

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Carter Terenzini
Interim Town Administrator

RE: Weekly Report

DATE: March 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: Julia alerted me that the First Amendment Auditors are starting to make the rounds again so I've circulated a [PowerPoint Presentation](#) from the NHMA to the DHs for their staff they believe would benefit from the training. I have also asked Robin to make this part of our onboarding training. We also discussed their opportunity, having worked closely with several of us, to provide input to Robin to share pluses and minuses they may have observed or strengths you believe a new TA needs to possess in order to best be supportive of their unit and successful across the full organization. We have asked the DHs for any additional ideas beyond those we briefly discussed in the staff meeting as to new uses for the scope of the Community Technology Fund so that we can present ideas for reimaging it so that we can have something ready for the SB to consider in the coming weeks. We have asked for a full inventory of surplus such that we might offer it on [Online Government Auctions of Government Surplus | Municibid](#) in a trial run to try to avoid the nuisance of tying up space in the DPW garage bay(s), showing times requiring overtime, and the like. Chris T. and Dan S. and I reviewed the pathway project to present on 03/20 and they are updating various quotes to try to put the States Landing bathrooms out to bid by the end of this month. Chris T. and Ken F. and I reviewed the second draft of their response to the CMA Transfer Station report which I hope to have that before you on 03/20 as well as the bid package for the Road program. The legal advertisement for the sale of Tax Deeded Lands has gone off to the Meredith News and Laconia Daily Sun and will go live on 03/20. Mailings will be mailed to abutters and all those who have indicated an interest in the sale. Town Counsel is working on the ownership issue of our Propane tanks.

Finance: This past week the Finance office met with the Trustees and discussed the audit findings. An updated listing was sent to our office and on an ongoing basis we will receive periodic updates. The trustees are going to see if an Excel file will be able to be downloaded. The Tax Office has completed the work to eliminate their clearing account. We will have the treasurer merge it into the General Fund.

Code, Compliance & Health Office: Week of 03/03/25 – 03/07/25

This week the Land Use Office received 19 new applications for permits and issued 23 permit applications.

Building Permits - In (5) Out (4)

Demolition Permits – In (0) Out (0)

Mechanical Gas Permits – In (4) Out (4)

Electrical Permit – In (7) Out (7)

Plumbing Permits – In (4) Out (4)

Total Permits: ***IN – 19 OUT - 23***

Department of Public Works

Facilities/Grounds: The facilities and grounds crew brought copper and metal to Bristol for the Transfer Station. Dirt was cleared from the parking lots at the school. Snowbanks were moved back with the backhoe. Cabinets were installed at the Police Department and a countertop was installed. The crew met with the contractor for the Function Hall regarding ADA bathroom. Weekly building checks, trash and recycle pick up. Oil/Propane tank readings. Drains were treated at the Public Safety Building. New guides installed in the snow blower.

Fleet: The mechanics checked truck 3 batteries/charging issue. Truck 10 sander control was checked. Replaced O rings in quick connects on truck 9. Equipment 12 fluids checked. Greased truck 7 front wing and piston. Truck 1 and 24 electric problems addressed. The compactor was repaired at the Transfer Station.

Highway: The highway crew checked and treated roads townwide after the winter weather. Brush was burnt. Snow was cleared. After the heavy wind, trees were cleared. Waste oil was pumped. The wood chip trailer was loaded. Welded plow on truck 15.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 1 container of municipal solid waste = 5 tons, 6 containers of construction and demolition = 30 tons. The compost pile was aerated to increase the decomposition of the yard waste. Vehicle counts: Monday 253, Tuesday 241, Friday 303, Saturday 342, Sunday 188 total vehicles served 1327 = 37 per hour.

Public Safety Building

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

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	164	211	+28.66%	1501	1713	+14.12
Log Entries	283	363	+28.27%	2746	3215	+17.08
Arrests	7	2	-71.43%	22	25	+13.63%
MV Accidents	2	4	+100%	49	24	-51.02%
MV Stops	67	55	-17.91%	286	446	+55.94%
Offense Reports	2	3	+50%	16	28	+75%

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	6
Admin Services	3	Found / Lost Property	1
Alarm Commercial	4	Good Morning Project	4
Alarm Residential	8	Harassing Message	0
Assault	0	Juvenile Issue	1
Assist Citizen	29	Lost / Missing Person	0
Assist Motorist / Disabled MV	7	Medical Emergency	2
Assist Other Agency	6	Motor Vehicle Complaint	0
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	21	Police Information	3
Burglary	0	Repossession	1
Burn Permit	0	Road Hazard	4
Call for Local PD / Officer	2	Paperwork Service	1
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	2	Suspicious Activity	4
Criminal Records Check	7	Theft / Larceny / Fraud / Forgery	4
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	10	Warrant Check	2
Disturbance	0	Welfare Check	2
Domestic Animal Related Call	2		
Domestic Disturbance	0	SWAT Call – Out	0

Community Policing: Nothing to report.

Policy Update: Nothing to report.

Training: Officer Derick Jones completed his 8th week at the Part-Time Police Academy.

Upcoming Events: Nothing to report.

Moultonborough Fire Department: For the period of 03/03/2025 to 03/09/2025, there were twenty-two calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	3
Series 400	Hazardous Conditions-No Fire	6
Series 500	Service Calls	6

Series 600	Good Intent	5
Series 700	False Alarms & False Calls	2
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 190

Percent of Increase from 2024: >18.75%

Mutual and Automatic Aid:

- **Automatic Aid:** two incidents received automatic aid from Center Harbor
- **Mutual Aid:** none

Overlapping Incidents:

- **Total Overlapping Incidents:** ten
- **Year to Date:** 21
- **Percentage of Call Volume:** 11% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** None

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 21 seconds
- **Average Response Time:** 10 minutes

Inspections:

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

Operations:

March 5:

- The Day shift conducted technical rescue training on rope rescue equipment. Lt. Gatherum reviewed equipment, building hauling systems and patient packaging.



March 6:

- The Chief and Day shift performed a Daycare inspection at 903 Whittier Highway

March 7:

- Chief Bengtson provide instructions and training for Library staff on how to perform monthly checks of fire extinguishers, emergency and exit lighting.

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 PM 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, 6:00 PM-7:30 PM 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 Tai Chi is back! Tai Chi is a series of gentle exercises and stretches with each posture flowing into the next without pause ensuring the body is in constant motion. Our Board-Certified

Instructor Ernie Graffam returns for a spring session beginning on April 8 at Moultonborough Recreation. This class runs through May 29 on Tuesday and Thursday evenings 6:00 PM-7:00 PM for a total of 16 classes. Participants are asked to bring sneakers or flat sole shoes, wear comfortable clothing and bring a 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.

Program information for Summer RECKing Crew is now available on the Summer Happenings page of our website!

Our Summer RECKing Crew program will run from June 23-August 15 at Kraine Meadow Park, 8:00 AM – 4:00 PM. Children ages 5-12 are eligible for this program. Be sure to take advantage of the 'FORMS ONLY' option to pre-fill necessary details before registration opens on April 8. See our website or 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, 6:00 PM-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 6:00 PM -8:00 PM at Moultonborough Central School. Games will be held on April 4, and May 2. You can choose to attend either or both 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 AM -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, 10:00 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, 1-4pm 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 4 continues 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.

Planning and logistics are ongoing to our Summer RECKing Crew program.

The hiring process for our summer staff continues.

Planning and logistics have begun for the annual Memorial Day activities.

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

In the coming weeks, the Moultonborough Library invites all to a variety of special programs: an evening craft workshop where you'll go home with your own handmade tissue paper flowers, also a book group discussion, a presentation by a local author, an armchair excursion to Ireland, and a technology workshop on how to save, organize, and share your photos. All this in addition to our regularly scheduled programs. [See our recently published March newsletter for a full list of activities.](#)

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:

- Monday, March 17, 10 to 11:30 am. **Tales and Travel Memories: Ireland.** [Register here.](#)
- Tuesday, March 18, 5pm. **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 19 & 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 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 20, 2025 @ 5:00 PM
- Thursday, March 27, 2025 @ 5:00 PM (Work Session)

Department Head Meetings:

- 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

-  **Saturday, March 15, 2025, the Transfer Station will not open until after the Town Meeting adjourns.**