

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
Carter
FROM: Carter Terenzini
Interim Town Administrator
RE: Weekly Report
DATE: June 9, 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: Unfortunately, we have to report that 3 high bidders on the 2017 Ford Escape Interceptor have failed to close and Municibid recommends that we relist it. We did that for 2 weeks with a closing date of June 23, 2025. We are ever so slowly moving the Tax Deed closing forward. One of our recent hirers declined the final offer because it took too long. In the midst of revising procedure to address. We are in the process of exploring the use of THS Artificial Intelligence to produce minutes. There's a few hiccups with the first set of minutes but hoping with continued use that this can improve and we may be able to utilize it for more meetings in the future.

Finance: This past week I attended a Right To Know seminar which was very informative. I met with Bob Waldron from the Trustee of Trust Funds to discuss systems to streamline the accounting procedures and I went to a webinar for NHRS to learn the new procedures for adding new employees. Payroll and partial AP was processed.

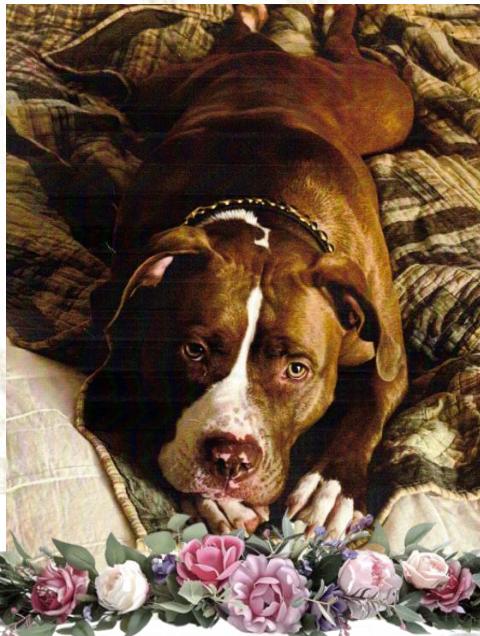
Town Clerk: In the month of May 2025, the Town Clerk's office processed:

Motor Vehicle Registrations	1,186
Motor Vehicle Titles	199
Boat Registrations	618
Dog Licenses	116
UCC Filings	29
Vital Records (birth/death/marriage certificates and/or divorce decrees)	41
Marriage Licenses	1
Aqua-Therm Permits	3
Articles of Agreement	0

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. Town Clerk Julia Marchand and Deputy Town Clerk Jennifer Boyll attended a regional workshop along with many other clerks and their staff from around the Lakes Region and White Mountains area, where representatives from the NH City & Town Clerks Association, DMV, Vital Records Division, and Secretary of State's office went over updated laws, guidelines, and procedures.

Meet Poco – our June 2025 Dog of the Month!



"RIP Poco. 2-Year-Old American Bully. Loved TV time and bedtime with Dad. Fastest recall ever and a perfect sit. You took a piece of my heart with you. Gone too soon."

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

Dogs – The statutory deadline for dog licensing was Wednesday, April 30th, 2025. All dogs that were licensed prior to May 1st, 2025, have been automatically entered into the Top Dog Contest. You can still license your dog in the month of June with minimal late fees to avoid a civil forfeiture fine! By Monday, May 12th, contact attempts had been completed for all owners of unlicensed dogs. A late fee of \$1 per month late has been 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 reduce these fees and avoid 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 ensure our records are 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
- By mail – please mail to:

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

- Online
- Drop Box – located at Town Hall, just to the left of the front door.

Did you know? The Town Clerk's office is now authorized to issue standard Veteran plates! Veterans will no longer need to wait in line at the DMV to receive regular Veteran plates – just bring your DD214 or other proof of honorable discharge along with a valid government-issued photo ID and any registration paperwork for new or renewal registrations. Please contact our office before coming in to ensure you have what you need.

Boat Decals - The Moultonborough Town Clerk's office has boat decals in stock and is ready to process boat registrations 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 facility and grounds crew opened and closed a full burial at Middle Neck Cemetery. The playground courts were cleaned. Opened and closed cremation burials. Picnic tables were set at the playground. Boiler inspections completed. Lines marked for parking at the playground. Mowed and marked lines at the Transfer Station. Weekly building checks continue. Mowing and trimming throughout town. Trash and recyclables collected.

Fleet: The mechanics replaced def sender and pump in 15-E-3 and preventative maintenance. Facility audit and work repair orders completed. Checked Eq 16 air conditioner system. Clean the condenser and recharge eq13 tires. First 500-hour service on Eq25 repaired and greased fitting port on tilt arm and blew out radiators. The wood chip trailer was loaded. New tires on the 6-ton trailer, service, fix lights and safety check. Car 162 service, changed tire, safety check and fixed a few bad spots on the body.

Highway: The highway crew cleaned bever culverts and sprayed for poison ivy. Grading, shouldering, and ditching continues. Rocks removed from roadways. The union meeting was held on Friday. Styrofoam was delivered to Gilford.

Transfer Station: This week we shipped out 1 container of municipal solid waste = 12 tons, 1 container of single stream recycling = 5 tons and 6 containers of construction and demolition = 30 tons. The compost pile was turned, and the brush pile was burned.

Public Safety Building

Moultonborough Fire Rescue: For the period of 06/02/2025 to 06/08/2025, there were seventeen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	8
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	3
Series 600	Good Intent	2
Series 700	False Alarms & False Calls	4
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 389

Percent of decrease from 2024: <8.3%

Mutual: none

Automatic Aid: twice from Tuftonboro

Overlapping Incidents:

- Total Overlapping Incidents:** none
- Year to Date:** 73
- Percentage of Call Volume:** 18.7% *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:** 128 seconds
- Average Response Time:** 11:00 minutes/seconds

Inspections:

- LP Above Ground Tanks & Piping:** 3 inspections conducted.
- Supra Box install/inspection** 1 install performed.

Operations:

5/26 Fire Department members participated in the Memorial Day Parade marching in the color guard.

6/3 Chief Bengtson attended the Lakes Region Mutual Fire Aid Communication Center Executive Committee meeting in Laconia. At the meeting it was reported that the move to the new communication center will be 18-24 months out.

6/4 Lt. Gravelle worked with the Duty Crew on boat training operations.

6/8 Members and veterans of the Fire Department attended a Celebration of Life for retired fire chief Richard Plaisted at the Moultonborough Function Hall. Chief Plaisted was the Town's first full-time fire chief, serving from 1994 to his retirement in 2004. He served the community for over 30 years in many capacities with scouting, senior meals, and the historical society.

Burning Permits:

What is a Category 1 fire?

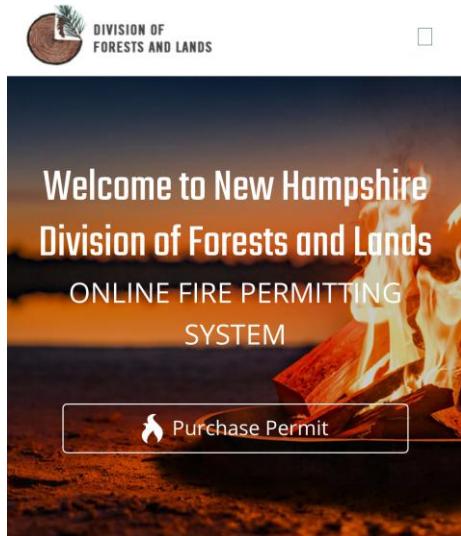
"Category 1 Fire" means a small, controlled fire, such as a camp or cooking fire, no greater than 2 feet in diameter contained within a ring of fire resistive material or in a portable fireplace, except for public & private campgrounds or picnic sites, located at least 25 feet from structures.

A Category 1 fire, conditions permitting, may be kindled with a permit at any time or day whether it is raining or not.



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



The Town of Moultonborough Alerts!

Emergencies happen when we least expect them, and staying informed is the key to keeping your family safe. The Town of Moultonborough offers real-time emergency alerts via text, email, pager, or even voice calls in extreme situations—so you are never left in the dark when it matters most.

With many households moving away from traditional landlines, registering your contact information ensures you receive crucial updates when they happen. Whether it is an emergency evacuation, shelter-in-place order, boil water advisory, or major transportation disruptions, this system will provide timely notifications to help you respond effectively.

Signing up is easy and free—do not wait until disaster strikes. Be proactive and stay connected to vital updates today!

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: 06/02/2025 to 06/08/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	235	188	-20%	3848	4094	+6.39%
Log Entries	412	334	-18.93%	6892	7623	+10.61%
Arrests	5	4	-20%	57	71	+24.56%
MV Accidents	1	2	+100%	85	48	-43.53%
MV Stops	88	68	-22.73%	674	1169	+73.29%
Offense Reports	4	5	+25%	61	66	+8.20%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	0	Follow Up	3
Admin Services	2	Found / Lost Property	2
Alarm Commercial	2	Good Morning Project	5
Alarm Residential	7	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	15	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	4
Assist Other Agency	5	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	4
Building Check	1	Police Information	0
Burglary	0	Repossession	1
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	10	Paperwork Service	0
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	0
Criminal Records Check	0	Theft / Larceny / Fraud / Forgery	2
Criminal Threatening	0	Training	1
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	2	VIN Verification	1
Detail	1	Violation of Protection Order	1
Directed Patrol	13	Warrant Check	0
Disturbance	0	Welfare Check	5
Domestic Animal Related Call	6		
Domestic Disturbance	2	SWAT Call – Out	1

Community Policing: Nothing to report.

Policy Update: Nothing to report.

Training: Nothing to report.

Upcoming Events: Nothing to report.

Moultonborough Recreation Department

Mothers and sons braved the downpours on Friday to attend our annual Mother-Son Ice Cream and Fun event. Despite the weather, the indoor activities—cornhole, ladder ball, and soccer—were filled with friendly competition, with both moms and sons participating with enthusiasm.

Moultonborough Recreation's Summer Concert series returns Wednesday June 25! Free concerts featuring awesome local talent will perform at the Moultonborough Function Hall Gazebo Wednesday evenings at 6:00pm June 25 through August 13. Bring a picnic dinner and lawn chairs or a blanket. Relax and enjoy the show. Will Bird will kick the series off on June 25. Will is a singer-songwriter from Moultonborough, playing original music as well as covers of everything from folk and country to rock & roll. All concerts are free and open to the public. Donations to the MRD Scholarship Fund are welcomed and appreciated. See our website for the full schedule of performers. Call MRD for more info 603/476-8868.

Adult Bean Bag Baseball will continue this summer! Join us Friday evenings, 6-8pm at the Moultonborough Function Hall for this fast-growing pastime. Bean Bag Baseball is played between two teams, each trying to score as many runs as possible each inning. Players toss bean bags underhand at a modified standing board, similar to a cornhole board. The rules closely follow those of a traditional baseball game. No prior experience needed – anyone can learn to play. See our website for schedule dates – you choose which dates when you register. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

MRD is pleased to offer Beat the Heat Adult Fitness this summer! Join Certified Personal Trainer Karen Bartley for a 6-week strength session to get you ready for the summer months. Outdoor classes will take place Monday mornings @ 6:30am, July 7 through August 11 at Kraine Meadow Park. Each week will be a full body workout, starting with some mobility work on the mat, followed by strength work with weights and a spicy finisher! It will leave you feeling ready for all your summer activities. Participants should bring a set of weights, a hat, water and be ready to try new things. MRD has mats and weights to borrow – call our office for more info. Pre-registration is required, and space is limited. Sign up online or in the Recreation office. 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. There are 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.

Summer is on our doorstep! Registrations for our Summer RECKing Crew program are open. Our Summer RECKing Crew program will run from June 23-August 15 at Kraine Meadow Park, 8am-4pm. Extended day hours are limited, but may be available. 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 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 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 conclude next week.

Granite State Track and Field concludes this week.

MRD's after school program, Beyond the Bell, Session 5 continues this week and will conclude for the school year next 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 summer programming: Adult Softball, Adult Cornhole Adult trips and more!

Logistics and planning are ongoing for MRD programming, trips, activities, and events.

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

Our Summer Reading Program kicks off on June 23, with the theme Color Our World. Get ready to color your world with lots of new books, fun programs, and fabulous prizes. More information on our website, moultonboroughlibrary.org

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, June 11, 10 to 11:30 am.. **Let's Talk About Grief: An Open Conversation.** [Register here.](#)
- Thursday, June 12, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, June 12, 11 am to 12:30 pm. **Friends' Literature Discussion: Heavy.** Print copies of the book are available at the library for checkout. [Register here.](#)
- Tuesday, June 17, 1 to 2:30 pm, and Wednesday, June 18, 10 to 11:30 am. **Tech Class: Next Steps with Canva.** Hands-on workshop for users comfortable with the Canva graphic design website. Bring your laptop. [Register here for one of the classes.](#)
- Wednesday, June 18, 10:30 to 11:30 am. **Mystery Book Club: The House in the Pines.** Print copies are available at the library for checkout. [Register here.](#)
- Wednesday, June 18, 6 to 7 pm. **What's in Your Well? Water Safety with NH Public Health.** [Register here.](#)
- Thursday, June 19, 9 am to 12 pm. **Board of Trustees Meeting.** Open to the public.
- Thursday, June 19, 5:30 to 6:30 pm. **Evening Page Turners Book Discussion: Grey Bees.** Print copies are available at the library for checkout. [Register here.](#)
- Thursday, June 19, 6 to 7 pm. **Landscape of Veteran's Benefits.** [Register here.](#)
- Monday, June 23, 3:30 to 4:30 pm. **Diabetic Recipe Exchange and Salad-A-Day Kickoff.** [Register here.](#)
- Tuesday, June 24, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music.** [Register here.](#)
- Wednesday, June 25, 9:30 am to 2 pm. **Tri-County Community Action Program Drop-In**
- Wednesday, June 25, 3:30 to 4:30 pm. **Cookies and Conversations: Accessible Spaces.** [Register here.](#)
- Wednesday, June 25, 5:30 to 8 pm. **Women in the Woods: Intro to Mapping.** [Register here.](#)
- Thursday, June 26, 6 to 7 pm. **Local Author Talk - Ana Hebra Flaster: Property of the Revolution: From a Cuban Barrio to a NH Mill Town.** [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:

- Thursday, June 12, 11 to 11:30 am. **Stories at the NH Boat Museum.** 130 Whittier Highway (Rt. 25), Moultonborough
- Monday, June 16, 5:30 to 7:30 pm. **4 H Science Summer Series Informational Session**

- Monday, June 23 and 30, 11 to 11:30 am. **Story Time at Castle in the Clouds.**
- Monday, June 30, 5:30 to 7 pm. **Summer Reading Program Sign Up**

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 28: **Crafting - Foil Art and Perler Beads**
 - June 11: **Puzzles and Games**
- 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, June 17, 2025 @ 4:45 PM Non-Public
- Tuesday, June 17, 2025 @ 5:00 PM
- Tuesday, June 24, 2025 @ 5:00 PM (Work Session if needed)

Department Head Meeting:

- Wednesday, June 18, 2025 @ 10:00 AM

Holiday Closure:

- Friday, July 4, 2025 – All Offices CLOSED