

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Carter

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: December 16, 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

Weekly Activities: We had a team meeting (Assessing/Land Use) on the status of our tax maps, GIS, and Docuware information management system. I've asked Dari to make sure that all those who might draw information from the new building permit software are surveyed to make sure the data is compiled in a manner that is most useful to them. I attended the ConCom meeting as they considered both the tax deeded parcels and the possible donation of land. As of this writing we do not yet have a definitive answer from the state, but the ConCom did approve the use of up to \$750 of its fund to pay for the title exam should they need to become the intermediary. I had a lengthy review session of the CIPC report with their Chair of the Committee. I thank him for taking an hour out of his Sunday to accommodate his schedule. Unfortunately, something happened to my computer UPS this weekend and I was unable to follow-up with budget work as the UPS was screaming at me. I worked with Andrea on getting her oriented to the major tasks facing us most immediately (making sure the accounting is up to date so I can find the monies for the ADA toilets (\$70k), the repairs to the fire boats (\$30k+) and give you sound numbers in the budget estimate). I regret to inform you that budget and warrant books will not be available until 12/26.

Finance: This past week was my first week at the Town. During that time, I spoke with most of the office community to become acquainted with their departmental procedures. I met with the Treasurer to discuss the balancing of accounts and the processing of deposits and began to look over the budget and general ledger. Next week I will be working more in depth on the budgeting process.

Code, Compliance & Health Office: Week of 12/09/24 to 12/13/24. This week the Land Use Office received 22 new applications for permits and processed 31 permit applications.

For a more in-depth breakdown of permits received and issued this week, please see attached "Permit Activity Log".

Building Permits - In (2) Out (10)
Demolition Permits - In (1) Out (0)

Mechanical Gas Permits - In (12) Out (12)

Electrical Permit - In (6) Out (7)

Plumbing Permits - In (1) Out (1)

Total Permits - 31

Department of Public Works

Facilities/Grounds: The facilities and grounds crew plowed and treated after the storm events this past week. The lights at the Function Hall were set up for the Christmas Tree Lighting. Faucet at the Recreation Department was repaired. Computer mount at the Town Hall was repaired. Truck 4 was dropped off at the dealership. Flooded the ice rink and scraped with the skid steer. Buildings were checked, walkways treated and access to propane tanks were opened. Trash and recyclables collected, and water distributed to police and firefighters.

Fleet: Truck 2 sander lights replaced. Cars 182 and 181 were worked on. Truck 6 blown hydraulic and broken chain repaired. Car 221 serviced. Tire change over for 241, safety check, fixed washer, spray, clean and under coat. Installed new brackets for mirrors for Eq12. Truck 4 was picked up in North Conway.

Highway: The highway crew plowed and sanded from the snow and freezing rain. Washout on Sheridan Road and Bodge Hill was repaired due to wash outs. Body, chain, and plow were greased on truck 7. Chipper knives were picked up in Meredith. Skid steer tires changed.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 4 containers of construction and demolition = 24 tons and 1 container of mixed scrap metal. The brush pile was burned, full tire recycling container swapped to an empty, 57 Freon containing devices were recycled and compost pile turned. Vehicle counts: Monday 370, Tuesday 255, Friday 467, Saturday 428, Sunday 223 total vehicles served 1743=49 per hour.

Public Safety Building

Moultonborough Fire Rescue: For the period of 12/09/2024 to 12/15/2024, there were fifteen calls for service: There were:

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

Total 2024 Incidents: 1,050

Percent increase from 2023 >2.6%

Automatic Aid: none

Mutual Aid: none

Overlapping Incidents: 0 **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 **1.2** firefighters per incident.

Reaction & Response Times with 24-hour Coverage:

Average Reaction Time (minutes/seconds)	01:21
Average Response Time (minutes/seconds)	08:00

Inspections:

LP Gas	13
Fire Sprinkler-Rough-in	1
E-9-1-1 New Address Assignments	3

Operations: The Duty crew checked dry hydrant access through the town.

The Department and its members participated in the Rec. Departments Dinner, Delights, and Holiday Lights at the Function Hall. Families and children attending were invited to play fire safety trivia on the Holly Jolly Trivia Board facilitated by elves Houghton and Brown.



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. Or a <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 the Moultonborough Public Library teamed up to offer a fun, festive, and free holiday event—Dinner, Delights, and Holiday Lights—on Friday, December 13, at the Moultonborough Function Hall. Over 200 people attended, enjoying a variety of crockpot dishes and soups, including the winners of our Crock-toberfest Chili Cookoff! Dessert and goodies followed, along with some fun "Happy Holi-games" and festive photos in our snow globe. The Moultonborough Central School Chorus led a sing-along before the big moment when a lucky winner lit the holiday tree in the gazebo! A special thank you to Miss Abbott and the MCS Chorus for adding extra cheer to our celebration. Moultonborough Recreation would also like to extend our gratitude to Sharon Gulla from the Moultonborough Public Library and the Friends of the Library for their festive partnership, which made this event possible. Additional thanks go to our volunteers, the Beyond the Bell staff, Aubuchon Hardware, and Moultonborough Fire Rescue for their contributions to making the event a success. Many thanks to our Crock-toberfest Chili Cook-off winners—Alanna Schiller, The Bob House, and the Moultonborough Firefighters Association—along with Sue Stokes and Nancy McCue, who provided some of the delicious meals. Last but certainly not least, a huge shout-out to the Department of Public Works, especially Mike Kepple and Brennan Gray from the Facilities Team, for their hard work on the beautiful light display, they truly worked harder than Santa's elves! The evening was full of fun and festive spirit, and we're already looking forward to next year's event.

A free Introduction to Adult Bean Bag Baseball will take place on Friday, January 3, 6:00-8:00pm at the Moultonborough Function Hall. Join us to learn about this fun activity that's growing in popularity across the country. Bean Bag Baseball is played between two teams, tossing bean bags underhand at a modified board, similar to a cornhole board. The rules closely follow a traditional baseball game. No prior experience or special skills needed. Anyone can learn to play! Come check it out – light refreshments will be provided. Space is limited and pre-registration is required. Sign up online or in the Recreation office. 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 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. Children 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's after school program, Beyond the Bell, session 2 concludes this week. Session 3 will begin after the school holiday break.

CoEd Youth volleyball program concludes this week.

CoEd Adult Volleyball program concludes this week.

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

Our holiday hours are:

- December 24 - closing at noon
- December 25 - closed
- December 31 - closing at noon
- January 1 – closed
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The Youth Services department invites children ages 7 and up to a wet felting workshop on December 30, 10 am to 12 pm. All materials will be provided, so register early to ensure we have ample supplies. You may want to dress in clothes that can get damp and bring a small towel. Families are invited to relax and enjoy the magic of the holiday season at our Saturday movie on December 21 at 10 am when we will show *The Polar Express*.

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, 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.](#)
- Tuesday, January 7, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581. A \$15 fee is required for services.
- Tuesday, January 7, 6 to 7 pm. **Houseplant Care with The Boro's Floral Boutique and Houseplant Clipping Swap.** [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 18 and January 15: **Lego Building**
 - January 8: **Puzzles & Games**
 - January 22: **Crafting**
- 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 20, 2024, at 10:00 AM

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