

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** February 10, 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:** Work continued on the budget and warrant addressing comments from Counsel and staff and then there was the weather cancellation of the public hearing to deal with. I came to learn that in the conversion from Code Red to Civic Plus we have actually gone from about 1,300 people registered for notification to only 300 or so. The Fire Chief and I will confer on how to boost enrollment. Chris T., Dan S. and I met to review the status of the pathway and what we might be able to accomplish with the funds on hand. Chris T. will do a detailed take-off and Dan S. will explore the upcoming grant round and we will meet again in two weeks. The plan is to try to be before you in March for a proceed or kill decision. I'm securing a conference call with a subject matter expert on the Tax Cap in preparation for the Public Hearing of 02/20 and have asked the petitioner if they plan to make any presentations. We have had several conferences to review and finalize performance reviews. As suggested by the Town Clerk we have scheduled a Preplanning session for the upcoming ATM and will advise. With the Warrant behind us we now turn our attention to tasks before us including the scheduling of conversations relative to a variety of policy matter before the SB including - but not limited to – the recruitment process for a Town Administrator. (In conjunction with that I have field a letter of intent to seek a Management Fellow (e.g. The "Branley Report"). I will seek formal permission to submit with an expanded scope of work on 02/20.

Please save 02/27 and 03/27 for workshops. I do not believe you can accomplish all before you w/in your normal business meetings.

**Finance:** Worked on the Warrant.

**Code, Compliance & Health Office:** Week of 02/03/25 - 02/07/25

This week the Land Use Office received 15 new applications for permits and issued 25 permit applications.

Building Permits - In (03) Out (13)

Demolition Permits - In (0) Out (0)  
 Mechanical Gas Permits - In (4) Out (4)  
 Electrical Permit - In (2) Out (2)  
 Plumbing Permits - In (6) Out (6)  
 Total Permits: **IN – 15      OUT - 25**

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew plowed and treated buildings and the school after the winter storm events. The library basement was cleaned out. Maintenance of the Ice Rink continues. Shelves were put up for the Police Department in the Sallyport. Walkways and crosswalks were cleared of snow and treated. Weekly trash and recyclables picked up.

**Fleet:** The mechanics plowed and treated roads. Trk 11 fuel issue was addressed. Pulled the pump assembly, cleaned up pump mount and repainted. Replaced def tank heater assembly in Trk6 and coolant check over. Trk 1 light issue. Replaced Trk7 swivel bolt. Car162 was checked out. Wiper issue on Trk24. Repaired air leak in Trk9. Shifter and running issue in Trk11 and repaired scissor lift.

**Highway:** The highway crew plowed and treated the roads throughout town after the multiple storm events. After the storms, snow drifts were addressed. Sand was put into the building and salt was pushed up. Trucks were tended to and prepped for snow.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 4 containers of construction and demolition = 20 tons. Vehicle counts: Monday 213, Tuesday 201, Friday 256, Saturday 374, Sunday 101 total vehicles served 1145 = 32 per hour.

### **Public Safety Building**

**Moultonborough Police Department:** 02/03/2025 to 02/09/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	171	183	+7.02%	801	956	+19.35%
Log Entries	343	344	+.29%	1508	1863	+23.54%
Arrests	1	1	0%	13	12	-7.69%
MV Accidents	4	0	-100%	26	16	-38.46%
MV Stops	36	74	+105.56%	131	222	+69.47%
Offense Reports	2	4	100%	7	17	+142.86%

Calls For Service Breakdown			
Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	1	Follow Up	4
Admin Services	5	Found / Lost Property	1
Alarm Commercial	3	Good Morning Project	5
Alarm Residential	4	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	13	Lost / Missing Person	0
Assist Motorist / Disabled MV	5	Medical Emergency	6
Assist Other Agency	8	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	2
Building Check	3	Police Information	0
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	5
Call for Local PD / Officer	10	Paperwork Service	2
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	1	Suspicious Activity	2
Criminal Records Check	1	Theft / Larceny / Fraud / Forgery	0
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	2
Custody Issue / Complaint	0	VIN Verification	0
Detail	4	Violation of Protection Order	0
Directed Patrol	7	Warrant Check	0
Disturbance	1	Welfare Check	2
Domestic Animal Related Call	3		
Domestic Disturbance	0	SWAT Call – Out	1

**Community Policing:** Nothing to report.

**Policy Update:** Nothing to report.

**Training:** Officer Derick Jones completed his 4th week at the Part-Time Police Academy.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue:** For the period of 02/03/2025 to 02/09/2025, there were seven-teen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	10
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	3
Series 600	Good Intent	2

Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

**Total 2025 Incidents:** 110

**Percent of Increase from 2024:** >22.2%

**Mutual and Automatic Aid:**

- **Automatic Aid:** None
- **Mutual Aid:** Once to Sandwich for an EMS call on Vittum Hill Road

**Overlapping Incidents:**

- **Total Overlapping Incidents:** 0
- **Year to Date:** 9
- **Percentage of Call Volume:** 8.1% *Overlapping incidents occur when two or more incidents happen simultaneously.*

**Call Staff Participation:** Call firefighters responded to six incidents, providing an average of 1.1 firefighters per incident.

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

- **Average Reaction Time:** 2 minutes 17 seconds
- **Average Response Time:** 10 minutes *(Includes out of town response)*

**Inspections:**

- **Supra Box:** 2 inspections conducted

**Operations:**

- **February 6:**
  - The Chief and Deputy Chief met with full-time staff for an operational review, policy change, and shift change briefing. New shifts will begin on March 5th.
  - The Chief participated in a Technical Review Committee meeting with the Town Planner regarding a proposed communication tower.
  - The fire department was dispatched to assist a snowmobiler at the summit of Mount Shaw along the Corridor 15 trail. While assembling equipment and obtaining GPS coordinates, the incident was canceled after confirmation that the snowmobiler was safe and being assisted down the trail by another snowmobiler.
- **February 7:**
  - Rescue 3 was taken to the Highway Department for the Town Mechanic to address a warning light. The truck was taken out of service for an electrical issue.

**Weekly Activities:** Over the past week, Duty Crews have checked dry hydrants to ensure they are accessible when needed. The Department also surveyed access points to waterbodies in preparation for any emergency incidents during the Ice Fishing Derby. The fire department maintains rescue equipment, including a wide track snowmobile, a UTV with tracks, and an enclosed patient transport trailer on skis for use on the trails and lake. The Department also uses a hovercraft for rescues on the lakes.

**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/>.

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 Department will be closed on Monday, February 17 in observance of President's Day.

Moultonborough Recreation is excited to offer a fun trip to Plymouth State University! We'll travel by town bus to watch the men's and women's basketball teams face off against Eastern Connecticut State. The women's game will kick off first, followed by the men's game. Let's come together to support the local stars who made our Basketball Hoopla event such a success! Children in grade 2 and under must be accompanied by an adult. Bring snacks or money for limited concessions.

Pre-registration is required. Space is limited. Sign up online or in the Recreation office. Call MRD for more info! 603/476-8868.

Winter Fun for Kids in Grades 3 - 5! Join MRD staff for some winter excitement during February recess! On Thursday, February 27, we'll take the town bus to Gunstock for 2 hours of fun on their multi-lane tubing hill. After tubing, we'll enjoy a bagged lunch at Gunstock before heading back to MRD, arriving at 1:45 pm. Parents can pick up their children at MRD at that time, or kids can stay for supervised activities until 5:00 pm. Bring your snow gear, a bagged lunch & snacks, and a change of clothes. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Moultonborough Recreation is offering a Nerf Night for grades 6 - 8! Join us on Wednesday February 26, 6 - 8 pm at the Moultonborough Function Hall. If you love nerf - this is the night for you! Jump in and play different game modes like red vs blue and capture the point. Bring your own nerf gun or use one of ours. Participants will need to fill out a waiver if they bring their own equipment. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

MRD is pleased to offer a day of skiing or snowboarding at Gunstock Mountain on Wednesday, February 26! Meet Shannon at Gunstock for a fun day on the slopes. We'll handle your ticket orders and arrange rentals if needed. Helmets are included with rental equipment. This is a family program and will not have staff supervision. Transportation is not provided. Children under 16 must have an adult on the mountain. Tickets & rentals are provided at a discounted rate. See our website for specific fees. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Adult Indoor Cornhole is back! Beat those winter blues with a summertime favorite! Join us on Tuesday evenings through March 25 at Moultonborough Central School, 6 - 7:30 pm. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. 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.

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 - 10:15 am, 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 - 2:00 pm 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 into 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, 10 am - 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 – 4 pm and on Wednesdays 10:00 am - 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 have begun in collaboration with the library for the annual egg hunt event.

Logistics and planning are ongoing for programming, trips, activities, and events, including but not limited to summer programming.

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 Friends of the Library invite all to another delicious fundraiser: the annual Friends Chocolate Fare on February 13, 11:30 am to 1:30 pm. (**Snow date on Friday, February 14**) For an entry fee of \$5 enjoy all the chocolate you can eat in the company of good friends and library supporters. What a sweet deal!

The Youth Services Department has planned activities for school-aged children during the winter break week, including a grade 1 and 2 Read-a-Thon, a musical puppet show, and a Lego Build competition. Be sure to check them out below.

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, February 13, 11:30 am to 1:30 pm. **Friends of the Library Chocolate Fare Fundraiser.** (Snow date February 14)
- Thursday, February 13, 5 to 7 pm. **Thursday Night Movie: *Here* (2024).** [Register here.](#)
- Saturday, February 15, 5 to 6 pm, at the Moultonborough Academy Auditorium. **Ty Gagne: The Lions of Winter.** [Register here.](#) Funded by the Friends of the Moultonborough Library.
- Tuesday, February 18, 2 to 3 pm. **Tech Workshop: Password Management.** [Register here.](#)
- Tuesday, February 18, 5 to 6:30 pm. **Craft and Chat: Alcohol Ink Cards.** \$5 materials fee required to confirm your registration. [Pre-register here.](#)
- Monday, February 24, 10 to 11:30 am. **Tales and Travel Memories: the Middle East.** [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**
- Saturday, February 15, 10 am to 12 pm. **Family Movie: *IF*.**

#### Winter Break Week:

- Friday, February 21, 5:30 to 7 pm. **Read-A-Thon Grades 1 & 2.** [Register here.](#)
- Monday, February 24, 1 to 3 pm. **Teen Movie: The Princess Bride.**
- Tuesday, February 25, 9:30 to 10:30 am. **Musical Puppets with Tom Knight.** Funded by the Friends of the Moultonborough Library.
- Friday, February 28, 1 to 3 pm. **Lego Building Challenge.** [Register here.](#)

#### Regularly scheduled story and play times:

- 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, February 10, 2025 @ 5:00 PM (Rescheduled from 2/6 due to weather)
  - Public Hearing: FY 26 Budget & Warrant Articles @ 5:00 PM
- Thursday, February 20, 2025 @ 5:00 PM
  - Public Hearing: To Solicit public comment on a Petition Warrant Article: Implement A Tax Cap
- Thursday, February 27, 2025 @ 5:00 PM (Work Session If Needed)

#### **Holiday Closures:**

- All Town Offices (including the Transfer Station) will be closed on President's Day, Monday, February 17, 2025