

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: September 15, 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: Last week, budget season officially kicked off with memos, timelines and worksheets sent to all department managers, due by October 3. Town employees participated in harassment prevention training led by Primex, our risk management partner. The Capital Improvements Planning Committee (CIPC) meets this week (9/18/25 at 1pm), and interviews were conducted by two Selectmen and two School Board members for Advisory Budget Committee vacancies, with a recommendation expected at the October 7th Selectmen's meeting. I'm continuing to work on my budget and daily operations, while also picking up DPW and Police negotiations. I continue to respond to calls, attend meetings, and manage day-to-day operations. It's been a busy week - thank you to all staff for your continued dedication and hard work.

Finance: Met with Department Heads to review phase 1 of the FY27 budget process. Processed Payroll and Payable. Attended the NESGFOA Conference.

Code, Compliance & Health Office: Week of 9/8/2025 - 9/12/2025

This week the Land Use Office received (12) new applications for permits and issued (25) permit applications. In addition, the Code Enforcement Office received (2) citizen complaints and resolved (0) open complaints and conducted (31) Inspections related to building construction and complaint investigations.

Permits:

Building Permits	In (2) Out (17)
Mechanical Gas Permits	In (4) Out (3)
Electrical Permit	In (3) Out (2)
Plumbing	In (3) Out (3)
Total Permits:	In – 12 Out – 25

Permit Revenue for Week Shown: \$5805

Inspections:

Electrical Rough – 6
Final CO/Approvals – 1
Complaint Investigation/Site Visit – 5
Insulation – 1
Footings/Foundation/Slab – 4
Framing – 3
Plumbing – 5
Electrical Service – 1
Gas Piping – 1
Solar Racking – 1
Solar Final – 1
Generator – 1
Fuel Gas Mechanical – 1

Total Inspections: 31

Department of Public Works

Facilities/Grounds: The buildings and grounds crew attended the Primex training. Returned the generator at States Landing. Light repaired as well as the toilet seat and door hinge for the Public Safety Building. The Historical Society building was attended to. Weed control at the library, the bike path was blown off as well as the pickleball court. Beaches were raked and cleaned. Weekly building checks continue as well as trash and recycle pick up. Mowing and trimming throughout town properties and cemeteries continues.

Fleet: The mechanics attending the Primex training. Dropped the air cooler off at the transfer station. Regeneration service to truck 1, replaced the trans cooler line and block, refilled system and road tested. Car 222 ignition key issue addressed. 15-R-3 turbo checked noise issue in exhaust and engine pressure sensor. Repair orders completed. The Makita generator carbs cleaned. Truck 19 9 inspection.

Highway: The highway crew attended the Primex training. Driveway permits were approved. Shouldering and ditching with GMI paving. Tree trimming. Reclaiming with GMI on Wentworth Acres and Alpine Park Road. Culvert was flushed on Far Echo. Firewood was split for the firewood. Missing road signs replaced: Airport, Stonewall Lane, Jacobs, and Severance Road.

Transfer Station: Nothing reported.

Public Safety Building

Moultonborough Police Department: Nothing reported.

Moultonborough Fire Rescue: Nothing reported.

Moultonborough Recreation Department

Moultonborough Recreation is hard at work planning some Autumn-atic fun in October. Our 2nd Annual Crocktoberfest Chili Cookoff Fundraiser to support our MRD Scholarship Fund will take place on Saturday, October 4. The annual Pumpkin Walk at Castle in the Clouds will take place on Friday October. And on Saturday, October 25, we will once again team up with Moultonborough Public Library to offer the Halloween Boo-levard at Kraine Meadow Park. More details to come for these awesome October events!

MRD's 2nd Annual CrocktoberFest Chili Cookoff fundraiser will take place on Saturday October 4 at the Moultonborough Function Hall. Contestants can register in individual or business categories and can enter red chili, white chili or meatless/vegetarian chili to compete for prizes and bragging rights. The public is invited to join us at 12:30pm to sample the chili entries, cast ballots for the People's Choice Award and help support our Scholarship Fund. Moultonborough Recreation's Scholarship Fund assists families with MRD program registration fees. Sign up online or in the Recreation office by October 2. See our website for rules and more information. Call MRD with questions. 603/476-8868.

MRD is pleased to partner with Castle in the Clouds and Lakes Region Conservation Trust to offer the annual Jack O Lantern Lane Pumpkin Walk on Friday, October 17, 6:00-7:30pm at Castle in the Clouds. The area near Shannon Pond will be lit with jack-o-lanterns and some not so scary Halloween surprises along the way. Please wear weather appropriate clothing and good footwear. Costumes are encouraged! After your walk, warm up by the fire pit and enjoy some goodies. This event is free and open to the public. Please note this is a family friendly event. This is not a "haunted walk". The Halloween decorations and surprises are not scary or gory. Pre-registration is encouraged via the Castle in the Clouds website. Donated pumpkins are welcome. See our website for details. Call MRD with questions. 603/476-8868.

Totally Toddlers returns! 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 9:30-10:15am. 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.

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.

Drop in 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.

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!

Beyond the Bell, our after school program, continues.

Youth soccer programs continue.

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

We are getting a new website next week! Launch date is September 23. Same URL as before, moultonboroughlibrary.org, with a fresh new look. Explore on your own, or join us for a guided tour on September 23, 12 pm, or September 24, 10 am.

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](http://www.moultonboroughlibrary.org), www.moultonboroughlibrary.org, has registration links and descriptions of the programs.

Upcoming Adult Programs:

- Thursday, September 18, 9 to 11 am. **Library Board of Trustees Meeting.** Open to the public.
- Thursday, September 18, 11 am to 2 pm. **Friends of the Library Book and Author Luncheon with Howard Mansfield.** At the Chase House in Meredith.
- Monday, September 22, 3:30 to 4:30 pm. **Diabetic Recipe Exchange. Focus: Favorite Cookbooks.** [Register here.](#)

- Tuesday, September 23, 6 to 7:30 pm. **Your Garden Can Save the Lake! Practical Storm Water Management.** [Register here.](#)
- Wednesday, September 24, 4 to 5 pm. **Driving Toward Zero with the NH DOT.** [Register here.](#) For drivers of all ages.
- Thursday, September 25, 10:30 am to 12 pm. **Friends' Literature Discussion: *The Handmaid's Tale.*** [Register here.](#) Print books are available to borrow at the library.
- Thursday, September 25, 5:30 to 6:30 pm. **Evening Page Turners Discussion Group: *The History of Sound.*** [Register here.](#) Print books are available to borrow at the library.
- 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, September 20, 10:30 to 12:30 pm. **Barbie Doll Clothing Design Challenge.** Ages 12 to 18. [Register here.](#)

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.**
- 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, September 16, 2025 @ 5:00 PM
- Tuesday, October 7, 2025 @ 5:00 PM
- Tuesday, October 21, 2025 @ 5:00 PM

Town Hall Closure:

- Monday, October 13, 2025 (All Town Offices Closed – Columbus Day)