

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: August 18, 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 Update: This week, I'll be holding my first department staff meeting to help set expectations and strengthen communication across all teams. Over the past several days, I've met with various departments and Town Board committees to get up to speed on current projects and address immediate priorities. I've also been working closely with the Finance Director and Human Resources Director with some discussions on the budget process and internal procedures, among other important matters. Looking ahead, I'll be seeking input and guidance from the Board on FY27 priorities and our overall budgeting philosophy, so we can collaboratively begin planning for the next fiscal year. We were pleased to welcome Bruce Woodruff back as Interim Town Planner — his experience is already proving to be a valuable asset. I want to thank our staff for their continued support and responsiveness as I work through a steady flow of decisions and communications each day. Yes, I ask a lot of questions — and I appreciate everyone's patience and insight along the way.

Finance: Payroll software update – met and trained with software professionals. Mirrored last payroll successfully. Completed accounts payable for the week. Worked on reconciliations, year end and select board Q4. Met with NHGFOA.

Code, Compliance & Health Office: Week of 8/11/2025 - 8/15/2025

This week the Land Use Office received (18) new applications for permits and issued (23) permit applications. In addition, the Code Enforcement Office received (3) citizen complaints and resolved (4) open complaints and conducted (35) Inspections related to building construction and complaint investigations.

Permits:

Building Permits	In (4) Out (10) Denied (3)		
Demolition Permits	In (1) Out (0)		
Mechanical Gas Permits	In (9) Out (8)		
Electrical Permit	In (3) Out (4)		
Plumbing Permits	In (1) Out (1)		
Total Permits:	<i>IN – 18</i>	<i>OUT – 23</i>	<i>DENIED - 3</i>

Inspections:

Electrical Rough - 11

Plumbing - 3

Final CO/Approvals - 4

Gas Piping - 1

Complaint Investigation - 3

Fire Department Assist/Emergency Incident Follow up - 2

Site Visit/Consultation - 3

Insulation - 2

Footings/Foundation/Slab - 4

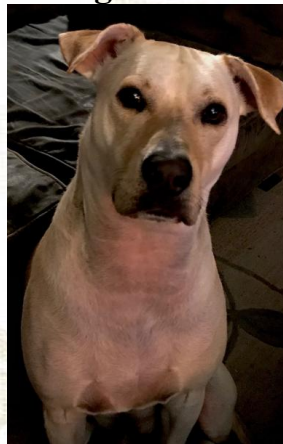
Framing - 1

Mechanical Non-Fuel Gas - 1

Total Inspections: 35**Town Clerk:** In the month of July 2025, the Town Clerk's office processed:

Motor Vehicle Registrations	1,206
Motor Vehicle Titles	210
Boat Registrations	177
Dog Licenses	55
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	21
Marriage Licenses	6
Aqua-Therm Permits	13
Articles of Agreement	1

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

Meet Aaden – our August 2025 Dog of the Month!

“Aaden is our 3-year-old Cunucu, we got him as a puppy from the beaches of Aruba. He immediately stole our hearts. He loves sniffing on long walks looking for deer, playing fetch with his ball and cuddling. He isn't a fan of fireworks or rain but will sunbathe for hours in the summer. He is most happy by our side or trying to sneak a bite of a good donut.”

[Click here](#) for more information on our 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 July, however civil forfeiture fines of **\$25.00 per unlicensed dog, plus late fees** will now apply for late license renewals. Civil forfeiture notices have been delivered to the Moultonborough Police Department, and officers have been visiting owners of unlicensed dogs to notify them of the fines. If you receive one of these notices, please bring it with you to the Town Clerk's office when you come in to license your dog(s).

Please license your dog ASAP to reduce these fees 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% fee collected by your credit card company).

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.

On Monday, September 8th, all town employees have mandatory training. The Town Clerk's staff will be staggering our attendance between two sessions of the training, but this means that we will be low staffed for much of the day. Please plan accordingly.

Department of Public Works

Facilities/Grounds: The facilities and grounds crew mulched at States Landing and trimmed the gardens. The beaches were raked. Desks moved around in the Town Hall. Highway Garage parking lot was cleared for crack sealing. Urinal removed from the Function Hall. Pickleball and walking paths cleaned off. Weekly building checks trash and recyclables picked up. Cemeteries mowed and trimmed as well as the Transfer Station field.

Fleet: Transmission issue diagnosed in 15-R-2. Turbocharger in 15-R-3 addressed. Eq39 track noise and wear complaints looked into. Road test on 15-R-2. Truck 5 sander wiring installed. Truck 3 DPF sensor tested, and parts ordered. Skid broom broken wire repaired.

Highway: The highway crew ditched Red Hill Road, Ferry Road, Wentworth Shores, Blacks Landing, Bradbury, Caverly, Bodge and the Long Island boat grand was graded. Driveway permits checked. Gravel marked in parking lot.

Transfer Station: This week we shipped out 4 containers of municipal solid waste = 48 tons, 3 containers of single stream = 15 tons, 10 containers of construction and demolition = 50 tons. There was no brush burning this past week due to the high fire danger. The compost pile was turned. Lakes Region Dance held a very successful fund raiser this past weekend at the Transfer Station. All the donations will be going towards their dance competition. Vehicle counts: Monday 696, Tuesday 606, Friday 779, Saturday 535, Sunday 357 total vehicles served 2973 = 84 per hour.

Public Safety Building

Moultonborough Police Department: 08/11/2025 to 08/17/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	278	267	-3.96%	6213	6626	+6.65%
Log Entries	455	404	-11.21%	10678	11684	+9.42%
Arrests	7	8	+14.29%	89	120	+34.83%
MV Accidents	3	4	+3.33%	122	98	-19.67%
MV Stops	38	57	+50%	1168	1778	+52.23%
Offense Reports	5	3	+40%	99	97	-2.02%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	4
Abandoned MV	0	Follow Up	5
Admin Services	5	Found / Lost Property	0
Alarm Commercial	0	Good Morning Project	4
Alarm Residential	2	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	52	Lost / Missing Person	1
Assist Motorist / Disabled MV	2	Medical Emergency	10
Assist Other Agency	17	Motor Vehicle Complaint	6
BOLO	0	OHRV Incident	1
Boating Incident	0	Parking Complaint	2
Building Check	0	Police Information	1
Burglary	0	Repossession	1
Burn Permit	0	Road Hazard	5
Call for Local PD / Officer	7	Paperwork Service	2
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	5
Criminal Records Check	6	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	1	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	1
Detail	0	Violation of Protection Order	0
Directed Patrol	9	Warrant Check	1
Disturbance	2	Welfare Check	5
Domestic Animal Related Call	12		
Domestic Disturbance	1	SWAT Call – Out	0

Community Policing: Nothing to report.

Policy Update: Nothing to report.

Training: Nothing to report.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 08/11/2025 to 08/17/2025, there were thirty-seven calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	16
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	3
Series 600	Good Intent	11
Series 700	False Alarms & False Calls	5
Series 800	Severe Weather & Natural Disaster	1
Series 900	Special Incident Type	0

Total 2025 Incidents: 691

Percent of decrease from 2024: <4.6%

Mutual:

1. Given to Center Harbor for medical call on Kelsea Ave

Automatic Aid: Given

1. To Center Harbor three times for fire alarm, dispatched and cancelled en route.

Automatic Aid: Received

1. From Center Harbor, Holderness, and Sandwich for a boat sinking on Squam Lake
2. Tuftonboro for a fire alarm Pine Needle Lane in Bald Peak.
3. Center Harbor, Meredith, Gilford, and Tuftonboro for a water rescue on Lake Winnepesaukee

Overlapping Incidents:

- **Total Overlapping Incidents:** ten
- **Year to Date:** 116
- **Percentage of Call Volume:** 16.7% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** once

Call Staff Participation:

Call firefighters responded to eight incidents, providing an average of 1.6 firefighters per incident.

Reaction & Response Times with 24-Hour Coverage:

- **Average Reaction Time:** 109 seconds
- **Average Response Time:** 9:24 minutes/seconds

Inspections:

- LP Above Ground Tanks & Piping: 4 inspections conducted.
- Supra Box Installation/Inspection 1 install performed.

Operations:

- 8/11 Moultonborough Fire Department personnel were requested to assist the police in the search for a missing person on Wellwood Road. Firefighters conducted a land and water search in the area for approximately two hours. The following morning, the body of Forrest Wells was recovered near the shoreline. His death is believed to have been the result of an accidental drowning.
- 8/15 Moultonborough, Center Harbor, Holderness, and Sandwich Fire Departments were dispatched to a report of a boat sinking on Squam Lake near Diamond Island. The Holderness fireboat was first to arrive on scene and confirmed that the vessel had submerged. The two occupants had been safely rescued by a nearby boat and were transferred to the Holderness fireboat without injury. Moultonborough crews deployed a buoy to mark the location of the sunken vessel and remained on scene in support of recovery operations until the boat was raised and removed from the water.



- 8/17 Moultonborough firefighters were dispatched for a water rescue on Lake Winnepesaukee near Hull Island for an overturned boat with a person standing on the hull. This area of the lake is an automatic aid response area bringing fireboats from Gilford, Meredith, Center Harbor and Tuftonboro in addition to Moultonborough. First responders on land were able to determine that the boat was a catamaran and the sailor was assisted by a passing PWC to get the boat righted and underway again. All responding fireboats were cancelled en-route.

Burning Permits:

What is a Category 1 fire?

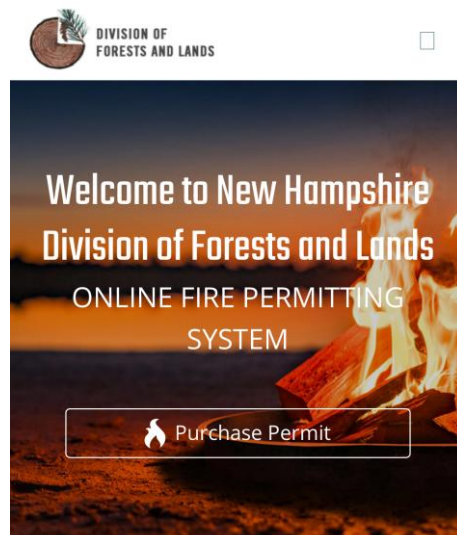
"Category 1 Fire" means a small, controlled fire, such as a camp or cooking fire, no greater than 2 feet in diameter contained within a ring of fire resistive material or in a portable fireplace, except for public & private campgrounds or picnic sites, located at least 25 feet from structures.

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/>



Fire Danger:

Due to a lack of widespread rainfall, the Moultonborough area and the Lakes Region of New Hampshire are experiencing increasingly dry conditions that can lead to the easy ignition and rapid spread of fire. As a result, the New Hampshire Forest Rangers have declared a Very High Fire Danger level for most of the state. Residents and visitors are urged to use extreme caution with any outdoor burning or fire-related activities. However fires are still permitted.

Fireworks:

Statewide Rules

- Age Requirement: You must be at least 21 years old to purchase, possess, or use fireworks.
- Where You Can Use Them: Fireworks may only be used on private property that you own, or with the landowner's written permission or presence. Town beaches, parks, and boat launches are off-limits.

- Types Allowed: Legal fireworks include items like fountains, roman candles, sparklers, ground spinners, and reloadable mortars. High-powered explosives like M-80s, cherry bombs, and large aerial shells are illegal and prohibited.
- Retail Sales: Fireworks must be purchased from licensed New Hampshire retailers. Bringing fireworks in from out of state is prohibited.

Town Restrictions:

Town Ordinance limits the use of "consumer fireworks" to the hours between 12 noon and 10:00 pm. Exceptions are two holidays, as recognized by the Town: (1) the 4th of July: limit use to 12 noon to 12 midnight; (2) New Year, limit use to 12 noon and up to 15 minutes past midnight of the holiday.

Liability:

People displaying can be held liable in any civil action for damages to another's property. In other words, you can be sued for using fireworks and sparks, embers and debris falling onto property that is not yours. With Very High Fire Danger conditions, use of fireworks is not recommended.

The Town of Moultonborough Alerts!

Emergencies can strike without warning—and when they do, having accurate, timely information is critical. That is why the Town of Moultonborough offers a reliable emergency alert system that keeps you connected when it matters most.

This system delivers real-time notifications straight to your phone, email, pager, or even via voice call in urgent situations. Whether it is a shelter-in-place order, evacuation notice, boil water advisory, or a significant traffic disruption, you will receive the updates you need to make informed decisions and protect your loved ones.

As more households move away from traditional landlines, it is more important than ever to register your current contact information. Signing up is easy, free, and ensures you will not miss critical alerts—emergency or otherwise.

In addition to urgent situations, the system may also provide non-emergency alerts about significant police or fire activity, or other events that could impact your daily life. Routine information will not be sent—only messages that truly matter.

Do not wait until disaster strikes. Take a proactive step toward safety—sign up for Moultonborough's emergency alert system.

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

Moultonborough Recreation Department

Moultonborough Recreation Department extends a five-alarm THANK YOU to Moultonborough Fire Rescue for hosing down the heat and helping us chill out at RECKing Crew! On a recent hot summer day, you rolled in & extinguished the summer sizzle in the most epic way! You showered us with fun and soaked us in smiles, truly the hydration heroes of the summer! We can't thank you enough for turning up the joy and turning down the temperature. Your dedication to keeping our community safe and smiling is truly appreciated!

Adult Bean Bag Baseball continues! Join us on Friday, September 12, 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. Pre-registration is required. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Registrations for our Adult Outdoor Pickleball program continue. Session 3 & 4 of adult outdoor pickleball will be held on Mondays, Wednesdays, and Fridays at Kraine Meadow Park through September 29. 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.

Moultonborough Recreation Department would be happy to host players of all experience levels to join a drop-in Cribbage group. It's free funs and a great way to enjoy your favorite game in a relaxed setting. All experience levels are welcome. Come on your own or with a friend. Everyone gets a seat at the table. Interested? Call MRD at 603/476-8868. Let us know what mornings you are available, and we'll do our best to match up a time that works. Let the games begin!

Summer Bridge continues! Meeting on Mondays, 10am-noon At Moultonborough Recreation, 10 Holland Street. Learn to play or just drop in for a hand or two. This is a drop-in activity. No registration needed and no charge. Call MRD for more information 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.

Logistics and planning are ongoing for Beyond the Bell, our after-school program, which begins on September 2.

Youth soccer programs begin the week of September 15.

Summer RECKing Crew program concluded last week.

Adult Fitness program Beat the Heat concludes this week.

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

August 20, 6 pm to 8 pm, is the End of Summer Reading and 1000 Books Before Kindergarten celebration. Awards, prizes, and ice cream for all summer readers!

Help the Friends of the Library keep the Memorial Garden and Walkway looking their best by contributing your time to its upkeep. [Use this SignUp Genius link to sign up for maintenance slots.](#)

The Friends of the Library have been selected to benefit from the Community Bag Program throughout August. Every time a \$2.50 reusable Community Bag is purchased at the Hannaford located at Meredith in August, \$1 will be donated to the Friends. Time to refresh your stash of reusable bags!

The library will be closed on September 1 for Labor 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](#), has registration links and descriptions of the programs.

Upcoming Adult Programs:

- Thursday, August 21, 9 am to 11 am. **Library Board of Trustees Meeting.** Open to the public.
- Thursday, August 21, 6 pm to 7 pm. **Next Steps in Tarot: Intermediate Class.** [Register here.](#) *Funded by the Friends of the Library.*
- Monday, August 25, 3:30 pm to 4:30 pm. **Diabetic Recipe Club: Focus on Summer Entertaining.** [Register here.](#)
- Tuesday, August 26, 10 am to 11 am. **Tech Workshop: Creating Digital Avatars.** [Register here.](#)
- Tuesday, August 26, 7 pm to 9 pm. **Open Mic: An Evening of Poetry and Music.** [Register here.](#)
- Wednesday, August 27, 10 am to 2 pm. **Moultonborough Historical Society Open House and Tour.**
- Thursday, August 28, 5:30 pm to 6:30 pm. **Evening Page Turners Book Club: *Hester*.** [Register here.](#) Print copies of the book are available for checkout at the library.
- Tuesday, September 2, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581
- Wednesday, September 3, 10:30 am to 12 pm. **Wellness Reads: *Rooted: Life at the Crossroads of Science, Nature, and Spirit*.** Print copies of the book are available for checkout at the library. [Register here.](#)
- Thursday, September 4, 6 pm to 7 pm. **Coming Together for Clean Water.** [Register here.](#)
- Saturdays, September 4 to October 11, 10 am to 11:30 am. A Safe Place Bereavement Group. 6-week class. [Register here for all six sessions.](#)
- Fridays, 10 am 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:

- Tuesday, August 26, 5:30 pm to 6:30 pm. **Pizza and Pages: Melissa Dassori Writing Workshop for ages 12 to 18.** [Register here.](#)
- Thursday, September 11, 11 am to 11:30 am. **Stories at the Boat Museum.**

Regularly scheduled story and play times:

- Mondays, 9:30 am 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 pm 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 am to 10 am. **Baby Time - Board Books and Nursery Rhymes.**
- Fridays, 10:30 am 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, August 19, 2025 @ 5:00 PM
- Tuesday, August 26, 2025 @ 5:00 PM (Work Session if needed)

Department Head Meeting:

- Thursday, August 21, 2025 @ 9:00 AM

Town Office Closures:

- Monday, September 1, 2025 (All Town Offices Closed - Labor Day)