

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: September 29, 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: October has come way too quick! Between coordinating budget planning, staying on top of daily operations, and preparing for upcoming meetings, things are moving fast. I'll be judging the school's Homecoming Parade soon, and ABC appointments are lined up for the October 7 Selectmen meeting. After that, I'll schedule budget work sessions with the Selectmen, Advisory Budget Committee, and department managers toward the end of the month. The Finance Director is reviewing preliminary figures, and I'll begin meeting with departments to go over their budgets. DPW and PD negotiations remain ongoing, alongside the steady rhythm of town operations. When I started, someone told me there was no fall—just budget season and the rest of the year. I'm starting to see why. Happy "Fall"!

Finance: Last week in Finance the budget was top priority. In addition, accounts payable for the week was completed. I attended the Department Head meeting and the CIPC meeting.

Code, Compliance & Health Office: This week the Land Use Office received (18) new applications for permits and issued (19) permit applications. In addition, the Code Enforcement Office received (1) citizen complaints and resolved (0) open complaints and conducted (22) Inspections related to building construction and complaint investigations.

Permits:

Building Permits	In (5) Out (5)
Mechanical Gas Permits	In (7) Out (7)
Electrical Permits	In (3) Out (3)
Plumbing Permits	In (3) Out (4)
Total Permits:	In – 18 Out – 19

Permit Revenue for Week Shown: \$5579.50

Inspections:

Electrical Rough – 3
Framing Rough – 3
Plumbing Rough – 3

Complaint Investigation/Site Visit – 1
 Insulation – 3
 Footings/Foundation/Slab – 3
 Electrical Service – 4
 Gas Piping – 1
 Generator – 1
 Total Inspections: 22

Department of Public Works

Facilities/Grounds: The facilities and grounds crew weeded the Recreation Building. Toilet at the Public Safety Building repaired and Function Hall. Library meeting and Maintenance. Materials gathered for the dugout. Lock fixed at the park for the concession stand. Office change in administration office. Water sample was brought to Concord. Key holder at the function hall over the weekend. Bottled water was picked up from the castle. Building checks and trash and recycling continues. Cemeteries, Town Hall and Transfer Station mowing and leaf clean up. Shrub trimming. Paper products were delivered throughout town buildings. Attended the CIPC meeting.

Fleet: The shop was cleaned. Truck 24 computer work. 15-R-2 charged to bring inside. Equipment 58 freed up of seized broom carriage pivot. Equipment 35 brought to the Transfer Station. Wood chip trailer loaded. Truck 1 wipers replaced. Attended the CIPC meeting. Facility audit. Truck 10 diagnosed check engine light.

Highway: The highway crew continues paving with GMI on Eagle Shores. Wood chips were added to the banking on Red Hill Road. Ditching on Red Hill Road and millings pushed up at the shop as well as loading trucks. Red Hill Road was watered and rolled. Plows moved inside. Wood chip trailer loaded. Attended the CIPC meeting.

Transfer Station: This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons, 10 containers of construction and demolition = 50 tons and 1 container of mixed scrap metal. This past week the transfer station crew took a tour of a single stream processing facility (MRF materials recovery facility) hosted by NH Recycles the facility was in Rutland Vt. The tour showed the process for the single stream materials being separated by automation and human. The loose materials then bailed, staged, and loaded on to tractor trailers to be delivered to vendors. Vehicle counts: Monday 494, Tuesday 498, Friday 551, Saturday 447, Sunday 272 total vehicles served 2262 = 64 per hour. Attended the CIPC meeting.

Public Safety Building

Moultonborough Police Department: 09/22/2025 to 09/28/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	216	221	+2.31%	7241	8027	+10.85%
Log Entries	343	378	+10.20%	12534	13985	+11.58%
Arrests	4	5	+25%	101	146	+44.55%
MV Accidents	5	3	-40%	136	120	-11.76%
MV Stops	33	67	+103.03	1333	2148	+61.14%
Offense Reports	1	3	+200%	110	115	+4.55%

Calls For Service Breakdown

911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	0	Follow Up	12
Admin Services	5	Found / Lost Property	3
Alarm Commercial	2	Good Morning Project	5
Alarm Residential	2	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	18	Lost / Missing Person	0
Assist Motorist / Disabled MV	2	Medical Emergency	5
Assist Other Agency	17	Motor Vehicle Complaint	8
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	0	Police Information	4
Burglary	0	Repossession	1
Burn Permit	0	Road Hazard	0
Call for Local PD / Officer	18	Paperwork Service	7
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	1	Suspicious Activity	6
Criminal Records Check	0	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	3
Detail	2	Violation of Protection Order	0
Directed Patrol	9	Warrant Check	0
Disturbance	3	Welfare Check	0
Domestic Animal Related Call	1		

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 09/22/2025 to 09/28/2025, there were twenty-four calls for service: There were:

Series 100	Fires	2
Series 200	Overpressure, Explosion, Overheat-No Fire	1
Series 300	Emergency Medical & Rescue Incidents	8
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	4
Series 600	Good Intent	4
Series 700	False Alarms & False Calls	3
Series 800	Severe Weather & Natural Disaster	1
Series 900	Special Incident Type	0

Total 2025 Incidents: 829

Percent of decrease from 2024: <1.5%

Mutual: Received from twice from Center Harbor, once from Meredith, Holderness, Sandwich, and Tuftonboro.

Automatic Aid: Given: None

Automatic Aid Received: Once from Tuftonboro

Overlapping Incidents:

- **Total Overlapping Incidents:** two
- **Year to Date:** 140
- **Percentage of Call Volume:** 16.8% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** None

Call Staff Participation: Call firefighters responded to 4 incidents, providing an average of 2.5 firefighters per incident.

Reaction & Response Times with 24-Hour Coverage:

- **Average Reaction Time:** 92 seconds
- **Average Response Time:** 08:25 minutes/seconds

Inspections:

- LP Above Ground Tanks & Piping: 1 inspection conducted.

Operations:

9/22 The Governor and Council proclaimed a prohibition on open burning statewide. The fire department has responded to multiple reports of fires being kindled during the burn ban, these incidents are being handled as a educational opportunity to inform people about the open burning ban.

9/23 Firefighter responded to a 1st alarm building fire at 36 Shaker Jerry Road. The dwelling was unoccupied at the time if the fire. The home sustained moderate damage. Moultonborough was assisted by Center Harbor, Sandwich, Holderness, and Tuftonboro fire departments.

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

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.

Moultonborough Recreation and Moultonborough Public Library are partnering to offer Moultonborough residents a free, family-friendly Halloween event! Gather up your little monsters through grade 5 (preschoolers and toddlers too) on Saturday October 25, 4:00-5:30pm at Kraine Meadow Park. Our annual Halloween Boo-levard features costume contest, trunk or treat, costume parade, games, goodies, prizes, and fun! Children’s costume contest will be judged 4:00-5:00. Costume parade at 5:15 with awards to follow. Please enter the park via the KMP lot on Route 25. Donations of bagged candy will be happily accepted at MRD and MPL until October 23. Contact MRD if you’d like to enter a trunk for the Trunk or Treat. Call MRD with questions 603/476-8868.

Totally Toddlers is back! 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.

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.

Adult outdoor pickleball concludes on Monday, Sept. 29.

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

Our library has the best library director in the state! Brittany Durgin was named the 2025 Library Director of the Year by the NH Library Trustees Association for her dedication, commitment, and many achievements in the short 2 years she has led our library. Congratulations!

We have lots of youth programs planned for the first full week of October, for kids from birth to 18 years of age: ghost portraits, twisted toys, Halloween costume swap, and musical puppets. All this plus tons of books, movies and games to check out and enjoy.

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.

The library will close on October 13 to honor Columbus Day/Indigenous People's Day.

Upcoming Adult Programs:

- Monday, October 6, 10 am to 12 pm. **Crafts with Linda: Holiday Wreath.** [Register here.](#)
- Tuesday, October 7, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 8581
- Tuesday, October 7, 14, and 28, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.**
- Tuesday, October 8, 6 to 7 pm. **Anti-Profanity Leagues of the 19th Century.** [Register here.](#)
- Wednesday, October 9, 10 to 11:30 am. **Let's Talk About Grief: An Open Conversation.** Bereavement support group. [Register here.](#)
- Thursday, October 10, 10:30 am to 12 pm. **Monthly Book Talk.** No registration required.
- Tuesday, October 14, 6 to 7 pm. **The First Scientific Expedition to Mt. Washington.** [Register here.](#)
- Wednesday, October 15, 10:30 to 11:30 am. **Mystery Book Club: *The Snowman*.** Print copies are available to borrow at the library. [Register here.](#)
- Thursday, October 16, 9 to 11 am. **Board of Trustees Meeting.**
- Tuesday, October 21, 11:30 am to 12:30 pm, and Wednesday, October 22, 11 am to 12 pm. **Tech Workshop: Canva.com & AI.** [Register here.](#) (Requires experience with [Canva.com](https://www.canva.com))
- Tuesday, October 21, 5 to 6:30 pm. **Craft and Chat: Halloween Tie-Dye.** \$5 materials fee needed to confirm registration. [Register here.](#)
- Thursday, October 23, 5:30 to 6:30 pm. **Evening Page Turners Book Discussion: *Orbital*.** [Register here.](#)
- Monday, October 27, 3:30 to 4:30 pm. **Diabetic Recipe Exchange.** [Register here.](#)

- Tuesday, October 28, 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 7:30 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.