

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Angela Bovill  
Town Administrator  
**RE:** Weekly Report  
**DATE:** September 22, 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 is shaping up to be a busy one! I'm actively working on budgets and preparing for our upcoming department manager meeting. Negotiations have resumed with both the Police Department and Public Works. I'll also be meeting with the moderator this week to touch base.

In addition, I'll be attending a full-day municipal budget and finance workshop hosted by the New Hampshire Municipal Association to stay informed and up to date on best practices. Amidst all this, daily operations continue, meeting with residents and staff, responding to emails, and keeping everything moving forward with the rest of the team.

Thanks for your continued support and commitment as we navigate the busy week together!

**Finance:** Worked on budgets, payroll and payables.

**Code, Compliance & Health Office:** Week of 9/15/2025 - 9/19/2025

This week the Land Use Office received (23) new applications for permits and issued (24) permit applications. In addition, the Code Enforcement Office received (2) citizen complaints and resolved (3) open complaints and conducted (41) inspections related to building construction and complaint investigations.

#### **Permits:**

Building Permits	In (6)	Out (9)
Mechanical Gas Permits	In (5)	Out (5)
Electrical Permits	In (8)	Out (8)
Plumbing Permits	In (2)	Out (2)
Demolition Permits	In (1)	Out (0)
Sign Permits	In (1)	Out (0)
<b>Total Permits:</b>	<b>In – 23</b>	<b>Out – 24</b>

**Permit Revenue for Week Shown: \$2125**

**Inspections:**

Electrical Rough – 8

Framing Rough – 6

Plumbing Rough – 8

Final CO/Approvals – 4

Complaint Investigation/Site Visit – 1

Insulation – 3

Footings/Foundation/Slab – 6

Electrical Service – 1

Gas Piping – 2

Solar Final – 1

Generator – 1

**Total Inspections: 41**

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

Motor Vehicle Registrations	991
Motor Vehicle Titles	152
Boat Registrations	39
Dog Licenses	14
UCC Filings	42
Vital Records (birth/death/marriage certificates and/or divorce decrees)	15
Marriage Licenses	8
Aqua-Therm Permits	3
Articles of Agreement	0

We also processed wetlands applications, voter registrations, and assisted new residents with establishing residency, among other services.

**Meet Ruby – our September 2025 Dog of the Month!**



*“Ruby, our chihuahua-minpin-spaniel mix, has a way of making people want a dog just like her. She is a happy and relaxed love-bug and we are so lucky this little momma relocated to New Hampshire to be part of our family in April 2020. She was a little on the weary side after recently weaning 5 little girl puppies, Opal, Sapphire, Topaz, Pearl, and Emerald. They arrived from Texas via Lifesaver's rescue group and Ruby immediately reclaimed her energetic spirit, cuddly curves, and shiny coat. She is always up for a hike, a 2ish mile run, or a leisurely stroll around our Skyland Park neighborhood, preferably followed by a luxurious nap. Ruby is thankful to be featured as the Dog of the Month”*

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

**Dogs** – The statutory deadline for dog licensing was Wednesday, April 30<sup>th</sup>, 2025. All dogs that were licensed prior to May 1<sup>st</sup>, 2025, have been automatically entered into the Top Dog Contest. You can still license your dog in the month of September, 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.

The Town Clerk's office will be closed on Thursday, October 30<sup>th</sup> for statewide Clerk training. Please plan accordingly.

### **Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew cleared off the pickleball court. The dugout was torn down at the park, cleaned up, and concrete was poured. Beaches cleaned. Burial dug at Shannon cemetery. Water sample delivered to Concord. Public Safety Building maintenance. Weekly building checks continue. Cemeteries, parks, and all building maintenance.

**Fleet:** The mechanics completed repair invoices. Repaired 15-R-3 leaking gasket and road test. The shop was cleaned. 15-R-1 diagnosed unit safety switch issue. Equipment 58 replaced piston and pins lubed. Skid steer water pump issue addressed, new wiring and pump. Equipment 17: fluids checked. Truck 20: pin out of boom controls repaired.

**Highway:** Ditching and paving and shouldering continues with GMI on Glidden, Wentworth Acres, and Eagle Shores. Removal of old guard rail on Sibley Road. Tree work on Ferry Road. Reclaimed asphalt was pushed up at the shop. Styrofoam delivered to Gilford. Delineators replaced around the town. Catch basins cleaned. Debris cleaned from pond on Sibley Road. Wood split. Walls repaired at the stone bins.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 11 containers of construction and demolition = 55 tons and 1 container of mixed scrap metal. The compost pile was turned, no brush was burned due to the very dry conditions, 12 cubic yards of foam were recycled. Lakes Region Dance held a fund raiser at the facility; the donations go towards the dancer's competition. Vehicle counts: Monday 379, Tuesday 416, Friday 551, Saturday 446, Sunday 251 total vehicle served 2043 = 56 per hour

### **Public Safety Building**

**Moultonborough Police Department:** 09/15/2025 to 09/21/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	235	216	-8.09%	7076	7806	+10.32%
Log Entries	395	343	-13.16%	12210	13607	+11.44%
Arrests	5	4	-20%	100	141	+41%
MV Accidents	2	5	+150%	134	117	-12.69%
MV Stops	71	33	-53.52%	1314	2081	+58.37%
Offense Reports	4	1	-75%	106	112	+5.66%

### **Calls For Service Breakdown**

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	1	Follow Up	10
Admin Services	17	Found / Lost Property	5
Alarm Commercial	4	Good Morning Project	2
Alarm Residential	2	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	26	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	7
Assist Other Agency	10	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	0

Boating Incident	0	Parking Complaint	1
Building Check	8	Police Information	1
Burglary	0	Repossession	1
Burn Permit	0	Road Hazard	2
Call for Local PD / Officer	8	Paperwork Service	4
Civil Standby	1	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	8
Criminal Records Check	8	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	7
Detail	5	Violation of Protection Order	0
Directed Patrol	9	Warrant Check	0
Disturbance	3	Welfare Check	7
Domestic Animal Related Call	1		
Domestic Disturbance	0	SWAT Call – Out	0

**Community Policing:** Nothing to report.

**Policy Update:** Nothing new to report.

**Training:** Nothing to report.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue:** For the period of 09/08/2025 to 09/21/2025, there were thirty-three calls for service: There were:

<b>Series 100</b>	<b>Fires</b>	<b>2</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>17</b>
<b>Series 400</b>	<b>Hazardous Conditions-No Fire</b>	<b>2</b>
<b>Series 500</b>	<b>Service Calls</b>	<b>3</b>
<b>Series 600</b>	<b>Good Intent</b>	<b>8</b>
<b>Series 700</b>	<b>False Alarms &amp; False Calls</b>	<b>1</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:** 805

**Percent of decrease from 2024:** <2.2%

**Mutual:**

1. Given to Center Harbor once and Sandwich twice.

**Automatic Aid: Given:** None

**Automatic Aid:** None

**Overlapping Incidents:**

- **Total Overlapping Incidents:** four
- **Year to Date:** 138
- **Percentage of Call Volume:** 17.1% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** three times

#### **Call Staff Participation:**

Call firefighters responded to ten incidents, providing an average of 2.2 firefighters per incident.

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

- **Average Reaction Time:** 97 seconds
- **Average Response Time:** 08:40 minutes/seconds

#### **Inspections:**

- LP Above Ground Tanks & Piping: 7 inspections conducted.
- Supra Box Installation/Inspection 1 installation performed.
- Senior Citizen Smoke/CO Detector Inspection 1 inspection performed.

#### **Operations:**

- 9/8 Fifteen fulltime and Call personnel attended mandatory Slip, Trip, and Fall training with Primex.
- 9/10 Deputy chief Houghton led walk through tours of the new Miracle Farms building and Moultonborough Central School to view the fire alarm and fire sprinklers systems in each occupancy.
- 9/13 Lt. Frangelli and firefighter Driscoll attended the 2<sup>nd</sup> Annual Fire & Rescue Conference at Lakes Region Community College. The conference was sponsored by Lakes Region Mutual Fire Aid Training Division and featured nationally recognized speakers and hands on training sessions.
- 9/19 The Fire Department provided AED training to members of the Moultonborough United Methodist Church on their new automatic external defibrillator.
- 9/20 Deputy Houghton and the Duty Crew joined firefighters from Center Harbor at Lake Life Realty for a Touch-a-Truck and fire prevention activities.

#### **Burning Permits:**

Due to High and Very High Fire Danger conditions, the Governor and Council have prohibited open fires and smoking in the woodland effective September 22, 2025

#### **Fire Danger:**

Due to a lack of widespread rainfall and drought, 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 report any fires to 9-1-1.

**Fireworks:**

Due to the high fire danger levels, the use and display of fireworks is discouraged. People displaying fireworks are liable for property damages occurring from fireworks and may face fines up to \$2,000.

**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 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 is hard at work planning some Autumn-atic fun in October. Our 2<sup>nd</sup> 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 2<sup>nd</sup> 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, enjoy some sweet 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.

Moultonborough Recreation is pleased to offer Drop In Cribbage on Tuesday mornings, 9:00-11:00 am at Moultonborough Recreation. It’s a free fun way to enjoy your favorite game, or learn a new one, in a relaxed setting. All experience levels are welcome. This is a drop in activity: no registration needed and no charge. 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.

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](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**

We have a new website! Same URL as before, [moultonboroughlibrary.org](http://moultonboroughlibrary.org), with a fresh new look and easier navigation.

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:**

- 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. (Books are due back on the day of the program.)
- 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. (Books are due back on the day of the program.)
- Tuesday, September 30, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music.** [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:**

- Monday, October 6, 3 to 4:30 pm. **Middle School Monday: Ghost Portraits.** Ages 12 and up. [Register here.](#)
- Wednesday, October 8, 5:30 to 6:30 pm. **Teens Twisted Toy Workshop.** [Register here.](#)
- Thursday, October 9, 9:30 am to 4 pm. **Halloween Costume Swap.** [Information here.](#)
- Friday, October 10, 3:15 to 4:15. **Music Program with Puppets.** Ages 4 and up. [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, 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)

##### **Town Clerk's Office Closed:**

- Thursday, October 30, 2025 – Closed all day to attend a statewide Clerk training.