

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
*Carter*

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** January 13, 2025



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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:** The majority of my time was spent buttoning up the Draft Budget & Legislative Package. As a result of our mailing and the advertisement, I've dealt with numerous inquiries on the upcoming public hearings on potential land sales. I sat in on the Land Use Team Meeting relative to improving customer service. I look forward to their report. I conferredenced with the Engineer for the Bay District Sewer and Dari to discuss how to recast the sewer study RFP to try to make it more focused and draw some responses. I worked with Counsel to finalize the Draft contract for the function hall ADA compliant bathroom. I have reached out to Town Hall Streams to discuss how we might improve our video and graphics for the viewing audience when making presentations.

**Finance:** This past week our team worked on the reconciliation of various expenditure accounts, writing up budget transfers and making journal entries where needed. We have begun to use file transfer between the Town Clerks and Finance office to document sales, deposits and transfers to the state. We received the first offer from Meredith Village Savings Bank, which was considerably lower than that of Bank of NH. However, at weeks end MVSB decided they could match the offer of the other bank. The team will be meeting with them on the 3<sup>rd</sup> of February. I will be meeting next week with Recreation and Fire to discuss corrections to their expenditure reports. I will report back with that information next week.

### Code, Compliance & Health Office: Week of 01/06/25 - 01/10/25

This week the Land Use Office received 18 new applications for permits and issued 18 permit applications.

Building Permits - In (7) Out (7)  
Demolition Permits –In (0) Out (0)  
Mechanical Gas Permits –In (6) Out (6)  
Electrical Permit – In (4) Out (4)

Plumbing Permits – In (1) Out (1)  
Total Permits: **IN – 18      OUT - 18**

**Town Clerk:** Last week, PCI compliance was renewed on the credit card machines used at the registration counter to ensure safe payment processing in the Town Clerk's office. Town Clerk, Julia Marchand, also recently attended an event organized by the Secretary of State's office to test out the three Accessible Voting Systems (AVS) being considered for use in NH elections. One or more of these devices will likely soon replace the One4All voting system that is currently available for use in state elections by any voter in all polling places throughout the state. A recent law change requires that municipal elections also offer an accessible voting system.

We compiled our annual totals for revenue in each Town Clerk department (motor vehicles, boats, dog licensing, etc.). The Town Clerk's office staff also compiled annual summaries of births, deaths, and marriages that occurred in Moultonborough last year then submitted reports to the Administration Department for publishing in the 2024 Annual Report. *One thing to note:* The law only allows us to publish the names of residents who authorize our reporting their marriage in the Annual Report, but we processed an additional 28 marriage licenses in 2024 for non-residents and/or residents who requested that their names not be printed in the Annual Report.

Over the past month, Julia has been collaborating with the Finance Director and the Clerk's software company to create a report that will streamline data entry for the Finance Department.

Deputy Town Clerk, Jennifer Boyll, wrote an article on dog licensing which was published in the [January/February edition of NHMA's Town & City magazine](#). Thank you for doing this research and spreading awareness of the importance of dog licensing, Jenn!

**Dog Licensing – Dog license renewals are now available for 2025! NH Law requires that all dogs are licensed annually by April 30<sup>th</sup>.** If your dog has received a rabies vaccine in the last year, we may also need their current rabies certificate to renew their license. The fee is \$7.50 for a spayed/neutered dog, \$10 for an unaltered dog, and \$3.00 for the first dog registered to an owner over 65 years (additional dogs owned by senior citizens are the regular fee). Group rates are available for households with five or more dogs.

We can accept checks made out to *Town of Moultonborough*, cash, or credit cards if paying in person or online. There is a 3% processing fee added by your credit card company for all card transactions. By licensing your dog now, not only can you avoid lines and fines, but you will also be entered into our *Top Dog Contest* for next year (more on this below)!

The Moultonborough Central School fifth grade class will be voting on the 2025 *Top Dog* at the end of this month! 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” to teach them about the election process and why it’s important for dogs to be licensed.

**The results of Moultonborough's first ever Top Dog contest will be announced at the February 6<sup>th</sup> Select Board meeting! [Click here](#) for more information on our Top Dog Contest (including prior monthly winners).**

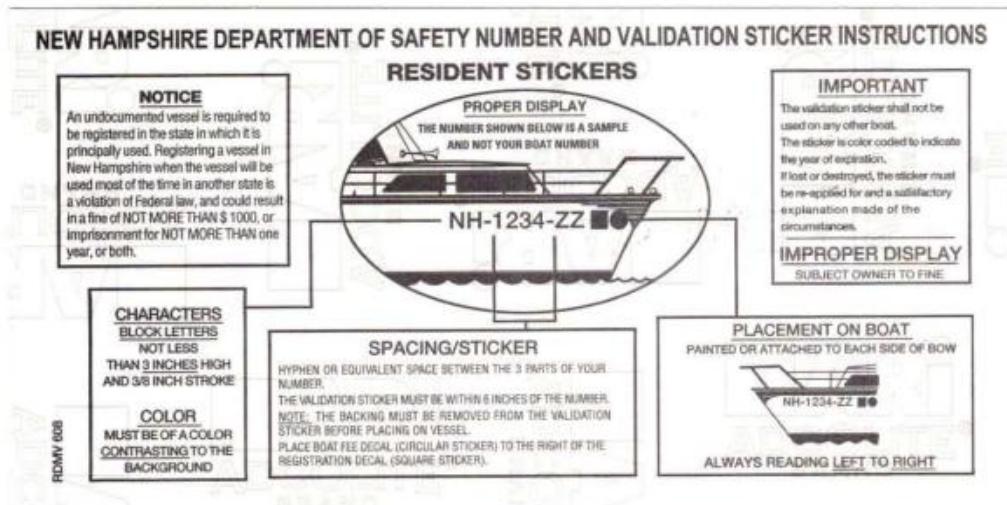
**Aqua-Therms** – Do you have a bubbler, circulator, or other ice-agitating device in the water? Make sure you license it and have a thin ice warning sign posted! Failure to do so could leave you paying a significant fine. [For more information, click here](#).

**Boat Decals** - The Moultonborough Town Clerk's office can now process boat registration renewals for the 2025 season. **To renew with us, please provide the following:**

- The government-issued photo ID of the person coming in to renew.
- One of the following:
  - The boat renewal letter from the NH DMV (add \$5 to the amount due on the letter), signed by the primary owner.
  - Last year's registration, signed by the primary owner.
  - A completed and signed [Boat Registration Application](#).
- Payment. There is a \$5 boat agent fee added to all boat registrations that are processed by any town or marina.
  - Registering your boat in Moultonborough allows the town to keep more than just the agent fee, ensuring that more of your money stays local.
  - We can accept cash, checks made out to *Town of Moultonborough*, or cards (there is a 3% convenience fee added by your credit card company to all card transactions).

Due to a federal law, this year the New Hampshire DMV was required to redesign their boat decal system. You may notice that there will now be two sets of decals issued at the time of registration: one set of circular decals and one set of the familiar square decals that boat owners are used to.

**See the photo below (which is printed on the back of the circle decals) for instructions on how to display both decals.**



Boat owners may also renew through our drop box or through the mail by providing the items listed above. Please include your phone number and a self-addressed, stamped return envelope if you choose to do this. Mail-in registration renewals can be sent to:

Moultonborough Town Clerk  
P.O. Box 15  
Moultonborough, NH 03254

**Town Meeting/Election** – The filing period for the March 11<sup>th</sup>, 2025 Town Election begins on Wednesday, January 22<sup>nd</sup> and ends on Friday, January 31<sup>st</sup>. There is no filing fee for candidates to sign up. Open positions are as follows:

One (1) Selectman for three (3) years  
One (1) Trustee of the Trust Funds for three (3) years  
Three (3) Library Trustees for three (3) years  
Two (2) Planning Board Members for three (3) years  
One (1) Zoning Board of Adjustment Member for three (3) years

The Supervisors of the Checklist will be meeting 7 – 7:30 pm on Tuesday, January 21<sup>st</sup> to finalize the checklist prior to the start of the filing period.

Petitions for warrant articles at the March 2025 Town Meeting are due Tuesday, February 4<sup>th</sup>. All petitions must be certified by the Town Clerk with at least 25 signatures from registered voters of Moultonborough. We recommend acquiring more than the minimum number of signatures to ensure the petition can be accepted.

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew addressed the heat issues at both the library and the transfer station. Cabinets and counter tops were picked up at Lowes for the Police Department. The ice rink was flooded and maintained. Building assessments were completed. A back splash in the fire dorms was put up. The Public Safety septic issue was tended to. Snow removal over the weekend and the rink was maintained. Weekly building checks were completed. Trash and recyclables were taken out.

**Fleet:** The mechanics diagnosed air shift in 15-R-3. Paperwork was completed and parts ordered. Road test performed on Truck 11. Fille Eq13 hydraulic tank. Truck 15 was picked up at the dealer, the inner fender hoses were taken off for warranty and dropped back off at the dealership. Replaced broken fitting on the boom of Eq 25. Tires removed from the transfer station forklift for Sullivan to replace. Car 181 driver side seatbelt receiver was replaced. Defective blower motor replaced. Truck 1 replaced def injection line and reset. Preventative service preformed. Gladhand plug installed into truck 7.

**Highway:** The Highway Department checked roads and worked on sanders. Sticks were cleared from roads after the strong winds. Truck 20 was painted. Waste oil was pumped. The wood chip trailer was loaded twice. The sanders were greased in truck 24 and 7. Trees were cut on Red Hill

and chipped. Parts were picked up at Milton Cat, Viking and Fairfield. Roads were treated after the winter weather.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste=24 tons, 2 containers of single stream recycle = 10 tons and 5 containers of construction and demolition= 30 tons. The compost pile was turned, and 22 cubic yards of foam were recycled. Vehicle counts: Monday 277, Tuesday 328, Friday 304, Saturday 206, Sunday 148 total vehicles served 1263 = 36 per hour.

### **Public Safety Building**

**Moultonborough Police Department:** 01/06/2025 to 01/12/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	163	180	+10.43%	257	292	+13.62%
Log Entries	324	364	+12.35%	478	581	+21.55%
Arrests	7	1	-85.71%	6	6	0%
MV Accidents	3	3	0%	2	5	+150%
MV Stops	44	18	-59.09%	66	47	-28.79%
Offense Reports	2	8	+300%	4	9	+125%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	0	Follow Up	7
Admin Services	3	Found / Lost Property	0
Alarm Commercial	4	Good Morning Project	5
Alarm Residential	3	Harassing Message	0
Assault	1	Juvenile Issue	0
Assist Citizen	5	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	7
Assist Other Agency	8	Motor Vehicle Complaint	6
BOLO	0	OHRV Incident	1
Boating Incident	0	Parking Complaint	0
Building Check	0	Police Information	1
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	33	Paperwork Service	2
Civil Standby	0	Sex Offender Registration	2
Community Policing	2	Stalking	0
Complaint	0	Suicide / Attempted	0

Criminal Mischief	0	Suspicious Activity	7
Criminal Records Check	6	Theft / Larceny / Fraud / Forgery	4
Criminal Threatening	1	Training	0
Criminal Trespass	1	Untimely / Unattended Death	1
Custody Issue / Complaint	0	VIN Verification	0
Detail	2	Violation of Protection Order	0
Directed Patrol	10	Warrant Check	1
Disturbance	1	Welfare Check	4
Domestic Animal Related Call	1		
Domestic Disturbance	0	SWAT Call – Out	1

**Community Policing:** Nothing to report.

**Policy Update:** Nothing to report.

**Training:** 01/07/25 MPO Michalski and SRO Cloutier completed their Breath Test Operator Recertification at New Hampshire State Police Headquarters. 01/11/25 Officer Jones passed the Entrance Fitness Testing for the Part-Time Police Academy.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue:** For the period of 01/12/2025 to 01/05/2025, there were eighteen calls for service: There were:

<b>Series 100</b>	<b>Fires</b>	<b>0</b>
<b>Series 200</b>	<b>Overpressure, Explosions, Overheat, No Fire</b>	<b>1</b>
<b>Series 300</b>	<b>Emergency Medical &amp; Rescue Incidents</b>	<b>7</b>
<b>Series 400</b>	<b>Hazardous Conditions, No Fire</b>	<b>2</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>3</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>5</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>0</b>
<b>Series 800</b>	<b>Severe Weather &amp; Natural Disasters</b>	<b>0</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>
<b>Total</b>		<b>18</b>

Total 2025 Incidents: 39 Percent increase from 2024 > 25.8 %

**Automatic Aid:** none

**Mutual Aid:** none

**Overlapping Incidents:** 3 **Year to Date:** 4 **Percentage of Call Volume:** 10%  
Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded to nine incidents, providing an average of **1.2** firefighters per incident.

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

Average Reaction Time (minutes/seconds)	01:31
Average Response Time (minutes/seconds)	10:00

**Inspections:**

LP Gas	3	Oil Burning Equipment	1
Supra Box	3	Solid Fuel	1

**Operations:** 1/6 Moultonborough hosted a Quad-Town training meeting. Representatives of Center Harbor, Sandwich, Moultonborough, and Tuftonboro attended to plan out coordinated training with all four departments. A schedule has been set for 2025 on a variety of topics common to all the departments. 1/8 Chief Bengtson and Police Chief Beede gratefully accepted donations of quilts from Mary Hunter and members of the Quilter's Guild. Each department received four beautifully handmade quilts which will be used to provide aid and comfort to those in need at fire and accident scenes. Both Department's thank the Quilter's Guild for their compassionate and generous donations.



1/9 Lt. Frangelli, FF. Sole, and the Chief met with a property representative for an Alpine Park Road homeowner regarding fire protection option for the property and neighborhood.

**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 a <https://nh.burnsafeamerica.com/>

Lack of sufficient snow cover in most areas of town necessitates the need for fire permits again for burning brush. 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 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.

MRD is offering a Safesitter Essentials class on Monday January 27. Students in grades 6-8 can sign up for this important class designed to prepare students to be safe when they’re home alone, watching younger siblings or babysitting. MRD’s Recreation Activities Assistant and Safesitter Certified Instructor Shannon Milligan will lead the class with role playing exercises and fun games. Manikins will be used to practice rescue skills like choking rescue. Class will be held 9am-3pm at Moultonborough Recreation, 10 Holland Street on Monday January 27 (teacher in service day at Mboro schools). Participants should bring a bagged lunch, snacks and water bottle. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Indoor Pickleball continues. Moultonborough residents can sign up to play indoors at the MCS café through March 31. When registering, players should choose dates that fit their schedule and select their skill level (Beginner or Intermediate/Advanced). Outdoor footwear is discouraged in the play area. Please change into sneakers after entering the building. Pre-registration is required for each session, with a limit of 10 players per skill level. Sign up online or in the Recreation office. For questions, call MRD at 603-476-8868.

Totally Toddlers continues. 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 continues.

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**

The library will be closed on January 20 in observance of MLK Jr. Day. Tales and Travel Memories is rescheduled for February 10.

The AARP Tax Aide returns to the Moultonborough Library. Appointments are available for Wednesdays from February 5 to April 9, with double the time slots. Each appointment is 60 minutes. If filing jointly, enter both first names in the "First Name" field.

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, January 16, 9 to 11 am. **Library Board of Trustees Meeting.**
- Tuesday, January 21, 5 to 6:30 pm. **Craft and Chat: Silk Embroidery.** A \$15 materials fee is required to confirm registration. [Register here.](#)

- Thursday, January 23, 5:30 to 6:30 pm. **Evening Page Turners: Trust, by Hernan Díaz.** [Register here](#). Print copies of the book are available at the library for checkout.
- Tuesday, January 28, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music.** [Register here](#).
- Tuesdays, 5 to 6:30 pm. January 28, February 4 and 25. **Craft and Chat: Bring Your Own Project**
- Tuesday, February 4, **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581
- Tuesday, February 4, 6 to 7 pm. **Harnessing History: On the Trail of New Hampshire's State Dog, the Chinook**, NH Humanities Program in collaboration with the Moultonborough Historical Society. [Register here](#).
- Fridays, 10 to 11:30 am. **Caregivers Support Group.** Helping each other.
- Fridays, 10 am to 12 pm. **Friday Stitchers.** 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 22: **Crafting**
- Wednesday, January 22 and 29, 10:15 to 10:45 am. **Toddler Music and Movement.**
- Friday, January 24, 5:30 to 7 pm. **Read-A-Thon Grades 3 & 4.** [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, January 16, 2025 @ 5:00 PM
  - 1<sup>st</sup> Public Hearing: Potential Land Sale @ 5:00 PM
- Thursday, January 23, 2025 @ 5:00 PM
- Thursday, January 30, 2025 @ 5:00 PM
  - 2<sup>nd</sup> Public Hearing: Potential Land Sale @ 5:00 PM

#### **Staff Meeting:**

- Friday, January 17, 2025 @ 10:00 AM

#### **Holiday Closures:**

- Monday, January 20, 2025, Closed Martin Luther King Day