express*.
- Monday, December 30, 10 am to 12 pm. Wet Felting with Patsy Frasier. [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, December 19, 2024, at 5:00 PM (Public Hearing: Appropriation of Unanticipated Funds)
- Thursday, December 19, 2024, at 5:00 PM (Regular Meeting)
- Thursday, December 26, 2024, at 5:00 PM (Work Session if needed)

#### **Staff Meeting:**

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

#### **Budget Reviews:**

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

#### **Holiday Closures:**

- Tuesday, December 24, 2024, Closing at noon
- Wednesday, December 25, 2024, Closed Christmas Day