

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Carter
FROM: Carter Terenzini
Interim Town Administrator
RE: Weekly Report
DATE: January 21, 2025



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 Function Hall contract has been executed at our end. Once the Contractor has submitted his drawings for a permit I have urged the staff to have a team meeting with the Contractor to ensure all are on the same page as to sequencing and then continue to meet on a regular basis. Mike Kepple will take the lead. I am exploring the use of [MuniBid](#) a national auction site for the disposal of surplus properties. We do not pay for the service and by making a simple web posting on our site we should be able to avoid advertising expenses. Follow-up with all email and participants was made on the Tax Deed properties and research needed was pushed out re: Gansy Island and Bean Road properties. Work has continued on the compensation studies as we work our way toward 01/30.

Finance: This past week I met with Recreation and Fire to discuss corrections to their expenditure reports. There were payroll classification errors that caused the Fire Department expenditure report to be skewed. I will continue to work with Sarah to clean up errors on their reports. I met with Parks and Rec to look over the information that is coming through the finance office. It was determined that revenue was being booked to the wrong fund and part of payroll was not being charged to the correct fund. Changes are being made to rectify these issues. Discussions regarding the bank will be revisited after budget meetings conclude.

Code, Compliance & Health Office: Week of 01/13/25 - 01/17/25

This week the Land Use Office received 29 new applications for permits and issued 36 permit applications.

Building Permits - In (2) Out (9)
Demolition Permits – In (0) Out (0)
Mechanical Gas Permits – In (7) Out (7)
Electrical Permit – In (11) Out (11)
Plumbing Permits – In (9) Out (9)

Total Permits: **IN – 29 OUT - 36**

Department of Public Works

Facilities/Grounds: The facilities and grounds crew continue to maintain the Ice Rink. Wreaths and banners from the center of town were taken down. An exhaust rail system was installed at the Neck Fire Station. Bottled water was picked up at the Castle and distributed. LED lights in the Police Department were installed. Toilets repaired at the Recreation Department and the Highway Garage. Heat at the Transfer Station and Town Hall checked. Septic insulation at the Function Hall. Truck 4 & 11 cleaned and set up for the snow event. Weekly building checks continue, trash and recyclables collected and brought to the Transfer Station.

Fleet: The mechanics worked on replacing 15-R-3 shift air compressor. Eq 16 set up system, truck 6 reset system. Truck 16 taillight repaired. Sander chain adjusted on truck 4. Truck 24 codes checked, coolant leak and topped fluids. Truck 15 new sander sprockets and chain. Drained Eq 16 and flushed final drive, added new fluid. Paperwork was finished and phone calls to vendors. Throughout town plowed and treated the roads. After the storm event truck 2 and 5 were repaired and other issues checked.

Highway: The Highway crew continued to sand roads, plow snow drifts and check roads throughout town. Tree trimming on the Moultonborough Neck area, Marvin Road, Sawmill Road and Sheridan Road. Waste oil pumped. Wood chip trailer loaded. Magic was mixed. Driveway Permits checked. Over the weekend the crew plowed, salted, and sanded roads throughout the town from the ice/snowstorm.

Public Safety Building

Moultonborough Police Department: 01/13/2025 to 01/19/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	180	137	-23.89%	409	429	+4.89%
Log Entries	364	282	-22.53%	731	863	+18.06%
Arrests	1	2	+100%	9	8	-11.11%
MV Accidents	3	4	+33.33%	8	9	+12.5%
MV Stops	18	11	-38.89%	72	58	-19.44%
Offense Reports	8	1	-87.5%	4	10	+150%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Fish & Game Call	0
Abandoned MV	1	Follow Up	5
Admin Services	3	Found / Lost Property	0
Alarm Commercial	3	Good Morning Project	5

Alarm Residential	1	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	18	Lost / Missing Person	0
Assist Motorist / Disabled MV	3	Medical Emergency	3
Assist Other Agency	9	Motor Vehicle Complaint	6
BOLO	1	OHRV Incident	0
Boating Incident	0	Parking Complaint	1
Building Check	1	Police Information	4
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	2
Call for Local PD / Officer	22	Paperwork Service	1
Civil Standby	1	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	4
Criminal Records Check	1	Theft / Larceny / Fraud / Forgery	0
Criminal Threatening	0	Training	1
Criminal Trespass	1	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	2
Detail	3	Violation of Protection Order	1
Directed Patrol	10	Warrant Check	1
Disturbance	0	Welfare Check	2
Domestic Animal Related Call	1		
Domestic Disturbance	0	SWAT Call – Out	0

Community Policing: Nothing to report.

Policy Update: Nothing to report.

Training: 01/16/2025 MPO Michalski attended BSOG Training.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 01/13/2025 to 01/19/2025, there were seventeen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	6
Series 400	Hazardous Conditions-No Fire	4
Series 500	Service Calls	1
Series 600	Good Intent	4
Series 700	False Alarms & False Calls	2
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 56

Percent increase from 2024 > 5.6 %

Automatic Aid: none

Mutual Aid: given to Gilford twice and Sandwich once.

Overlapping Incidents: 3 Year to Date: 4 Percentage of Call Volume: 7%
Overlapping incidents are where two or more incidents occur simultaneously.

Call Staff participation: Call firefighters responded to ten incidents, providing an average of **1.7** firefighters per incident.

Reaction & Response Times with 24-hour Coverage:

Average Reaction Time (minutes/seconds)	02:00
Average Response Time (minutes/seconds)	10:00

Inspections:

LP Gas	3	Oil Burning Equipment	1	AED	3
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Operations: 1/13 Rescue 3 was sent to DPW for replacement of an onboard air compressor. 1/16 Turnour gear washer/extractor was repaired for a leaking valve problem associated with hard water.

Members of the fire department past and present, Stewart's Ambulance, and Town Hall staff surprised Chief Bengtson with a small party marking the Chief's 20 anniversary with the Town. The Chief was genuinely surprised and is extremely appreciative of their recognition.



1/18 Deputy Houghton provided stand-by EMS detail coverage at Moultonboro Airport for the Moultonboro Snowmobile Club event.

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/>

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.

Moultonborough Recreation invites adults to join a fun, growing activity that’s gaining popularity nationwide: Bean Bag Baseball! Played between two teams, the goal is to score as many runs as possible each inning. Players toss bean bags underhand at a modified board, similar to a cornhole board, with rules closely resembling traditional baseball. No prior experience or special skills are required—anyone can learn to play! Join us on Fridays from 6-8 pm at Moultonborough Central School. Games will be held on Feb. 7, March 7, April 4, and May 2. You can choose to attend any (or all) of the nights when you sign up. Pre-registration is required, and space is limited. Sign up online or at the Recreation office. For more information, call MRD at 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.

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 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. Register on [the library calendar](#) or call the library.

The Ty Gagne presentation on February 15, 6 pm, has been moved to the Moultonborough Academy auditorium to accommodate a larger audience. [Click here to register.](#)

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, 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 featuring Doug Hazrd.** [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.](#)
- Monday, February 10, 10 to 11:30 am. **Tales and Travel Memories: the Middle East.** [Register here.](#)
- Tuesday, February 11, 5 to 6:30 pm. **Craft and Chat: Ukrainian Eggs Snow Date.** \$15 materials fee. [Register here.](#) If you were signed up for the original date in December, please contact the library to let us know if you will be attending this one.
- Wednesday, February 12, 10 to 11:30 am. **Let's Talk About Grief: An Open Conversation.** [Register here.](#)
- Wednesday, February 12, 10:30 am to 12 pm. **Wellness Reads: The Five Invitations.** Print copies of the book are available for checkout. [Register here.](#)
- Thursday, February 13, 11:30 am to 1:30 pm. **Friends of the Library Chocolate Fare Fundraiser.**
- Thursday, February 13, 5 to 7 pm. **Thursday Night Movie.** [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**
 - February 12: **Puzzles and Games**
 - February 19: **Building with Lego**
 - February 26: **Crafting**
- Wednesdays, January 29 and February 5, 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 23, 2025 @ 5:00 PM
- Thursday, January 30, 2025 @ 5:00 PM
 - 2nd Public Hearing: Potential Land Sale @ 5:00 PM