

# MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
*Bartee*

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** February 24, 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

**SB Business/Workshop:** We will have roll plans for sections of Route 25 to discuss what might be realistic for study zones. Also, Dari will have an outline of discussion topics for those tasks we have suggested might be undertaken in-house. Pls see the memo(s) from Robin while the balance of the items will be conversational in an attempt to reach a consensus as to how to proceed.

**Weekly Activities:** I met with Chris T. and Dan S. to review potential placement and extension of the pathway within current funding and possible grants. We regroup on the 3<sup>rd</sup> to prepare to approach the SB. I met with Chris T. and Ken F. to review their draft comments of the CMA report and they have made further inquiries of CMA. Chris T. and Mike K. and I met to review the Draft of the facilities report. Each of these issues will have a regroup over the coming two weeks and I suspect it will be 03/20 before we can get it onto your agenda. Robin and I worked on survey questions for the SB in the run-up to the next steps in the process of recruiting your next TA. I followed up with numerous inquirers on the Tax Deeded lands. Work continued to finalize the Town Fellow application as well as outline how to best proceed to review the re-imagining of several reserve funds and the Branley report. I began an analysis of our overtime. While I will acknowledge that the winter does indeed drive much of our OT, I will note that the time period includes Sept./Oct./Nov. in reaching almost \$250,000 from 09/01 thru 02/15. To follow-up on the request that we post all SAU meetings on the “Town Calendar” we have taken an alternate step that we believe can – to some degree enhance communications with the community while avoiding the problematic issues it poses. Unfortunately the amount of real estate on our front page is not nearly what it once was with the rewrite the former TA did (although this now does conform to the ADA rules on accessibility) so we were not able to make it quite as prominent as we once did but I’ve had Alison add a direct link to the SAU at the bottom of the home page. By cc of the email I asked the SAU to provide a similar distinctive link to us as well. This is as much as I am comfortable in doing as they are not a Town Department (where we maintain the link to the relatively independent Library) and frankly – in my view - it does not serve the Town side of the house - nor its Select Board – well to give the impression that it is. They are a separate corporate body politic and keeping that distinction clear and front and center I do believe is a better approach.

**Finance:** This past week the Finance office welcomed a new accounting clerk. Training began with good results. The new reconciliation module has been implemented, and we are working to

perfect this area of software. This new module will greatly help to streamline bank statement reconciliation.

Quarterly financial reporting was delivered to the board along with the results and management response to the 2024 Audit.

The warrant articles were accepted by the DRA with minimal changes.

**Code, Compliance & Health Office:** Week of 02/17/25 - 02/21/25

This week the Land Use Office received 21 new applications for permits and issued 28 permit applications.

Building Permits - In (7) Out (13)

Demolition Permits – In (0) Out (1)

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

Electrical Permit – In (5) Out (5)

Plumbing Permits – In (1) Out (1)

**Total Permits: IN - 21      OUT - 28**

**Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew continue with the ice rink maintenance. Met with plumber for the library and contractor for the Function Hall. Sander and truck 4 cleaned and fixed. New countertop fixed for finance. Lights fixed at the library and met with Carter.

**Fleet:** Roads plowed after the storm event. Wood chip trailer loaded. Truck 11 shifting issue addressed and. Truck 7 road call for lost wing pin. Truck 6 coolant leak. Installed rear axle Car 162. Truck 1 removed the sander to adjust and clean. Parts ordered. Union negotiations. Equipment 16 charging issue and test sander amp draw in truck 1. Installed exhaust in car 162.

**Highway:** The highway crew plowed snow drifts and cleared the roads after the storm event. Snow was pushed back on roads throughout town. Roads sanded throughout town as needed. Cutting edge changed on truck 9 and 6.

**Transfer Station:** This week we shipped out 2 containers of construction and demolition = 10 tons, 1 container of single stream recycle = 5 tons, and 2 containers of municipal solid waste = 24 tons. The brush pile was burned, and 12 cubic yards of foam were recycled. Vehicle counts: Monday CLOSED, Tuesday 392, Friday 411, Saturday 373, Sunday 202 total vehicles served 1378 = 50 per hour.

**Public Safety Building**

**Moultonborough Police Department:** 02/17/2025 to 02/23/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	192	189	-1.56%	1174	1338	+13.97%
Log Entries	353	352	-0.28%	2148	2569	+19.60%
Arrests	3	1	-66.67%	17	16	-5.88%
MV Accidents	1	1	0.00%	38	18	-52.63%
MV Stops	46	56	+21.74%	225	324	+44.00%
Offense Reports	3	3	0.00%	12	23	+91.67%

## Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	0
Abandoned MV	0	Follow Up	7
Admin Services	4	Found / Lost Property	1
Alarm Commercial	3	Good Morning Project	5
Alarm Residential	8	Harassing Message	1
Assault	1	Juvenile Issue	0
Assist Citizen	19	Lost / Missing Person	0
Assist Motorist / Disabled MV	7	Medical Emergency	5
Assist Other Agency	8	Motor Vehicle Complaint	0
BOLO	1	OHRV Incident	0
Boating Incident	0	Parking Complaint	2
Building Check	6	Police Information	2
Burglary	1	Repossession	1
Burn Permit	0	Road Hazard	3
Call for Local PD / Officer	7	Paperwork Service	2
Civil Standby	2	Sex Offender Registration	0
Community Policing	1	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	3
Criminal Records Check	5	Theft / Larceny / Fraud / Forgery	2
Criminal Threatening	0	Training	0
Criminal Trespass	1	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	9	Warrant Check	1
Disturbance	0	Welfare Check	4
Domestic Animal Related Call	1		
Domestic Disturbance	0	SWAT Call – Out	0

**Community Policing:** Nothing to report.

**Policy Update:** Nothing to report.

**Training:** Officer Derick Jones completed his 6th week at the Part-Time Police Academy.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue:** For the period of 02/17/2025 to 02/23/2025, there were twenty 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	1
Series 500	Service Calls	5
Series 600	Good Intent	4

<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>2</b>
<b>Series 800</b>	<b>Severe Weather &amp; Natural Disaster</b>	<b>0</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>

**Total 2025 Incidents:** 152

**Percent of Increase from 2024:** >20.6%

**Mutual and Automatic Aid:**

- **Automatic Aid:** once to Meredith and once to Sandwich
- **Mutual Aid:** none

**Overlapping Incidents:**

- **Total Overlapping Incidents:** 2
- **Year to Date:** 11
- **Percentage of Call Volume:** 7% *Overlapping incidents occur when two or more incidents happen simultaneously.*

**Call Staff Participation:** Call firefighters responded to eight incidents, providing an average of 1.4 firefighters per incident.

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

- **Average Reaction Time:** 1 minute 40 seconds
- **Average Response Time:** 11 minutes (*Includes out-of-town response*)

**Inspections:**

- **LP Above Ground Tanks & Piping:** 1 inspection conducted.

**Operations:**

- **February 19:**
  - Chief Bengtson attended the monthly meeting of the Lakes Region Mutual Fire Aid Executive Committee and the quarterly meeting of the Board of Directors.

**Weekly Activities:** Lt. Gravelle provided EMS coverage for the Lakes Region Ice Racing Latchkey race that was held on Saturday at Beery Pond.

**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**

The Moultonborough Recreation Department is excited and proud to congratulate our boys' and girls' Carroll County basketball teams! Both teams competed in the recent Carroll County Basketball Tournament, where our boys' team won the championship, and our girls' team secured third place. Each team represented Moultonborough with pride, skill, and sportsmanship. Congratulations to all on a successful season!

The Moultonborough Recreation Department invites you to a fun, creative, and inspiring event: Mocktails and Masterpieces! Join us on Friday, April 11, from 6:00 to 7:30 PM at the Moultonborough Recreation Department (10 Holland Street). Dream of warmer days as our tutorial guides you through painting a vibrant southwest scene, step by step. Sip on refreshing non-alcoholic margaritas while embracing the laid-back southwest vibes. No experience is needed—just bring your creativity and enjoy the process! All materials will be provided, and at the end of the evening, you'll take home your very own masterpiece. Visit our website to see a preview of the painting [www.moultonboroughnh.gov/221/Recreation-Department](http://www.moultonboroughnh.gov/221/Recreation-Department). 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, 6-7:30pm. 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 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,

9:30-10:15am, 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.

Planning and logistics are ongoing to our Summer RECKing Crew program. The program will run from June 23-August 15, 8am-4pm @ Kraine Meadow Park. Eight weekly sessions will be offered with optional field trips taking place on Wednesdays. More details to come.

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 4 begins when school is back in session after February recess.

Logistics and planning have begun for MRD's annual Father Daughter Dance to be held on March 28. More details to come.

Logistics and planning have begun in collaboration with the Library for the annual egg hunt event, to take place on April 18. More details to come.

The hiring process for our summer staff continues.

PSU Basketball trip and Nerf Night have been cancelled due to lack of registrations.

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

We have a new display of large print books courtesy of the NH State Library. The display features a rotating collection that will be refreshed every two months. Large print books offer relief from eye strain, particularly for people with visual impairments, age-related vision changes or anyone who experiences eye fatigue from digital screens. We've made a special effort to include bestsellers and high quality literature titles that we do not currently possess in our permanent collection, so be sure to stop by and check them out.

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](http://www.moultonboroughlibrary.org), has registration links and descriptions of the programs.

### **Upcoming Adult Programs:**

- Thursday, February 27, 10 to 11 am. **Tech Workshop: Password Management.** [Register here.](#)
- Thursday, February 27, 5:30 to 6:30 pm. **Evening Page Turners: *The Girl with the Louding Voice.*** Print books are available for checkout. [Register here.](#)
- Saturday, March 1, 9:30 to 11 am. **Puzzle Palooza Team Jigsaw Competition.** [Register here.](#) Teams of 4, \$20 per team.
- Tuesday, March 4, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581.
- Tuesday, March 4, 6 to 7 pm. **Latino Poetry Discussion.** [Register here.](#) Print copies of *Latino Poetry: The Library of America Anthology* are available at the library for registered participants.
- Thursday, March 6, 10 to 11:30 am. **Friends of the Library Meeting.**
- Sunday, March 9, 5 to 7:45 pm. **Feed-a-Charity-Tonight Fundraiser at The Woodshed.** Reservations encouraged.
- 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:**

- Friday, February 28, 1 to 3 pm. **Lego Building Challenge.** [Register here.](#)
- Wednesday, March 5 & 26, 10:15 to 10:45 am. **Music and Movement**
- Monday, March 24, 10:30 to 11 am. **Toddlers Messy Art: Fingerpaints**
- Friday, March 28, 5:30 to 7:30 pm. **Read-a-Thon Grade 5.** [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.**
- Wednesday After School Drop-In, 3:00 to 4:15 pm
  - March 12: **Puzzles and Games**
  - March 19: **Building with Lego**
- 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 27, 2025 @ 5:00 PM (Work Session)
- Thursday, March 06, 2025 @ 5:00 PM
- Thursday, March 20, 2025 @ 5:00 PM
- Thursday, March 27, 2025 @ 5:00 PM (Work Session)

#### **Department Head Meetings:**

- Friday, March 07, 2025 @ 10:00 AM
- Friday, March 21, 2025 @ 10:00 AM

#### **Other Important Dates:**

- **Tuesday, March 11, 2025 - Election Day**  
7:00 AM – 7:00 PM  
Public Safety Building  
1035 Whittier Highway
- **Saturday, March 15, 2025 – Town Meeting Day**  
9:00 AM  
Moultonborough Academy Auditorium  
25 Blake Road