

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Carter Terenzini  
Interim Town Administrator  
**RE:** Weekly Report  
**DATE:** May 12, 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 have set a tentative closing date for the end of the month for eight of our tax deeded parcels having now received the formal waiver of the Balmoral Right of First Refusal. The remaining four parcels are all subject to a RoFR (3 in Suissevale and 1 by an Abutter). We will proceed as quickly as we receive either the execution or waiver of their RoFR. We have at least one parcel we retained at Town Meeting which abuts other Town lands (Transfer Station). We will prepare that merger application for your formal action. I conferenced with Counsel on the States Landing construction contract; she should have it all set for execution w/in a week. We have seen increased bid activity on Municibid w/the high bid being \$7,200 for the Chief's former vehicle at this point. We will have it for your action on the 20<sup>th</sup>.

**Finance:** This past week I processed A/P and attended the NHGFOA Conference where in addition to being on the training committee it was voted that I become a board member.

### **Code, Compliance & Health Office:** Week of 05/05/25 – 05/09/25

This week the Land Use Office received 19 new applications for permits and issued 9 permit applications.

Building Permits - In (11) Out (1)  
Demolition Permits - In (1) Out (1)  
Mechanical Gas Permits - In (5) Out (5)  
Electrical Permit - In (1) Out (1)  
Plumbing Permits - In (1) Out (1)

**Total Permits: IN – 19      OUT – 9**

## **Department of Public Works**

**Facilities/Grounds:** Last week the Facilities and Grounds crew moved equipment to Long Island for clean-up. The Public Safety fire side hose was repaired. Measurements were pulled for the Transfer Station concrete. Shannon Cemetery was mowed and trimmed. The grave was opened for the full burial on Saturday and then closed. Water was tested and brought to DES. Weekly building checks continue, trash and recycling were picked up throughout town buildings. Middle Neck Cemetery was cleaned, and Holland Hill Cemetery was mowed and trimmed. Water was distributed as needed.

**Fleet:** The mechanics completed paperwork last week. Truck 7 front brakes were adjusted and cleaned as well as cleaning out filters. Performed preventative maintenance on Car 181 and Car 223, inspection, and tires on Car 162. Boat demo for the kindergarten class at the Transfer Station. The engine light issue was addressed in Truck 9. Truck 1 front end repair orders completed. Truck 20 hoses set up to the bucket.

**Highway:** The Highway Department cleaned up behind the Garage. GMI ditching on Sibley Road. Beaver pipes cleaned. Checked driveways permits, marked culverts and catch basins for cleaning. Dirt roads checked for heavy washouts. Street sweeping through out town roads. Road signs fixed. Materials hauled to the shop and Winter sand pushed up.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 7 tons construction and demolition = 35 tons and 1 container of mixed scrap metal. 26 cubic yards of foam were recycled, brush pile was burned, and compost pile was turned. Vehicle counts: Monday 321, Tuesday 401, Friday 465, Saturday 341, Sunday 268 total vehicles served 1796 = 51 vehicles per hour.

## **Public Safety Building**

**Moultonborough Fire Rescue:** For the period of 05/05/2025 to 05/11/2025, there were seven calls for service: There were:

<b>Series 100</b>	<b>Fires</b>	<b>0</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>5</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>0</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>1</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>0</b>
<b>Series 900</b>	<b>Special Incident Type</b>	<b>0</b>

**Total 2025 Incidents:** 317

**Percent of decrease from 2024:** <8.9%

**Mutual:** to none.

**Automatic Aid:** none

**Overlapping Incidents:**

- **Total Overlapping Incidents:** none
- **Year to Date:** 70
- **Percentage of Call Volume:** 22.0% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** none

**Call Staff Participation:** Call firefighters responded to four incidents, providing an average of 1.5 firefighters per incident.

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

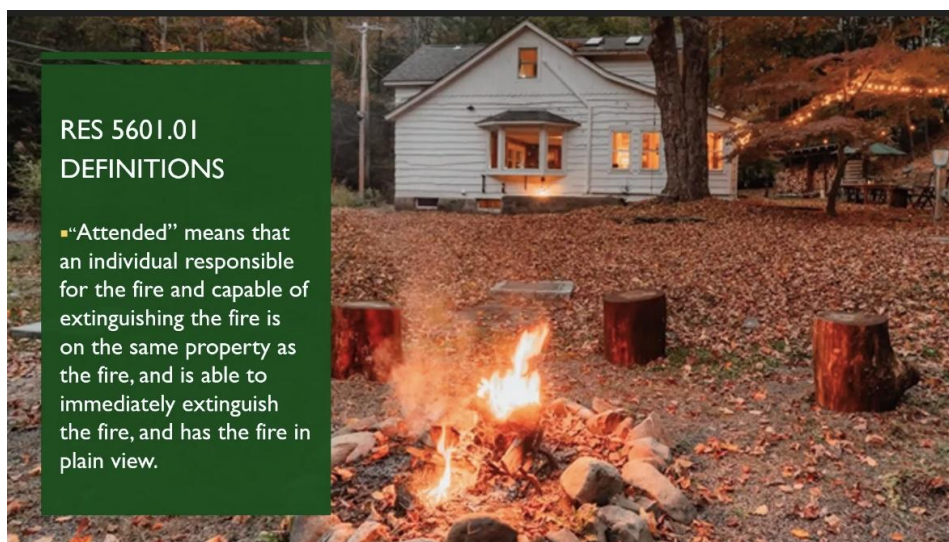
- **Average Reaction Time:** 109 seconds
- **Average Response Time:** 8 minutes

**Inspections:**

- LP Above Ground Tanks & Piping: 3 inspections conducted.
- Place of Assembly inspection 2 inspections conducted.

**Operations:** 5/9 Chief Bengtson attended the Lakes Region Mutual Fire Aid Executive Committee and Board of Directors meetings. 5/7 Moultonborough Central School Kindergarteners visited the fire station. The Department has been working on perfecting basic skills, one of which is searching for people in smoke-filled environments. This week the Duty Crews worked on Vent-Enter-Isolate-Search or VEIS. Firefighters with self-contained breathing apparatus (SCBA) masks obscured climb a ladder, clear out the window, enter a room, locate the door, check the hallway outside, then close the door and search the room to locate the victim and bring them to the window for removal and rescue. This action is performed when it is known that a person is trapped in a room and is unable to self-rescue.

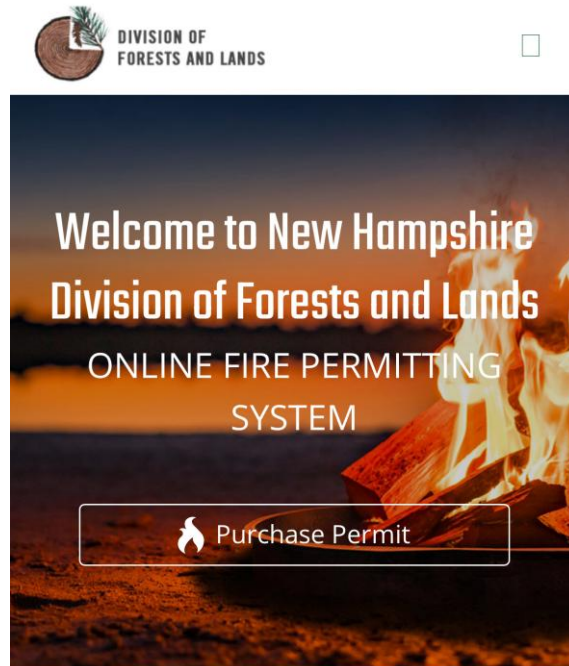
**Burning Permits:** *What is an attended fire?*



**RES 5601.01  
DEFINITIONS**

■ "Attended" means that an individual responsible for the fire and capable of extinguishing the fire is on the same property as the fire, and is able to immediately extinguish the fire, and has the fire in plain view.

**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: 05/05/2025 – 05/11/2025**

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	159	141	-11.32%	3046	3300	+8.34%
Log Entries	283	283	0%	5557	6175	+11.52%
Arrests	2	0	-100%	39	45	+15.38%
MV Accidents	2	1	-50%	69	41	-40.58%
MV Stops	45	49	+8.89%	547	906	+65.63%
Offense Reports	2	2	-33.33%	45	52	+15.56%

**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	5	Found / Lost Property	0
Alarm Commercial	1	Good Morning Project	4
Alarm Residential	2	Harassing Message	0
Assault	0	Juvenile Issue	1
Assist Citizen	10	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	2
Assist Other Agency	7	Motor Vehicle Complaint	0
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	1	Police Information	1
Burglary	0	Repossession	2
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	13	Paperwork Service	2
Civil Standby	0	Sex Offender Registration	0
Community Policing	4	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	0
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	0		
Domestic Disturbance	1	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'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.

Moultonborough Recreation's Free Summer Concert Series returns! Free concerts will take place at the Moultonborough Function Hall gazebo on Wednesdays @ 6:00pm, June 25 through August 13. Bring a picnic dinner, lawn chairs or a blanket. Relax and enjoy the show featuring awesome local talent. All concerts are free and open to the public. Donations to MRD's Scholarship Fund are welcome and appreciated. Schedule of performers will be posted on our website soon! Call MRD for more information 603/476-8868.

Save the Date for our Mother-Son Ice Cream & Fun event! Boys in grades K-5 and the mother (or mother figure stand in) can join us for an evening of games and goodies. More details to come!

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 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.

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 into before playing. 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.

Instructional Adult Pickleball was canceled due to lack of sign-ups.

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 continue this week.

Planning and logistics are ongoing for Tod Squad – a summer camp activity for toddlers and preschoolers – offered in partnership with the Moultonborough Public Library. More details to come.

Planning and logistics are ongoing for Beat the Heat, an early morning adult fitness class to take place this summer.

Planning and logistics continue 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**

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.

### **Upcoming Adult Programs:**

- 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!

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

### **Upcoming Public Meetings:**

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

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

#### **Department Head Meeting:**

- Wednesday, May 21, 2025 @ 1:00 PM

#### **Transfer Station Closure:**

- Monday, May 19, 2025 - CLOSED All Day for Staff Training

#### **Holiday Closure:**

- Monday, May 26, 2025 – Memorial Day