

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** January 6, 2025

*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:** Spent most of my week working on the budget & legislative package for the Budget meeting that was held on Saturday.

**Finance:** Nothing to report.

**Code, Compliance & Health Office:** Week of 12/30/24 - 01/03/25

This week the Land Use Office received 15 new applications for permits and processed 14 permit applications.

Building Permits - In (8) Out (7)

Demolition Permits – In (0) Out (0)

Mechanical Gas Permits – In (3) Out (3)

Electrical Permit – In (4) Out (4)

Plumbing Permits – In (0) Out (0)

***Total Permits - 15***

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

Motor Vehicle Registrations	919
Motor Vehicle Titles	130
Boat Registrations	3
Dog Licenses	8
UCC Filings	0

Vital Records (birth/death/marriage certificates and/or divorce decrees)	28
Marriage Licenses	1
Aqua-Therm Permits	64
Articles of Agreement	0

We also processed wetlands applications, voter registrations, absentee ballot applications, assisted new residents with establishing residency, and received and verified petitions for 2025 warrant articles, among other services.

### Meet Lillie – our January 2025 Dog of the Month!



*“Lillie is 10-year-old Soft-coated Wheaten Terrier. She enjoys being with people of all ages and is always eager to give and receive hugs and kisses. Lillie loves living in Moultonborough where she is always up for a hike or to sit on the front stoop to watch the bears, deer, chipmunks, mink, and frogs that live outside her house. She enjoys the change in seasons but particularly loves to hop in the snow.”*

[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.](#)

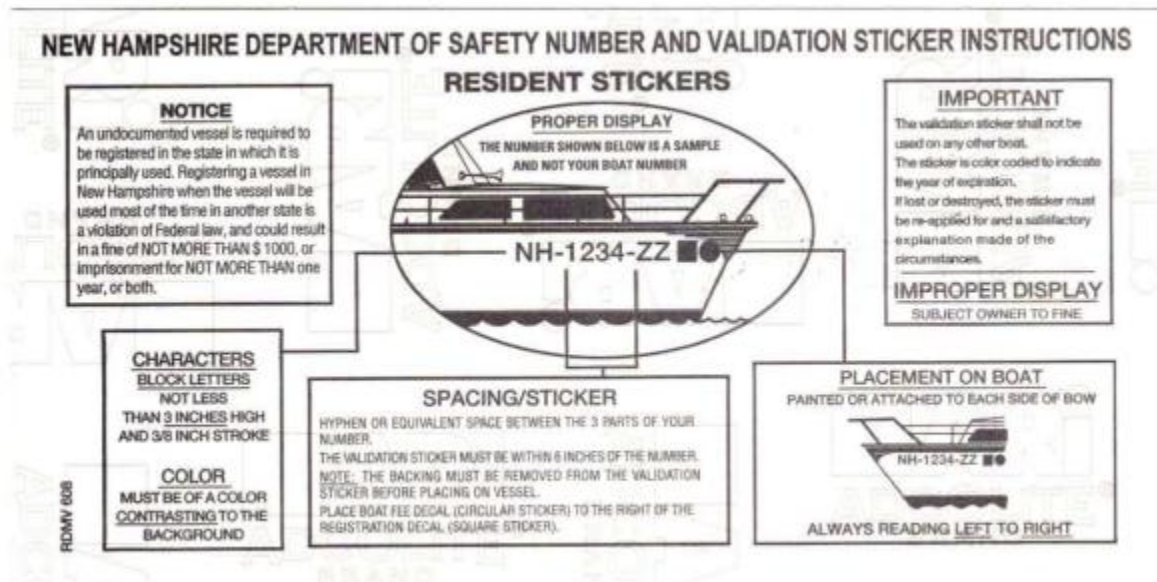
**Boat Decals** - The Moultonborough Town Clerk’s office can now process boat registration renewals for the 2025 season. **To renew with us, please provide the following:**

- 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

**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, please send their current rabies certificate. 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, you will also be entered into our *Top Dog Contest* (more on this below)!

We are currently preparing for our *Dog of the Year* election! 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.

**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

Petitions for warrant articles at the March 2025 Town Meeting can be turned in to the Town Clerk's office anytime between now and Tuesday, February 4<sup>th</sup>. All petitions must have 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 fixed the chairs in the administration office. Flags were lowered to half-staff. The library heat, school and parking lots were checked. Water issue was addressed at the Recreation Center. Generator at the school fixed. The ice rink was cleaned. Met with contractor for the Public Safety roof. Truck 4 was cleaned. Transfer station no heat issue on Sunday.

**Fleet:** The mechanics checked out fuel leakage issue on 15-E-4. Diagnosed transmission issue in truck 11. Truck 1 sander issues. Truck 20 control handle repaired. Replaced plow blade bolts on truck 1. Tested truck 11 shift solenoids. Performed preventative maintenance on truck 19. Scanner set up for truck 6. Replaced leaking fuel line in 15-E-4. Stripped hydraulic pump in truck 15 for the dealer. Recall work on 15-R-3. Truck 6 lights and truck 1 sander chain repaired.

**Highway:** The highway crew treats roads townwide. Worked on truck 1 sander. Tree debris cleaned up from the storm. Salt was delivered and pushed up. Sander was removed from truck 9, washed and tightened chain. Culvert cleaned on Lakeshore. Wood chip was loaded.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons and 4 containers of construction and demolition = 24 tons.

The compost pile was turned, and 12 cubic yards of foam was recycled. Vehicle counts: Monday 444, Tuesday 347, Friday CLOSED, Saturday 602, Sunday 220= 1613 vehicles served. 59 vehicles per hour were served.

### **Public Safety Building**

**Moultonborough Fire Rescue:** For the period of 12/29/2024 to 01/05/2025, there were twenty-five calls for service: There were:

<b>Series 100</b>	<b>Fires</b>	<b>2</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>12</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>2</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>4</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>1</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>3</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>

Total 2025 Incidents: 21                      Percent increase from 2024 > 162.5 %

**Total 2024 Incidents:** 1,094                      **Percent increase from 2023 >3.1%**

**Automatic Aid:** once to Center Harbor and Sandwich each

**Mutual Aid:** given on to Center Harbor.

**Overlapping Incidents:** 1    **Year to Date:** 1                      **Percentage of Call Volume:** 0.4%

Overlapping incidents are where two or more incidents occur simultaneously.

**Call Staff participation:** Call firefighters responded to ten incidents, providing an average of 1.8 firefighters per incident.

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

Average Reaction Time (minutes/seconds)	01:31
Average Response Time (minutes/seconds)	08:00

**Inspections:**

LP Gas	2
Fire Sprinkler-13D	1



**Operations:** On January 3<sup>rd</sup>, Moultonborough firefighters responded with a pumper and tanker to Center Harbor for a fourth alarm building fire on McCrillis Hill Road. Mutual aid was received from Tuftonboro for station coverage, with the Tuftonboro crew covering Moultonborough and Center Harbor during the incident.

**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**

A free Introduction to Adult Bean Bag Baseball went off with a bang on Friday, January 3 with registration at capacity. Bean Bag Baseball is a fun activity that's growing in popularity across the country. It is played between two teams, tossing bean bags underhand at a modified board, similar to a cornhole board. Registrations will open soon for our Bean Bag Baseball program to begin in February. More details to come!

Basketball Hoopla took place on Friday, January 3 in the MA gym. Approximately 65 children joined MRD staff and the Plymouth State University Men's & Women's Basketball teams for fun, skill sessions, an awesome game of knockout and autograph session. Many thanks to PSU for supporting this annual event annually and for bringing buckets of fun to our basketball season kickoff.

Indoor Pickleball is back! Moultonborough residents can now 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.

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.

The Chair Yoga class scheduled for January has been cancelled due to lack of registrations. We are in contact with our instructor regarding offering the class in March. More details to come.

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**

A very happy New Year to all! Thank you for accompanying us in 2024 and walking with us into 2025!

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 Boro 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 16, 2025 @ 5:00 PM
  - Public Hearing: Potential Land Sale @ 5:00 PM
- Thursday, January 23, 2025 @ 5:00 PM
- Thursday, January 30, 2025 @ 5:00 PM
  - 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