

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** December 23, 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:** On the LRPC delegate, Ms. Ashjian reports that she is trying to find someone to take it on and will keep us posted. I've sent follow-up letters to the possible heirs of the Saint Moritz property advising them of the need to address the required documentation and the possible timeline they are facing. Alison has placed the advert for the hearings and Ashely is pulling together the owed amounts for the hearing. I've followed up with Don Berry on possibly taking the proposed conservation lands we have slotted for retention under their wing. I've pulled the property record card for the lot adjacent to the Lee Rd. property that we discussed might be merged into the Town tax deeded lot. The card shows that it is owned by – and provides the septic lot for – the Woodshed. I'm confirming a report that the tax deed lot may have elevated ground water which would make it unsuitable for a cemetery, but we will report back at the first public hearing on the proposed sales. Budget reviews continued along with exchanging several memos with the CIPC Chair to make sure they knew where I was headed and had a chance to discuss the matter before it all goes to print. After consulting with Primex; they have advised that we would be well served to develop a formal policy of the use of the function hall for when non-town entities (such as the recent request for a wedding) use the facility. This has been moved on to Dan S. as Recreation is responsible for the actual programming of the facility. I sat in on the DPW Collective Bargaining. We have found a series of adjusting entries that should have been made on 06/30 which should restore the SB contingency to its full amount and cover the Function Hall ADA bathroom. I hope to have this in front of you on 01/02.

**Finance:** This past week I met with the Bank of NH to discuss the investment fund and the lack of interest we are currently receiving. They sent back some very interesting information which I will share after we meet with MVSb on the 27th. I began work on the budget process, giving input where necessary.

**Code, Compliance & Health Office:** This week the Land Use Office received 21 new applications for permits and processed 23 permit applications.

We have received one (1) more application than the prior week.

We have processed “0” more permits than the prior week.

Building Permits: In (5) Out (8)

Demolition Permits: In (1) Out (0)

Mechanical Gas Permits: In (8) Out (8)

Electrical Permit: In (5) Out (5)

Plumbing Permits: In (2) Out (2)

***Total Permits - 23***

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew fixed lights the Function Hall and patched holes at the Public Safety Building. Batteries and wire were dropped off in New Hampton from the Transfer Station. Siding on the Town Hall was fixed. White board set up for the library. The rink was cleaned, and the Zamboni was used. Town buildings were treated with salt. The heat was reset at the library. Weekly building checks. Recyclables and trash collected. Water distributed throughout town. All walkways and crosswalks were treated after the winter storms.

**Fleet:** The mechanics repaired the Zamboni water tank issue. Truck 10 sander was adjusted. The facility audit was completed. Salt loaded into the salt shed. After the storm events various plows and sanders needed attention. Truck 2 broken wheel studs replaced hydro valve. Adjusted Eq. 22 tank. Replaced truck 24 front auger bearing and greased the adaptor. Truck 6 sander chain installed and repaired lines to transmission.

**Highway:** Truck 10 sander was calibrated. Roads town wide checked, plowed, treated and sanded. The sand building was filled, and salt was pushed up into the shed. Truck 24 sander was removed to be washed and put back in. Truck 7 cutting edge replaced. Waste oil was pumped. Union meeting. Greased truck 7 body. Gravel hauled to Bodge Hill Road to fix the wash outs.

**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 compost pile was turned, 924 lbs. of wire were recycled, 2540 lbs. of wet cell batteries were recycled, and 16 cubic yards of foam were recycled. Vehicle counts: Monday 360, Tuesday 375, Friday 404, Saturday 354, Sunday 172 total vehicles served 1665=47 per hour.

## Public Safety Building

**Moultonborough Fire Rescue:** For the period of 12/16/2024 to 12/22/2024, there were thirteen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	8
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	4
Series 600	Good Intent	0
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

**Total 2024 Incidents:** 1,063 **Percent increase from 2023** >2.1%

**Automatic Aid:** received once from Center Harbor

**Mutual Aid:** given to Sandwich.

**Overlapping Incidents:** 0 **Year to Date:** 130 **Percentage of Call Volume:** 12.2%

Overlapping incidents are where two or more incidents occur simultaneously.

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

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

Average Reaction Time (minutes/seconds)	01:21
Average Response Time (minutes/seconds)	10:00

### **Inspections:**

LP Gas 7

**Operations:** 12/16 Monthly fire training: Probationary Modules training and verification. 12/17 Moultonborough Central School pre-school students visited the fire station looking for Gingerbread Boys that had escaped and were hiding around town. 12/19 Members of the fire department attended the Town Staff Holiday Luncheon at the Recreation Department. Members enjoyed a good meal, holiday treats, and an excellent holiday trivia game. Well Done MRD. 12/19 The Duty crew delivered Santa to Function Hall for Boy Scouts. 12/19 Monthly EMS continuing education, review of protocols requirements for certain types of medical incidents. Lt. Frangelli and Deputy Chief Houghton completed the Primex Supervisors Academy. The Fire Department regrets to announce the passing of former fire chief Richard Plaisted. Chief Plaisted served twice as fire chief and was the Town's first full-time fire chief, retiring in 2004. There will be a celebration of life in the spring. The Chief was also a long-time volunteer in the community with the Lions Club, Senior Meals Program, the Boy Scouts, and the Historical Society.

**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.burnsafeameica.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**

The Moultonborough Recreation Department was delighted to host a holiday luncheon for town employees last Thursday. The atmosphere was full of holiday spirit and festive outfits, with a delicious lunch provided. Heartfelt thanks to all who contributed tasty desserts for everyone to enjoy. In addition to the meal, we had some fun with holiday trivia and a "Spin It to Win It" game, where all participants received a small holiday gift. A sincere thank you to all who joined us for this festive occasion!

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.

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.

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.

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 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.

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 3 will begin after the school holiday break.

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**

We wish our Moultonborough patrons a very happy and safe holiday season!

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

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

- 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
  - January 15: **Lego Building**
  - January 8: **Puzzles & Games**

- January 22: **Crafting**
- Monday, December 30, 10 am to 12 pm. **Wet Felting with Patsy Frasier.** [Register here.](#)
- Wednesday, January 22 and 29, 10:15 to 10:45 am. **Toddler Music and Movement.**
- 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, January 02, 2025 @ 5:00 PM
- Thursday, January 16, 2025 @ 5:00 PM
- Thursday, January 30, 2025 @ 5:00 PM

#### **Budget Reviews:**

- Saturday, January 04, 2025 @ 8:00 AM

#### **Staff Meeting:**

- Friday, January 03, 2025 @ 10:00 AM

#### **Holiday Closures:**

- Tuesday, December 24, 2024, Closing at noon
- Wednesday, December 25, 2024, Closed Christmas Day
- Wednesday, January 1, 2025, Closed New Year's Day
- Monday, January 20, 2025, Closed Martin Luther King Day