

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: August 25, 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 past week was busy and productive. I met with a few residents to hear their feedback and share updates, worked closely with the Finance Director on budget planning and supported her ongoing financial clean-up efforts that she has been focused on. I spent time reviewing how certain issues have been handled in the past to help guide current decision making. I officially joined the Municipal Management Association of New Hampshire, which is already proving to be an extremely valuable resource. A highlight of the week was our department manager's meeting it was a great chance to connect, share ideas, and discuss various items. I continue to handle daily tasks and decisions as they came in. The calendar is moving way too fast!

Finance: Worked on reconciliation and year end.

Code, Compliance & Health Office: Week of 8/18/2025 - 8/22/2025

This week the Land Use Office received (15) new applications for permits and issued (34) permit applications. In addition, the Code Enforcement Office received (3) citizen complaints and resolved (1) open complaints and conducted (26) Inspections related to building construction and complaint investigations.

Permits:

| | |
|-----------------------------|-------------------------|
| Building Permits | In (8) Out (21) |
| Commercial Building Permits | Out (1) |
| Building Permit Renewals | Out (2) |
| Mechanical Gas Permits | In (4) Out (8) |
| Electrical Permit | In (1) Out (0) |
| Temp/Perm Sign Permits | In (2) Out (2) |
| Total Permits: | In – 15 Out – 34 |

Permit Revenue for Week Shown: \$1,603.25

Inspections:

| | |
|-------------------------------------|---|
| Electrical Rough | 2 |
| Plumbing | 2 |
| Final CO/Approvals | 5 |
| Complaint Investigation | 4 |
| Insulation | 4 |
| Footings/Foundation/Slab | 5 |
| Framing | 1 |
| Electrical Service | 2 |
| Technical Review Committee Meetings | 1 |

Total Inspections: 26

Department of Public Works

Facilities/Grounds: The facilities and grounds crew collected trash and recyclables from town buildings. The Pickleball court and beaches were cleaned. Mowing and trimming continues throughout town buildings and cemeteries. The Town Hall islands were maintained. The Taylor Property was cleaned.

Fleet: 15-R-3 turbo was worked on and found exhaust leak. Truck 15 dead battery replaced. Truck 3 sensor in on DEF. Road call for truck 7 for a flat tire and brakes rebuilt. Equipment 16 release pins on bucket repaired as well as broken water supply. Tools picked up and parts runs. A new belt was put into the zero-turn lawn mower and rebuilt the drive pulley system.

Highway: The highway crew ditched and shouldered on the east side of town, Bodge Hill Road, Randall Road, Evans, Severance, Clarks, Blacks Landing and States Landing. Clear cut trees at fire hydrant and dead tree on the side of the road.

Transfer Station: This week we shipped out 3 containers of municipal solid waste = 36 tons, 3 containers of single stream recycling = 15 tons, 9 containers of construction and demolition = 45 tons and 1 container of mixed scrap metal. There was no brush burning due to the high fire danger. 40 Freon containing devices were recycled and 18 cubic yards of foam were recycled. The compost pile was turned. Vehicle counts: Monday 819, Tuesday 453, Friday 678, Saturday 631, Sunday 714 total vehicles served 3295=93 per hour.

Public Safety Building

Moultonborough Police Department: 08/18/2025 to 08/24/2025

| Activity | Last Week | This Week | Weekly Difference | Last Year-To-Date | This Year-to-Date | Yearly Difference |
|-------------------|-----------|-----------|-------------------|-------------------|-------------------|-------------------|
| Calls for Service | 267 | 217 | -18.73% | 6385 | 6843 | +7.17% |
| Log Entries | 404 | 379 | -6.19% | 10975 | 12063 | +9.91% |
| Arrests | 8 | 5 | -37.5% | 91 | 125 | +37.36% |
| MV Accidents | 4 | 3 | -25% | 123 | 101 | -17.89% |
| MV Stops | 57 | 57 | 0% | 1199 | 1835 | +53.04% |
| Offense Reports | 3 | 2 | -33.33% | 99 | 101 | +2.02% |

Calls For Service Breakdown

| Activity | This Week | Activity | This Week |
|-------------------------------|-----------|-----------------------------------|-----------|
| 911 Hang Up / Wrong Number | 0 | Fish & Game Call | 2 |
| Abandoned MV | 2 | Follow Up | 5 |
| Admin Services | 10 | Found / Lost Property | 2 |
| Alarm Commercial | 0 | Good Morning Project | 5 |
| Alarm Residential | 2 | Harassing Message | 0 |
| Assault | 0 | Juvenile Issue | 1 |
| Assist Citizen | 49 | Lost / Missing Person | 1 |
| Assist Motorist / Disabled MV | 3 | Medical Emergency | 3 |
| Assist Other Agency | 5 | Motor Vehicle Complaint | 2 |
| BOLO | 0 | OHRV Incident | 0 |
| Boating Incident | 0 | Parking Complaint | 0 |
| Building Check | 4 | Police Information | 1 |
| Burglary | 0 | Repossession | 1 |
| Burn Permit | 0 | Road Hazard | 6 |
| Call for Local PD / Officer | 2 | Paperwork Service | 2 |
| Civil Standby | 0 | Sex Offender Registration | 1 |
| Community Policing | 0 | Stalking | 0 |
| Complaint | 0 | Suicide / Attempted | 0 |
| Criminal Mischief | 0 | Suspicious Activity | 9 |
| Criminal Records Check | 4 | Theft / Larceny / Fraud / Forgery | 2 |
| Criminal Threatening | 0 | Training | 0 |
| Criminal Trespass | 0 | Untimely / Unattended Death | 0 |
| Custody Issue / Complaint | 0 | VIN Verification | 2 |
| Detail | 1 | Violation of Protection Order | 0 |
| Directed Patrol | 4 | Warrant Check | 0 |
| Disturbance | 3 | Welfare Check | 1 |
| Domestic Animal Related Call | 4 | | |
| Domestic Disturbance | 0 | SWAT Call – Out | 2 |

Community Policing: Nothing to report.

Policy Update: Five (5) additional policies which are:

- Agency Firearms
- Use of Force NH
- Collection and Preservation of Evidence
- Inventory & Towing of Motor Vehicles

Training: Nothing to report.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 08/18/2025 to 08/24/2025, there were twenty-seven calls for service: There were:

| | | |
|------------|---|---|
| Series 100 | Fires | 1 |
| Series 200 | Overpressure, Explosion, Overheat-No Fire | 1 |
| Series 300 | Emergency Medical & Rescue Incidents | 6 |

| | | |
|-------------------|--|----------|
| Series 400 | Hazardous Conditions-No Fire | 2 |
| Series 500 | Service Calls | 3 |
| Series 600 | Good Intent | 8 |
| Series 700 | False Alarms & False Calls | 6 |
| Series 800 | Severe Weather & Natural Disaster | 0 |
| Series 900 | Special Incident Type | 0 |

Total 2025 Incidents: 718

Percent of decrease from 2024: <3.5%

Mutual:

1. Given to Tamworth, dispatched and cancelled en route

Automatic Aid: Given

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

Automatic Aid: Received

1. From Center Harbor for a medical call.
2. Tuftonboro for two incidents in Bald Peak.

Overlapping Incidents:

- **Total Overlapping Incidents:** eight
- **Year to Date:** 124
- **Percentage of Call Volume:** 17% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** twice

Call Staff Participation:

Call firefighters responded to eleven incidents, providing an average of 1.3 firefighters per incident.

Reaction & Response Times with 24-Hour Coverage:

- **Average Reaction Time:** 127 seconds
- **Average Response Time:** 11:00 minutes/seconds

Inspections:

- LP Above Ground Tanks & Piping: 4 inspections conducted.
- Supra Box Installation/Inspection 2 installations performed.

Operations:

8/19 The fire chief participated in a TRC review with the Code Enforcement Officer, Interim Town Planner, and Land Use Technician of a subdivision proposed for Portage Pass.

8/20 Firefighters from the Moultonborough, Center Harbor, and Sandwich Fire Departments recently toured the 603 Oil and Propane facility as part of ongoing training efforts. During the visit, crews reviewed the company's oil and propane delivery trucks, examined critical safety features, and gained insight into the layout of storage tanks and related equipment.

These tours play a vital role in enhancing firefighter readiness by helping personnel identify potential hazards, locate water sources, and plan safe apparatus access in the event of an emergency. In addition, firefighters become familiar with delivery truck operations and emergency shutoff procedures. This knowledge is essential for effectively managing leaks, fires, or other incidents. This proactive approach supports the safety of the public, first responders, and the environment, reinforcing the department's commitment to preparing for low-frequency, high-risk situations. The Fire Department Thanks the Annaian family for their cooperation, hospitality, and generosity in hosting our firefighters at their business.



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 I 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:

Due to the High – Very High Fire Danger the Online Fire Permit has been shut off. Fire Permits must be obtained at the Public Safety Building.

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 Fire Danger levels from HIGH to VERY HIGH 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

Totally Toddlers returns! Beginning on Friday September 12, toddlers and their parent or trusted adult are invited to play, explore, and socialize. This free drop-in program will take place on Friday mornings 9:30am-10:15am. We 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 at 10:30. Call MRD for more information 603/476-8868.

Adult Bean Bag Baseball continues! Join us on Friday, September 12, 6pm-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 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.

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, 1pm-4pm and on Wednesdays 10:00am-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.

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!

MRD's Free summer concert series concludes this week with a performance by the Sweetbloods.

Beyond the Bell, our after school program, begins on September 2.

Youth soccer programs begin the week of September 15.

Adult Fitness program Beat the Heat concluded last 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

Thanks to everyone who participated in the Summer Reading Program (SRP) this year. We hope you had a very colorful summer, and that you are looking forward to even more reading this year. We want to especially thank the Friends of the Moultonborough Library for their generous support of the SRP programs, rewards and prizes.

The library will be closed on September 1 for Labor Day, and we will open at 10 am on September 5 to allow for staff training.

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, 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 6 to October 11, 10 am to 11:30 am. A Safe Place Bereavement Group. 6-week class. [Register here for all six sessions](#).
- Monday, September 8, 10 am to 12 pm. **Fall Crafts with Linda: Pumpkin Tart**. [Register here](#). Sponsored by the Friends of the Library.
- Tuesday, September 9, 6 pm to 7 pm. **Covered Bridges of NH: Past and Present**. NH Humanities presentation. [Register here](#).

- Wednesday, September 10, 10 am to 11:30 am. **Let's Talk About Grief: An Open Conversation.** [Register here.](#)
- Thursday, September 11, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, September 11, 6 pm to 7 pm. **Fraud Prevention with Meredith Village Savings Bank.** [Register here.](#)
- 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:

- Thursday, September 11, 11 am to 11:30 am. **Stories at the Boat Museum.**
- Monday, September 15, 3 pm to 4:30 pm. **Monday Makers: Slime.** For ages 6 to 11. [Register here.](#)
- Wednesday, September 17, 10:30 am to 11 am. **Toddlers Messy Art: Fizzy Apple Art.**
- Saturday, September 20, 10:30 am to 12:30 pm. **Barbie Doll Clothing Design Challenge.** Ages 12 to 18. [Register here.](#)

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, September 2, 2025 @ 5:00 PM (moved to Thursday, 9/4)
- Thursday, September 4, 2025 @ 5:00 PM
- Tuesday, September 16, 2025 @ 5:00 PM
- Tuesday, September 23, 2025 @ 5:00 PM (Work session if needed)

Town Office Closures:

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