

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Carter

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: March 03, 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

SB Business/Workshop Supplemental Information: Item VI A. This parcel has been removed from the list of those tax deeded parcels I was authorized to place for sale [See 01/30/25 memo; “Counsel advises that we could simply deed over this parcel to the owner of the adjoining property – without feeling any necessity to put it out for formal bids...”]. He further indicated that we could do for “... some modest sum”. “in recognition that the owner had escaped taxes upon the parcel for these past ten or so years. The question now becomes to what extent - if any – you wish to do so. **The required motion therefore is:**

I move to authorize the Town Administrator to cause the preparation of the needed documents to transfer the ownership of the Tax Deed for Parcel 130-89 to the owners of Parcel 130-70 contingent upon a payment to the Town of the sum of ?????????????????.

Weekly Activities: I conferred with Town Sawyer of Lakes Region Computer on upgrades he advises on our technology as part of my homework relating to re-imagining the Community Technology Fund. (A meeting with the gentleman recommended by the State on Information Technology re: Docuware had to be rescheduled.) The library will be working with DPW and Recreation re: their request to install a StoryWalk® along the lower, flat section of the Sutherland Park path that would be up from spring through fall. We envision the materials used to be wooden posts, plywood slanted tops with laminated book pages adhered to them. The posts would be off the trail enough to not impede walking along the path. We will give you (and the public) a formal presentation once it is fully fleshed out. I filed the complete and formal application for a Town Fellow (Projects are: a handbook for our many volunteers to cover such items as 91-A, get their minutes on the Web, how to do mass mailings, schedule meeting rooms and various other tasks, HR From Hiring to Annual Review, Review and Update our Human Services Guidelines and a Satisfaction Survey of basic services we have not done since 2008. I’ve begun to research a free – to us – web-based service where we could place all of our surplus for sale without requiring the kind of preparation and costs, we used to go through. I would ask that you do a bit of wandering through [Online Government Auctions of Government Surplus | Municibid](#) in preparation for the proposal

I will make to proceed with some on a trial basis before we consider making it a permanent part of the purchasing and disposal policy.

Finance: This past week Finance continued to work with the bank reconciliation module with great results. The Tax office is delivering the general fund account number to their online payment system and will begin fully work within the general fund. Completion of this will eliminate their clearing account. The snow hindered the meeting with the Trustees, but we will meet next week to discuss the audit findings.

Code, Compliance & Health Office: Week of 02/24/25 - 02/28/25

This week the Land Use Office received 17 new applications for permits and issued 23 permit applications.

Building Permits - In (3) Out (9)
Demolition Permits – In (0) Out (0)
Mechanical Gas Permits – In (6) Out (6)
Electrical Permit – In (4) Out (4)
Plumbing Permits – In (4) Out (4)
Total Permits: IN - 17 OUT - 23

Department of Public Works

Facilities/Grounds: The facilities and grounds crew continue with the Ice Rink maintenance. Met with contractor regarding the function hall. The electric signs were picked up for election day. Snowbanks removed parking lots cleared. Cabinets moved the Highway Garage office and shelving was reset. After the snow event roads were scraped and treated. The shop was cleaned. Library toilet repaired; shade installed for Carter. Truck 3 set up for the snow. Weekly building checks continue. Trash and recyclables picked up. Aquatherms checked. Propane tank readings. Water softeners checked and serviced. Ice melt was checked and delivered to all town buildings.

Fleet: The mechanics addressed truck 24 starting issue; battery cut off. Truck 6 regen issue. Car 151 preventative maintenance, and motor mount replaced. 15-r-3 replaced crankcase pressure sensor pigtail reset system. Union meeting. Truck 11 picked up from Irwin's. Car 151 dropped off and truck 10 sander repair. Truck 6 was unstuck on Avon Road. Eq 16 alternator replaced and greased. Truck 1 sander broom for Transfer Station and brought to the Transfer Station. The shop was cleaned. Snowstorms clean up.

Highway: The Highway Crew plowed and treated roads town wide after the storm events. Sand was hauled and mixed. The excavator was greased. Parts picked up from freightliner.

Transfer Station: This week we shipped out 2 containers of municipal solid waste=24 tons, 2 containers of single stream recycle=10 tons, 3 containers of construction and demolition=15 tons, 1 container of mixed scrap metal and 1 container of mixed electronics. The compost pile was turned, 631 pounds of non-ferrous metal and 605 pounds of wet cell batteries were recycled.

Vehicle counts: Monday 299, Tuesday 241, Friday 274, Saturday 284, Sunday 159 total vehicles served 1257= 35 per hour.

Public Safety Building

Moultonborough Police Department: 02/24/2025 to 03/02/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	189	164	-13.23%	1341	1502	+12.01%
Log Entries	352	283	-19.60%	2460	2852	+15.94%
Arrests	1	7	+600%	21	23	+9.52%
MV Accidents	1	2	+100%	45	20	-55.56%
MV Stops	56	67	+19.64%	258	391	+51.55%
Offense Reports	3	2	-33.33%	14	25	+78.57%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	0
Abandoned MV	1	Follow Up	3
Admin Services	2	Found / Lost Property	2
Alarm Commercial	1	Good Morning Project	4
Alarm Residential	2	Harassing Message	0
Assault	1	Juvenile Issue	0
Assist Citizen	19	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	7
Assist Other Agency	13	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	1
Boating Incident	0	Parking Complaint	0
Building Check	8	Police Information	6
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	3	Paperwork Service	0
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	2
Criminal Records Check	2	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	1
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	0	Warrant Check	0
Disturbance	1	Welfare Check	1
Domestic Animal Related Call	4		
Domestic Disturbance	0	SWAT Call – Out	0

Community Policing: Nothing to report.

Policy Update: Nothing to report.

Training: Officer Derick Jones completed his 7th week at the Part-Time Police Academy.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 02/24/2025 to 03/02/2025, there were sixteen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	9
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	6
Series 600	Good Intent	0
Series 700	False Alarms & False Calls	0
Series 800	Severe Weather & Natural Disaster	1
Series 900	Special Incident Type	0

Total 2025 Incidents: 168

Percent of Increase from 2024: >15.9%

Mutual and Automatic Aid:

- **Automatic Aid:** none
- **Mutual Aid:** none

Overlapping Incidents:

- **Total Overlapping Incidents:** none
- **Year to Date:** 11
- **Percentage of Call Volume:** 6.5% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** once

Call Staff Participation: Call firefighters responded to three incidents, providing an average of 1 firefighter per incident.

Reaction & Response Times with 24-Hour Coverage:

- Average Reaction Time: 1 minute 46 seconds
- Average Response Time: 9 minutes

Inspections:

- LP Above Ground Tanks & Piping: 5 inspections conducted.
- Place of Assembly: 1 inspection conducted

Operations: February 24: Tri-Town Training, Center Harbor, Sandwich, and Moultonborough firefighters met at the Public Safety Building for a emergency communications training exercise. Deputy Chief Houghton ran an exercise where firefighters were given an emergency incident shown on a video screen and had to manage the incident communications, giving assignments, and instructions to incoming unit while maintaining accountability of personnel operating at the scene. This exercise was designed to meet the requirements of NFPA 1710 and OSHA 1910.38. Chief Bengtson conducted an exercise with teams of two personnel separated and using radios to communicate how to build a LEGO toy, this exercise is designed to help firefighters relay critical information effectively. **February 25:** Rescue 3 was sent to DPW for repair of an electrical issue. Chief Bengtson provided a fire protection consultation for a new Whittier Highway business Chief Bengtson participated in a Technical Review Committee meeting with the Town Planner for a proposed multi-family dwelling in the West Village Overlay District. **February 27:** Engine 1 was sent to Lakes Region Fire Apparatus for pump valve replacements

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/>. 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 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. 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's annual Semi Formal Father Daughter Dance will be held on Friday March 28, 6:0-7:30pm at Moultonborough Academy cafeteria. Girls in grade K-5 and their father (or father figure stand in) can join us for a Wickedly Wonderful evening of music, dancing, fun, photos and a craft. Enjoy some goodies from the dessert bar while sharing magical moments and making lasting memories. Pre-registration is required by March 26. Sign up online or in the Recreation office.

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 this week.

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.

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.

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

It's March! We have a full month of programs planned for all ages and interests including a local author talk, a NH Humanities lecture on 10,000 years of Abenaki history, lots of after-school activities, crafts and book discussions. We hope to see you at the library this month.

We thank the Friends of the Library for organizing another Feed-A-Charity-Night, this time on March 9 at The Woodshed. Participating is easy and delicious. Dine at The Woodshed between 5 and 7:45 pm on March 9, let your server know you are a friend to the library, and the restaurant will donate 10% of your bill to the Friends of the Library group. Reservations are encouraged. All the AARP Tax Aide appointments are now filled. If you need tax assistance, please visit the AARP Tax Aide Location Finder online.

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.

The library will open at 10 am on March 7 to allow for staff planning and training.

Upcoming Adult Programs:

- Sunday, March 9, 5 to 7:45 pm. **Feed-a-Charity-Tonight Fundraiser at The Woodshed.** Reservations encouraged.
- Tuesday, March 11, 6 to 7 pm. **Digging into Native History in NH.** [Register here.](#)
- Wednesday, March 12, 10 to 11:30 am. **Let's Talk About Grief: An Open Conversation.** [Register here.](#)
- Wednesday, March 12, 10:30 am to 12 pm. **Wellness Reads: Dreamland** [Register here.](#) Print copies of the book are available for checkout at the library.
- Thursday, March 13, 5 to 7 pm. **Thursday Movie Night: The Miracle Club (2023)** [Register here.](#)
- Monday, March 17, 10 to 11:30 am. **Tales and Travel Memories: Ireland.** [Register here.](#)
- Tuesday, March 18, **Craft and Chat: Tissue Paper Flowers.** A \$5 materials fee is required to confirm registration. [Register here.](#)
- Wednesday, March 19, 10:30 to 11:30 am. **Mystery Book Club: Say Nothing.** [Register here.](#)
- Thursday, March 20, 9 to 11 am. **Library Board of Trustees Meeting.** Open to the public.
- Thursday, March 20, 5:30 to 6:30 pm. **Saving Mama Local Author Talk.** [Register here.](#)
- Friday, March 21, 2 to 3 pm. **Photo SOS: Save, Organize and Share Your Memories.** [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, March 5, 19 & 26, 10:15 to 10:45 am. **Music and Movement**
- Friday, March 7, 3 to 4:30 pm. **After School Drop In: Making Slime.** Ages 6 and up. [Register here.](#)
- 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**
 - March 26: **Crafting**
- 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, 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