

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Bothe
FROM: Carter Terenzini
Interim Town Administrator
RE: Weekly Report
DATE: April 7, 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

Weekly Activities: Subject to comment; It is my intent to televise bid openings – whenever it is practicable – with all bids after we complete the opening for the States Landing Bathroom Facility (the room was already reserved). This may require we modify our normal bid opening time to one least likely to have conflicts with scheduled meetings. Please advise ASAP if you have any concerns, together with what those might be, but... in this day of “transparency” being an oft used word for citizen awareness, I can’t think of an action more in keeping with that drive. We answered continuing questions on the land sales and began revisions to various SB polices for your consideration in an effort to conform them with the revised TA job description. We have received one specific referral from MMANH on the Fellow program and are working to see if we can fit him into some of our projects, especially given his geography (Somersworth). UNH and MMANH have asked if we might split up the projects and possibly be open to more than one Fellow to which I have responded in the affirmative at this point. As we have discussed, all that seems to be a barrier for us is geography but... We shall hope for the best. I had my Land Use meeting where we set some specific goals for the coming two-week period. I'll give you a more in-depth report after the next meeting. We drafted an Org Chart I believe reflects the TA job description and provides a clear sense of which department provides administrative support to which Board or Committee. [A big thanks to Alanna who dealt with me editing and editing and editing 😊]. Robin will review that with the DHs and we will try to have it before you on 04/15. Upon my return we will begin to draft the changes to various policies we believe align them with your actions on the job description. I personally don't see any big changes but would classify them as clarifications for the record.

Finance: Nothing to report.

Code, Compliance & Health Office: This week the Land Use Office received 29 new applications for permits and issued 30 permit applications.

Building Permits - In (9) Out (11)

Demolition Permits – In (1) Out (0)

Mechanical Gas Permits – In (5) Out (5)

Electrical Permit – In (9) Out (9)

Plumbing Permits – In (5) Out (5)

Total Permits: IN – 29 OUT - 30

Town Clerk: In the month of March 2025, the Town Clerk's office processed:

Motor Vehicle Registrations	1,055
Motor Vehicle Titles	142
Boat Registrations	154
Dog Licenses	262
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	27
Marriage Licenses	0
Aqua-Therm Permits	15
Articles of Agreement	0

We also processed wetlands applications, voter registrations, absentee ballot applications, assisted new residents with establishing residency, and prepared for the March 11th Town and School election, among other services. We also recently processed a citizen's request for 2,154 pages of public records. Every page had to be reviewed by the Clerk's office prior to disclosure to ensure compliance with privacy laws.

Meet Finn – our April 2025 Dog of the Month!



“Finn is a handsome Black Lab that came to our family at one year old. How could anyone give him up?? He still acts like a puppy at 10 ½ years old and he loves to be outside chasing balls, running in the woods or swimming in Lake Winnipesaukee. Finn might be large with a loud bark, but he is very gentle and loving. In the winter, he can often be found sitting on the lap of anyone sitting in a recliner. He truly loves his people and protects them by chasing away squirrels and birds in the yard.”

[Click here](#) for more information on our new Top Dog Contest (including prior monthly winners).

Dogs – Would you like to have your dog in the running to win Dog of the Year? It's simple – make sure your dog is licensed **by April 30th, 2025**, and they could be our 2026 Top Dog! **2025 dog tags are available now!**

Does your dog need their rabies vaccination between now and the dog licensing deadline?

The Town Clerk's office and the NH Humane Society are working together to provide a low-cost rabies and dog license clinic on Saturday, April 19th from 11:00am – 3:00pm right at the Town Hall. For just \$25 per pet, you can get your dog vaccinated against rabies and then visit the Town Clerk's office immediately afterward to license them (licensing fees below). [Pre-registration is encouraged but not required](#) (click the link for Moultonborough to pre-register). Please [review this flyer](#) from the NH Humane Society for further information.

During the rabies clinic, the clerk's office will be open for **dog licensing purposes only**.

Dog license fees are as follows:

- \$3.00 for the first dog owned by someone age 65 or older
- \$7.50 for all spayed/neutered dogs and puppies under 7 months of age
- \$10.00 for any unaltered dogs

The clerk's office accepts cash, checks, and credit/debit cards (with a 3% convenience fee).

Renew BEFORE the April 30th deadline to avoid late fees and fines and be entered to win our next Top Dog contest!

Boat Decals - The Moultonborough Town Clerk's office can now process boat registration renewals for the 2025 season. **To renew with us, please provide the following:**

- The government-issued photo ID of the person coming in to renew.
- One of the following:
 - The boat renewal letter from the NH DMV (add \$5 per boat to the amount due on the letter), signed by the primary owner.
 - Last year's registration, signed by the primary owner.
 - A completed and signed [Boat Registration Application](#).
- Payment. There is a \$5 boat agent fee added to all boat registrations that are processed by any town or marina.
 - Registering your boat in Moultonborough allows the town to keep more than just the agent fee, ensuring that more of your money stays local.
 - We can accept cash, checks made out to *Town of Moultonborough*, or cards (there is a 3% convenience fee added by your credit card company to all card transactions).

Due to a federal law, this year the New Hampshire DMV was required to redesign their boat decal system. You may notice that there will now be two sets of decals issued at the time of registration: one set of circular decals and one set of the familiar square decals that boat owners are used to.

See the photo below (which is printed on the back of the circle decals) for instructions on how to display both decals.

NEW HAMPSHIRE DEPARTMENT OF SAFETY NUMBER AND VALIDATION STICKER INSTRUCTIONS



Boat owners may also renew through our drop box or through the mail by providing the items listed above. Please include your phone number and a self-addressed, stamped return envelope if you choose to do this. Mail-in registration renewals can be sent to:

Moultonborough Town Clerk
P.O. Box 15
Moultonborough, NH 03254

Department of Public Works

Facilities/Grounds: The Facilities and Grounds crew picked up trash at Long Island Beach. Plowed and treated roads and parking lots after the snowstorm events, along with clearing and treating walkways. The Ice Rink buildings were cleaned. The layout of the Transfer Station was done for the Safety Bar installations. Weekly building checks continue along with trash and recycle pick up. Drains treated at the Public Safety Building. Paper products and water delivered to town buildings as needed.

Fleet: The mechanics worked on Truck 9 and 24 repairing their no start issue. Truck 24 and 10 sander bearings. Truck 24 & 20 built hoses. The mechanics assisted with the winter storm clean up. Truck 1 ABS sensor was repaired, and the shop was cleaned.

Highway: The Highway crew checked, plowed, and treated roads. Firewood was cut. Sand was hauled from Robinsons pit to the shop. Parts picked up in Concord.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycling = 10 tons, 8 containers of construction and demolition = 40 tons. The brush pile was burned, and the compost pile was turned. 24 cubic yards of foam were recycled. Vehicle counts: Monday 252, Tuesday 332, Friday 347, Saturday 328, Sunday 192 total vehicles served 1451 = 41 vehicles per hour.

Public Safety Building

Moultonborough Police Department: 03/31/2025 to 04/06/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	186	169	-9.14%	2143	2458	+14.70%
Log Entries	340	340	0%	3923	4606	+17.41%
Arrests	3	2	-33.33%	27	38	+40.74%
MV Accidents	5	1	-80%	60	33	-45%
MV Stops	56	52	-7.14%	375	652	+73.87%
Offense Reports	2	2	0%	31	40	+29.03%

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	7	Found / Lost Property	2
Alarm Commercial	1	Good Morning Project	5
Alarm Residential	3	Harassing Message	2
Assault	0	Juvenile Issue	0
Assist Citizen	19	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	4
Assist Other Agency	10	Motor Vehicle Complaint	1
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	3	Police Information	2
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	0	Paperwork Service	0
Civil Standby	3	Sex Offender Registration	0
Community Policing	1	Stalking	1
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	5
Criminal Records Check	4	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	1
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	2
Detail	0	Violation of Protection Order	1
Directed Patrol	13	Warrant Check	1
Disturbance	0	Welfare Check	1
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 12th week at the Part-Time Police Academy.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 03/31/2025 to 04/06/2025, there were thirteen calls for service: There were:

Series 100	Fires	1
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	5
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	3
Series 600	Good Intent	3
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 230

Percent of Increase from 2024: >5.5%

Mutual: to Wolfeboro for a building fire at 223 North Line Road.

and Automatic Aid: to Center Harbor for a motor vehicle accident on Whittier Highway.

Overlapping Incidents:

- **Total Overlapping Incidents:** three
- **Year to Date:** 27
- **Percentage of Call Volume:** 11.7% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** once

Call Staff Participation: Call firefighters responded to two incidents, providing an average of 2.5 firefighters per incident.

Reaction & Response Times with 24-Hour Coverage:

- **Average Reaction Time:** 134 seconds **
- **Average Response Time:** 11 minutes *

** Storm Delayed Responses
* Out of Town Responses

Inspections:

- **LP Above Ground Tanks & Piping:** 4 inspections conducted.
- **Fire & Life Safety Code Consultation:** 1 consultation provided
- **Supra Box Key Replacement** 1 replacement for new occupancy

Burning Permits: The return of snow cover has temporarily negated the need for fire permits. When the ground is covered with snow, no fire permits are required, and you may burn at any time. 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.

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. Or a <https://nh.burnsafeamerica.com/>;

Moultonborough Recreation Department

Egg hunting squad assemble! Moultonborough Recreation and Moultonborough Public Library are teaming up to offer the Annual Egg Hunt! Moultonborough children in grades 5 and below-preschoolers too-are invited to join us on Friday April 18 @ 6pm at Kraine Meadow Park for this free family friendly event! We'll supply the bag to collect your eggs, you bring your egg hunting skills. Pictures with the happy bunny, candy, fun, raffle, and prizes! Find the golden egg for your age group and win a grand prize! The hunt will be held outdoors, so participants are asked to dress for the elements. The rain date for this event is Saturday April 19. Call MRD for more info 603/476-8868.

Registrations for our Adult Outdoor Pickleball program are open. Sessions 1 & 2 of adult outdoor pickleball will be held on Mondays, Wednesdays, and Fridays at Kraine Meadow Park beginning on June 2. There will be two time slots available: 8:00am-9:30am and 9:30am-11:00am. Sign up for the dates and times that work for you! Pre-registration is required, and space is limited. Sign up online or in the Recreation office. See the Summer Happenings page of our website for more information or call MRD at 603/476-8868.

Moultonborough Recreation wants to take you out to the ball game! Join us on Saturday May 3 on a trip to historic Fenway Park to see the Boston Red Sox take on the Minnesota Twins from our outfield bleacher seats. We will depart MRD at noon and travel by town bus for the 4:10pm game. Return arrival back in Moultonborough is estimated at 10:00pm or later, depending on the length of the game. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. The fee includes transportation and game ticket. Food and beverages are not included in the fee. Call MRD for more info 603/476-8868.

Granite State Track and Field is back. This program is open to youth age 9-14 (as of 12/31/25). Events include dashes, runs, relays, standing long jump, running long jump and softball throw. Practices will be held Tuesdays and Thursdays at the MA track May 6-June 12. MRD staff and coaches will meet participants at MCS office at dismissal and walk them to the MA track. Parents will pick up at the MA track at 4:30pm. This program includes 'away' track meets. Rec staff does not provide transportation for meets and Rec staff will not meet the kids at MCS on meet days. Parents must provide transportation on meet days. See our website for practice and meet schedule.

Pre-registration is required. 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 open April 8. Our Summer RECKing Crew program will run from June 23-August 15 at Kraine Meadow Park, 8am-4pm. Children age 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.

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 Friday May 2 from 6-8 pm at Moultonborough Central School. 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.

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.

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.

Tai Chi begins this week.

MRD's after school program, Beyond the Bell, Session 4 continues this week.

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

Gardeners, get your soil tested by the UNH Extension program. There is a \$20 fee for the standard test. Test results should be back within 2-3 weeks. [See a downloadable test request form here](#), or pick up a print copy at the library.

Drop off your soil sample by Friday, April 14, 10 am. Instructions for the sample are on the test request form.

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.

Upcoming Adult Programs:

- Wednesday, April 9, 10 to 11:30 am. **Let's Talk About Grief: An Open Conversation.** Led by Lakes Region VNA. [Register here](#).
- Thursday, April 10, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, April 10, 5 to 7 pm. **Thursday Movie Night: Juror #2 (2024).** [Register here](#). Popcorn, pizza and soft drinks will be served. A \$2 donation per slice of pizza is appreciated.
- Tuesday, April 15, 2 to 3:30 pm, and Wednesday, April 16, 10 to 11:30 am. **Tech Workshop: Using Canva.com.** [Register here](#).
- Tuesday, April 15 and 23, 5 to 6:30 pm. **Craft and Chat: Felted Hens.** 2-week class. \$20 materials fee required for confirmation. [Pre-register here](#).
- Wednesday, April 16, 10:30 to 11:30 am. **Mystery Book Club: How to Solve Your Own Murder.** Print copies of the book are available at the library for checkout. [Register here](#).
- Thursday, April 17, 9 to 11 am. **Board of Library Trustees Meeting.** Open to the public.
- Thursday, April 17, 6 to 7 pm. **S.A.F.E. @ Home: Evaluating Safety, Access, Fits Needs, and Ease of Use of your Home.** [Register here](#).
- Tuesday, April 29, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
- 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, April 23, 10:15 to 10:45 am. **Music and Movement**
- Friday, April 18, 5:30 to 7 pm. **Egg Hunt with Moultonborough Rec Dept.**

- Saturday, April 19, 11 am to 12 pm. **Teddy Bear Spring Tea Party**
- Monday, April 28, 5:30 to 7:30 pm. **Teen Open Mic.**

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
 - April 9: **Puzzles & Games**
 - April 16: **Building with Lego**
 - April 23: **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:

- Tuesday, April 15, 2025 @ 5:00 PM
- Tuesday, April 22, 2025 @ 5:00 PM (Work Session if needed)

Department Head Meetings:

- Wednesday, April 16, 2025 @ 10:00 AM

Transfer Station Closure:

- Sunday, April 20, 2025 Easter Sunday (Closed)