

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Carter Terenzini  
Interim Town Administrator

**RE:** Weekly Report

**DATE:** May 5, 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:** We opened the multiple bids on the Tax Deeded properties (12 of 14 properties were bid upon). The Tax Collector and I met to review the outstanding taxes, interest and penalties and we may realize upwards of \$130k+/- . We had our weekly status review with the Land Use principles and updated the SB. While the position is “open until filled”, we did receive the hoped for 15 applications and for Town Administrator and begun the screening process as directed. The Head Librarian, HR Director and I met with our incoming Management Fellow. His start date will be on 05/20, and his priority projects will be the performance appraisal process and the volunteer handbook.

**Finance:** This past week the Finance Office worked on payroll as well as the MS-636, MS232 and uploaded the signed budget into the DRA. The final ARPA reporting was completed.

### Tax Collector

Following upon the great success with the sealed bid process of tax deeded property, we will be revisiting property that has been on hold for tax deeding, in the hopes that we will have another successful bid process down the road.

**Town Clerk:** In the month of April 2025, the Town Clerk’s office processed:

Motor Vehicle Registrations	1,173
Motor Vehicle Titles	175
Boat Registrations	332
Dog Licenses	214
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	15
Marriage Licenses	1
Aqua-Therm Permits	0
Articles of Agreement	1

We also processed wetlands applications, voter registrations, administered oaths of office for newly and reappointed town officers, worked on obtaining repayment for multiple bounced checks, and assisted new residents with establishing residency, among other services.

## Meet Leyna – our May 2025 Dog of the Month!



*“Leyna is a 9-year-old Long haired German Shepard. She enjoys her quiet life in Moultonborough, laying in the grass and barking at passersby, with her parents and 10-month-old human brother! Leyna was born on the summer solstice and loves the sunshine.”*

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

**Rabies & Licensing Clinic** – We had a successful first run of our rabies vaccination and dog licensing clinic here at Town Hall on Saturday, April 19<sup>th</sup>. We hope to continue offering this convenient opportunity in future years. We licensed 14 dogs during the event, and the Humane Society administered 23 rabies shots. We organized this event with the Humane Society in an effort to assist residents who may have a hard time getting to their veterinarian and the Town Clerk’s office during the week. We would like to extend a heartfelt *thank you* to the staff at the Humane Society and to Assistant Town Clerk Alana Gilson for taking time out of their weekend to make this clinic possible. We’d also like to thank the Select Board for approving the use of the Town Hall on a Saturday so we could host the event in such a convenient location!

**Dogs** – The statutory deadline for dog licensing was Wednesday, April 30<sup>th</sup>, 2025. All dogs that were licensed prior to May 1<sup>st</sup>, 2025, have been automatically entered into the Top Dog Contest. You can still license your dog in the month of May to avoid late fees and a civil forfeiture fine! The Town Clerk’s office will be contacting all owners of unlicensed dogs during the month of May in an attempt to help owners avoid late fees and fines. If dogs remain unlicensed by June 1<sup>st</sup>, a late fee of \$1 per month late will be applied to each late dog license. These \$1 late fees will accumulate each month until the license is renewed. In July, a civil forfeiture fine of \$25 will be applied to each outstanding dog license and will be delivered to the owner by the Police Department.

**Please license your dog ASAP to avoid these fees and fines or notify the Town Clerk’s office if you no longer own your dog!**

If your dog has received a rabies vaccination since the last time they were licensed, please be sure to send a copy to the Town Clerk’s office to help us make sure our records are accurate and up to date. If our

system shows your dog as having an expired rabies vaccination, you will not be able to renew the license until proof of a current rabies vaccination is shown.

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

Payment options are as follows:

- In Person
- Online
- Drop Box – located at Town Hall, just to the left of the front door.
- By mail – please mail to:

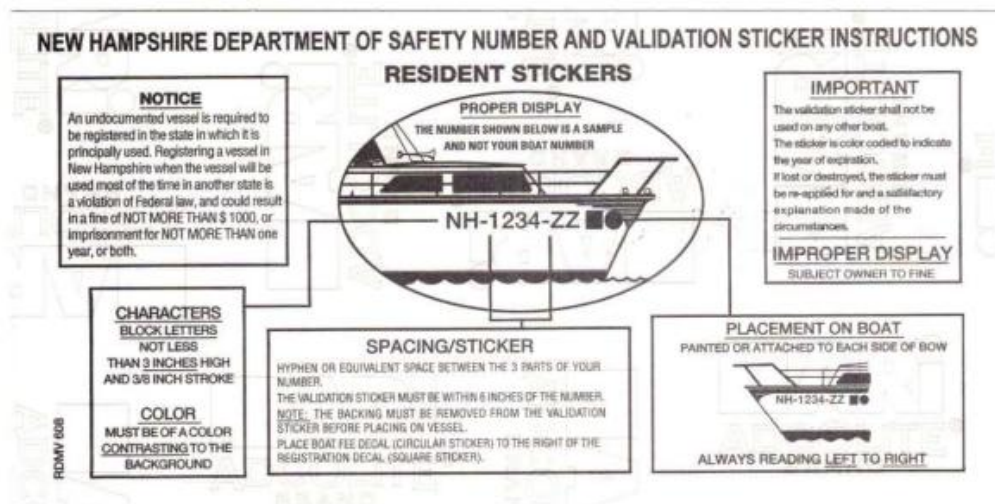
Moultonborough Town Clerk  
P.O. Box 15  
Moultonborough, NH 03254

**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.**



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:

### **Department of Public Works**

**Facilities/Grounds:** The Facilities and Grounds crew installed the ramp and dock at Lees Mills and the dock at States Landing. The library sign was removed, and the side of the hill was hydroseeded. Trees were removed at the library and replanted. Building checks continue. Trash and recyclables picked up. Krain Meadow park bathroom cleaned, and trash emptied. Veteran markers and flags distributed to cemeteries. Water and paper products delivered to all buildings.

**Fleet:** The mechanics repaired Eq. 35 for broom, Eq14 broken off grease fitting and Car 222 service and tires. Truck 4 tires, service Truck 11 and change out front tire. Truck 8 service, Z-Turn oil leak repaired. Wood chips loaded.

**Highway:** The highway crew marked spots on dirt roads to add gravel, driveway permits and marked culverts for cleaning. Leaves blown off Ferry and Wentworth Shores. A few crew members attended the Chainsaw Training in Pembroke. Culverts cleaned and gravel added to dirt roads. Full grade and watered Velma Road, Ferry, Cottage Jeremiah Smith and Tara. Trash bags from Earth Day picked up

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste=24 tons, 1 container of single stream recycle=5 tons, 8 containers of construction and demolition=40 tons and 1 container of mixed scrap metal.

The brush pile was burned, and the compost pile was turned.

Lakes Region Dance held a fund raiser event at the facility this past weekend. The donations will go towards dance competitions.

Vehicle counts: Monday 440, Tuesday 392, Friday 507, Saturday 481, Sunday 272 total vehicles served 1820 = 52 per hour.

## Public Safety Building

**Moultonborough Fire Rescue:** For the period of 04/28/2025 to 05/04/2025, there were twenty calls for service: There were:

<b>Series 100</b>	<b>Fires</b>	<b>1</b>
<b>Series 200</b>	<b>Overpressure, Explosion, Overheat-No Fire</b>	<b>0</b>
<b>Series 300</b>	<b>Emergency Medical &amp; Rescue Incidents</b>	<b>7</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>0</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>10</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>1</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>0</b>
<b>Series 800</b>	<b>Severe Weather &amp; Natural Disaster</b>	<b>1</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>

**Total 2025 Incidents:** 310

**Percent of decrease from 2024:** <7.7%

**Mutual:** to Sandwich twice for EMS incidents, once to Wolfeboro, cancelled en route.

**Automatic Aid:** none

### **Overlapping Incidents**

- **Total Overlapping Incidents:** none
- **Year to Date:** 34
- **Percentage of Call Volume:** 10.9% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** once

### **Call Staff Participation**

Call firefighters responded to eleven incidents, providing an average of 1.7 firefighters per incident.

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

- **Average Reaction Time:** 68 seconds
- **Average Response Time:** 7 minutes

### **Inspections**

- LP Above Ground Tanks & Piping: 4 inspections conducted.
- Place of Assembly inspection 2 inspections conducted.
- Supra Box Installation/Inspection 2 inspections performed.



## Operations:

- 4/28 The Duty Crew with IIA Fire Department Testing tested 6,585 feet of large diameter hose (LDH) at Playground Drive. This completes hose testing for the year with the Duty Crews testing 15,085 feet of hose. 250 feet of hose was removed from service after failing to meet the required pressure.
- 4/29 Tri-Town Training and annual fit testing was conducted on Tuesday with LRMFA Lt. Matt LaDuke performing self-contained breathing apparatus (SCBA) mask fit testing on Center Harbor, Moultonborough, and Sandwich firefighters. SCBA mask fit testing is an annual NFPA and OSHA requirement. Monthly tri-town training was conducted by Tuftonboro Captain Chris Morgan and Sergeant Alex Lopashanski of NH Fish & Game on using handheld GPS units for search & rescue, and calculating acres burned with brush fires. Training included a review of the GPS units owned by the various departments, their functions, and a skills drill, where personnel were given coordinates to navigate and find more coordinates. Firefighters had to locate three separate locations using their GPS units.



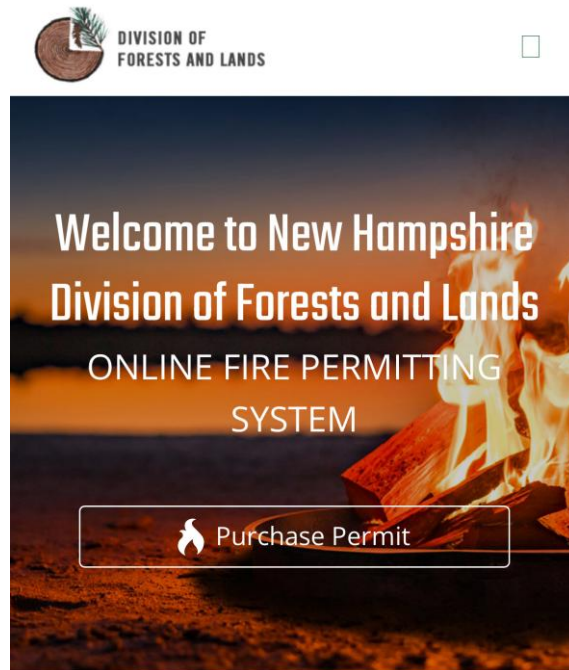
## Burning Permits

*What is an attended fire?*



## How to obtain a fire permit

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/>



### **The Town of Moultonborough Alerts!**

Stay Informed!! Sign up to receive emergency alerts that could directly impact you and your family.

The Town of Moultonborough can send you emergency alerts via text message, email, pager, or voice mail (in extreme cases), based on your preferences. It is important that we collect this contact information because many households no longer utilize traditional land-based telephone lines.

The system is intended to be used for emergency alerts, as well as non-emergency incidents that may have significant impacts on residents. Emergency Alerts could be related to specific hazards that require some kind of action be taken such as evacuation, shelter in place, boil water orders, etc. Non-emergency alerts could include significant transportation problems with prolonged impacts or significant ongoing police or fire activity. This list is not meant to be all inclusive and demonstrates that this system will not be used for routine information. In addition to receiving information on your wireless device, you may also receive notification on your land telephone line (if you have one) depending on the type of incident or event.

<https://public.alertsense.com/SignUp/?RegionId=2076>

**Moultonborough Police Department: 04/28/2025 to 05/04/2025**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	187	159	-14.97%	2882	3156	+9.51%
Log Entries	351	283	-19.37%	5236	5889	+12.47%
Arrests	1	2	+100%	36	45	+25%
MV Accidents	2	2	0%	69	40	-42.03%
MV Stops	62	45	-27.42%	510	857	+68.04%
Offense Reports	4	3	-25%	42	50	+19.05%

**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	0
Admin Services	5	Found / Lost Property	1
Alarm Commercial	1	Good Morning Project	5
Alarm Residential	5	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	16	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	3
Assist Other Agency	3	Motor Vehicle Complaint	5
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	0	Police Information	2
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	4
Call for Local PD / Officer	14	Paperwork Service	6
Civil Standby	1	Sex Offender Registration	0
Community Policing	1	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	7
Criminal Records Check	1	Theft / Larceny / Fraud / Forgery	2
Criminal Threatening	0	Training	1
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	4
Detail	1	Violation of Protection Order	1
Directed Patrol	0	Warrant Check	0
Disturbance	0	Welfare Check	2
Domestic Animal Related Call	3		
Domestic Disturbance	0	SWAT Call – Out	0

**Community Policing:** Nothing to report.

**Policy Update:** Nothing to report.



**Training:** Officer Derick Jones completed his 16th week at the Part-Time Police Academy.

**Upcoming Events:** Nothing to report.

### **Moultonborough Recreation Department**

Moultonborough Recreation's sold-out trip to Fenway Park to see the Boston Red Sox take on the Minnesota Twins happened on Saturday May 3. Mother Nature provided a beautiful day most of the way, and the Sox put up a strong effort. The brief rain delay did not dampen spirits, and our patrons were able to watch the Kentucky Derby on the big screen from their bleacher seats at Fenway!

Moultonborough's Memorial Day Procession and Remembrance Ceremony will take place on Monday May 26. The procession will step off from Blake Road at 10:00am and travel to Moultonborough Town Hall, where the Remembrance Ceremony will immediately follow. Ice cream will be served after the ceremony. This year marks the 20<sup>th</sup> anniversary of the Freedom Monument at the town hall where the ceremony takes place. We would like to extend an invitation to the veterans in our community. A special seating section will be reserved at the ceremony and veterans are welcome to join the procession as well. If you are interested in participating, please call Moultonborough Recreation Department at 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 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 aged 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.

Totally Toddlers continue. 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 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, 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.

Softball and Tee Ball programs are scheduled to begin this week.

Granite State Track and Field is scheduled to begin this week.

Tai Chi continues this week.

MRD's after school program, Beyond the Bell, Session 5 will begin this week.

Planning and logistics continue for the annual Memorial Day activities.

Bean Bag Baseball winter session ended last week. Plans are in the works for spring/summer Bean Bag Baseball.

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**

#### **Upcoming Adult Programs:**

- Thursday, May 8, 10:30 am to 12 pm. **Monthly Book Talk.**
- Saturday, May 10, 10:30 am to 12 pm. **Writing a Legacy Letter: Sharing your Values with your Loved Ones.** [Register here for this free workshop.](#) Sponsored by the Friends of the Moultonborough Library.
- Tuesday, May 13, 6 to 7 pm. **Live Free and Hike with Local Author Linda Magoon.** [Register here.](#) Sponsored by the Friends of the Moultonborough Library.
- Wednesday, May 14, 10 to 11:30 am. **Let's Talk About Grief: An Open Conversation.** Led by the Lakes Region VNA. [Register here.](#)
- Thursday, May 15, 6 to 7:30 pm. **Gardening Lecture Series - Invasive Species: A Balancing Act.** [Register here.](#) Sponsored by the Friends of the Library.
- Monday, May 19, 3:30 to 4:30 pm. **Diabetic Recipe Exchange.** [Register here.](#)
- Tuesday, May 20, 5 to 6:30 pm. **Kumihimo Bracelets.** \$11 materials fee required to confirm your registration. [Register here.](#)
- Wednesday, May 21, 10:30 to 11:30 am. **Mystery Book Club: *Catch of the Day*.** The author will attend the meeting! [Register here.](#)
- Thursday, May 22, 5:30 to 6:30 pm. **Evening Page Turners Book Discussion: *James*.** [Register here.](#)
- Tuesday, May 27, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music.** [Register here.](#)
- Saturday, May 31, 9 am to 1 pm. **Craft Materials Swap.** Drop off used craft materials like yarn, fabric, ink, and tools, by Friday, May 30, 12 pm. [Click here for a list of materials that are eligible for the swap](#)
- 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:**

- Saturday, May 17, 10 am to 12 pm. **Family Movie: *Moana 2*.**
- Wednesday, May 21 and 28, 10:15 to 10:45 am. **Music and Movement**

### **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
  - May 14: **Puzzles and Games**
  - May 21: **Building with Lego**
  - April 28: **Crafting - Foil Art and Perler Beads**
- 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!

The Friends' House Tour Fundraiser is back this year: 5 beautiful homes in Moultonborough on June 11, 9 am to 4 pm, \$40 per ticket. Tickets available for purchase at the library, or [via this secure online site.](#)

The library will be closed on May 26 in observance of Memorial Day.

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.

Follow us on Facebook and Instagram to keep up-to-date with our news. @MoultonboroughPublicLibrary

### **Upcoming Public Meetings:**

#### **Board of Selectmen Meetings:**

- Tuesday, May 06, 2025 @ 5:00 PM
- Tuesday, May 20, 2025 @ 5:00 PM
- Tuesday, May 27, 2025 @ 5:00 PM (Work Session if needed)

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

- Wednesday, May 07, 2025 @ 10:00 AM
- Wednesday, May 21, 2025 @ 10:00 AM

#### **Holiday Closure:**

- Monday, May 26, 2025 – Memorial Day