

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** March 17, 2025

*Carter*



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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 Agenda/Workshop Items:** This section is for items not needing full memorandum or in need of supplemental comment.

Section VI. I. The question is whether or not you wish to extend the existing contract for one more year or bid the project out again. This decision could impact the start of the Pathway project.

**Weekly Activities:** Most activities were related to final preparations for the ATM, follow-up on the same (see memo to DHs), final preparation of the bid package for the Tax Deeded Lands and some editorial review of the TA search documents. I've received the updated price proposal for concrete work at States Landing and the chemical toilet system and am putting some final revisions touches on that bid package to be advertised on 03/27.

**Finance:** This past week Finance began discussions with MRI to change over the general ledger numbers to coincide with the Department of Revenue Administration. It will be a process that will greatly benefit all. When this transition is completed, we will begin transforming payroll to map the employees into the correct accounts. We are at the final stages with the Reconciliation module which enables a more professional reporting of the accounts. The Tax office has completed the last step to enable them to process directly into the general fund. I will say it is going seamlessly. Thank you to Ashley and her department for their support with this.

### Code, Compliance & Health Office: Week of 03/10/25 – 03/14/25

This week the Land Use Office received 23 new applications for permits and issued 16 permit applications.

Building Permits - In (9) Out (2)  
Demolition Permits – In (0) Out (0)  
Mechanical Gas Permits – In (6) Out (6)  
Electrical Permit – In (6) Out (6)

Plumbing Permits – In (2) Out (2)  
Total Permits: **IN – 23**      **OUT - 16**

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew treated the school and town buildings from the snow squall. The Public Safety building was set up for voting elections. The heat issue was addressed with Arrow Equipment at the Transfer Station as well as a heat issue at the library. Town meeting set up. Truck 11 cleaned. Fire extinguisher inspections throughout town. Weekly building checks, trash and recycle pick up. Water softeners checked; water delivered.

**Fleet:** The mechanics welded/repaired packer box #6 at the Transfer Station. Performed preventative maintenance on car 181. Road call to Eagle Shores for truck 20 blow hydraulic hose. Jib boom was taken apart to replace the hoses. Truck 24 no start condition and truck 1 stop light issue. Paperwork was completed.

**Highway:** The highway crew loaded the wood chip trailer. Trees were cleaned up from the winds and trimmed. Town roads were posted. Trucks washed and the shop was cleaned. The Chipper was greased. Gravel was added and spread with the grader on Dodge Hill Road , Ben Ayers Road, Blake Road and Lees Mills Road.

### **Public Safety Building**

**Moultonborough Police Department:** 03/10/2025 to 03/16/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	211	202	-4.27%	1639	1915	+16.84%
Log Entries	363	353	-2.75%	3010	3568	+18.54%
Arrests	2	2	0%	23	27	+17.39%
MV Accidents	4	0	-100%	51	24	-52.94%
MV Stops	55	54	-1.82%	306	500	+63.40%
Offense Reports	3	5	+66.67%	18	33	+83.33%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	1	Fish & Game Call	0
Abandoned MV	0	Follow Up	7
Admin Services	11	Found / Lost Property	2
Alarm Commercial		Good Morning Project	2
Alarm Residential		Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	22	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	4
Assist Other Agency	13	Motor Vehicle Complaint	3
BOLO	0	OHRV Incident	0

Boating Incident	0	Parking Complaint	0
Building Check	7	Police Information	2
Burglary	1	Repossession	0
Burn Permit	0	Road Hazard	4
Call for Local PD / Officer	4	Paperwork Service	2
Civil Standby	1	Sex Offender Registration	0
Community Policing	4	Stalking	0
Complaint	0	Suicide / Attempted	1
Criminal Mischief	2	Suspicious Activity	2
Criminal Records Check	1	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	
Criminal Trespass	1	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	1
Detail		Violation of Protection Order	0
Directed Patrol	11	Warrant Check	1
Disturbance	1	Welfare Check	2
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 9th week at the Part-Time Police Academy.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Department:** For the period of 03/10/2025 to 03/16/2025, there were fifteen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	11
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	0
Series 600	Good Intent	0
Series 700	False Alarms & False Calls	3
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

**Total 2025 Incidents:** 205

**Percent of Increase from 2024:** >16.5%

#### **Mutual and Automatic Aid:**

- **Automatic Aid:** three incidents received automatic aid from Center Harbor
- **Mutual Aid:** Moultonborough provided mutual aid on three incidents, responding to Center Harbor, Meredith, and Sandwich.

**Overlapping Incidents:**

- **Total Overlapping Incidents:** two
- **Year to Date:** 23
- **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 one incident, providing an average of 1 firefighter per incident.

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

- **Average Reaction Time:** 83 seconds
- **Average Response Time:** 10 minutes

**Inspections:**

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

**Burning Permits:** The Lakes Region, including Moultonborough has been experiencing diminishing snow cover, a trend that raises concerns about increased the fire risk as the ground becomes exposed and the strong sun dries out the grass and leaves late in the winter and early spring. Without sufficient snow to act as a natural barrier, the potential for wildfires grows, making it essential to follow fire permit regulations. Residents are required to obtain a fire permit before kindling any fire or burning brush, except when the ground is fully covered with snow. This permit system not only ensures safe burning practices but also helps fire officials monitor and manage fire activity, reducing the likelihood of uncontrolled fires and protecting the state's natural resources. 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

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/>.

## **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](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.

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 of 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.

Moultonborough Recreation is gearing up for summer! Registrations for our Summer RECKing Crew program will open on Tuesday April 8 @ 9:00 AM. Save time on registration day by accessing the FORMS ONLY option on our website. This will enable you to complete the necessary forms prior to registration. Our Summer RECKing Crew program will run from June 23-August 15 at Kraine Meadow Park, 8am-4pm. Children ages 5-12 are eligible for this program. See the Summer Happenings page of our website for more information or call MRD at 603/476-8868.

Adult Indoor Cornhole continues! 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 6-8 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.

Moultonborough Recreation is gearing up for summer! Registrations for our Adult Outdoor Pickleball program will open on Tuesday April 1 @ 9am. Save time on registration day by accessing the FORMS ONLY option on our website. This will enable you to complete the necessary forms prior to registration. See the Summer Happenings page of our website for more information or 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 -2:00pm 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 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](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**

March is flying by, and we're already into the last two weeks of the month! Enjoy the second half of March with this line up for programs for all ages and interests.

We welcome local author, Claire Hebert-Dow on Thursday, March 20. Her talk will feature a therapy dog. Print copies of her book, *Saving Mama*, will be available for sale and will benefit K-9 comfort dog training programs.

The Diabetic Recipe Exchange on March 24 will focus on low-salt diet recipes instead of the spring recipes that were listed in the March newsletter.

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, 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.](#)
- Monday, March 24, 3:30 to 4:30 pm. **Diabetic Recipe Exchange. Focus: Low-Salt Diet.** [Register here.](#)
- Tuesday, March 25, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
- Tuesday, March 25, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music.** [Register here.](#)
- Thursday, March 27, 5:30 to 6:30 pm. **Evening Page Turners Book Discussion: *Inheritance*, by Dani Shapiro.** [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**

**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