

# MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Angela Bovill  
Town Administrator

**RE:** Weekly Report

**DATE:** November 3, 2025



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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:** It's been a busy and productive week, marked by active participation in several key meetings: the Selectmen's meeting on Tuesday night, the CIPC meeting on Wednesday night, and the ABC meeting on Thursday night. On Thursday morning, the Finance Director and I met with the Superintendent and Business Administrator of SAU 45 at the school to discuss financial processes and other meaningful topics, all in an effort to collaborate effectively for the benefit of our residents. Daily operations and internal personnel matters have continued alongside preparations for the start of a new month, and the calendar is moving quickly. As we approach the Veterans Day observance, please note the upcoming closure of Town Hall and the Transfer Station on Tuesday, November 11, 2025. We would also like to take a moment to thank and honor the following town employee veterans for their service: Bruce Purinton, John Curran Jr., William Gillis, Mark Cavic, Timothy Gatherum, Tom Hughes, Bruce Woodruff, Kevin Quinlan, Chuck McGee, and Jon Tolman.

**Finance:** Worked on budget, payroll, payables and setting tax rate.

**Code, Compliance & Health Office:** Week of 10/27/2025 - 10/31/2025

This week the Land Use Office received (29) new applications for permits and issued (29) permit applications. In addition, the Code Enforcement Office received (1) citizen complaints and resolved (0) open complaints and conducted (32) Inspections related to building construction and complaint investigations.

**Permits:**

Building Permits	In (6) Out (7)
Demolition	In (2) Out (2)
Mechanical Gas Permits	In (13) Out (11)
Electrical Permits	In (5) Out (6)
Plumbing Permits	In (3) Out (3)
Sign Permit	In (0) Out (0)
<b>Total Permits:</b>	<b>In (29) Out (29)</b>

**Permit Revenue for Week Shown:** \$5054.50

**Inspections:**

Electrical Rough – 1  
Framing Rough – 2  
Plumbing Rough – 4  
Insulation – 2  
Footings/Foundation/Slab – 6  
Electrical Service – 5  
Final Approval – 1  
Gas Piping – 1  
Solar Final – 1  
Site Consultation – 9  
**Total Inspections: 32**

**Department of Public Works**

**Facilities/Grounds:** The facilities crew worked at States Landing digging trench for power, back filling the trench and grading. The block wall was constructed, and loam and other materials were added. The Public Safety alert on the dispatch panel was repaired.

**Fleet:** The mechanics repaired Truck 6 brakes. Tools picked up and put away in the garage. Inventory was taken of the Police Department tires. Road call for Eq 40 and truck 7. The Mohawk lifts were installed. Sanders were installed into Trucks 1 and 11. Truck 6 sander chain was repaired.

**Highway:** The highway staff screened dirt for grading roads. Trees were marked for cutting. Sanders were maintained for winter. Evans road was watered and rolled. Ledge pack was added to Kent Road. Brush at the Transfer Station was chipped. Composting at the Transfer Station was completed. Wood chips were loaded into the chip trailer. Bodge Hill was graded. The shop kitchen and back room were cleaned.

**Transfer Station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycling = 10 tons, 8 containers of construction and demolition = 40 tons and 1 container of mixed scrap metal. The Highway Department screened the compost pile and is ready for the residents to pick up. The Highway Department is in the process of chipping all the brush in the deposit area. After the brush has been chipped and the brush deposit area is empty the Transfer Station will be accepting brush. Vehicle counts: Monday 427, Tuesday 430, Friday 398, Saturday 426, Sunday 279 total vehicles served 1960=55 per hour.

**Public Safety Building**

**Moultonborough Police Department:** 10/27/2025 to 11/02/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	216	196	-9.26%	8099	9118	+12.58%
Log Entries	382	347	-9.16%	14210	15810	+11.26%
Arrests	6	0	-100%	112	160	+42.86%
MV Accidents	2	1	-50%	151	138	-8.61%
MV Stops	50	31	-38%	1464	2396	+63.66%
Offense Reports	1	3	+200%	125	126	+0.8%

## Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	1
Abandoned MV	0	Follow Up	6
Admin Services	10	Found / Lost Property	1
Alarm Commercial	8	Good Morning Project	3
Alarm Residential	5	Harassing Message	1
Assault	0	Juvenile Issue	1
Assist Citizen	32	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	2
Assist Other Agency	12	Motor Vehicle Complaint	2
BOLO	2	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	1	Police Information	6
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	9	Paperwork Service	6
Civil Standby	0	Sex Offender Registration	0
Community Policing	1	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	7
Criminal Records Check	7	Theft / Larceny / Fraud / Forgery	2
Criminal Threatening	1	Training	0
Criminal Trespass	0	Untimely / Unattended Death	1
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	7	Warrant Check	0
Disturbance	0	Welfare Check	5
Domestic Animal Related Call	3		
Domestic Disturbance	1	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 10/27/2025 to 11/02/2025, there were seventeen calls for service: There were:

Series 100	Fires	1
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	4
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	5
Series 600	Good Intent	4
Series 700	False Alarms & False Calls	1
Series 800	Severe Weather & Natural Disaster	1
Series 900	Special Incident Type	0

**Total 2025 Incidents: 911**

**Percent of decrease from 2024: <3.1%**

**Mutual:** None

**Automatic Aid: Given:** None

**Automatic Aid Received:** Once each from Center Harbor and Sandwich

#### **Overlapping Incidents**

- **Total Overlapping Incidents:** ten
- **Year to Date:** 156
- **Percentage of Call Volume:** 17.1% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** none

**Call Staff Participation:** Call firefighters responded to six incidents, providing an average of 1.6 firefighters per incident.

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

- **Average Reaction Time:** 116 seconds
- **Average Response Time:** 11:00 minutes/seconds

#### **Inspections:**

- LP Above Ground Tanks & Piping: 6 inspections conducted.

#### **Operations:**

10/27 Rescue 2 was returned to service after the transmission was replaced by the Town Mechanic, and the Duty crew tested it for pump operations.

Lt. Frangelli and firefighters Beede and Bryant attended Quad-Town training in Tuftonboro. Training led by Tuftonboro Captain Morgan included vent, enter and search, ladder deployment for rescue and rescue of firefighters in trouble.

10/31 Deputy Houghton and Fire Chaplin O'Neil joined officers from the Police Department giving out candy at the annual Wentworth Acres Trick or Treating event.

#### **Burning Permits:**

Fire permits are now being issued. The statewide prohibition on open burning has been lifted by the Governor and Council on October 29<sup>th</sup>.

#### **Fire Danger:**

Rainfall over the past couple of weeks has helped reduce the fire danger. Weather forecasts looking ahead have more precipitation providing relief to the high fire danger conditions.

## **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**

The bathrooms at Kraine Meadow Park have been closed for the season. Porta Pots will be available at the park throughout the winter months.

Moultonborough Recreation claimed victory in the Donna Kuethe Annual Soccer Tournament, where teams from across Carroll County compete each year for the honor of raising the plaque and having their town's name engraved on it. Eight teams competed on Saturday, November 1, and our 5th and 6th grade Moultonborough athletes battled their way to four shutout wins to capture the championship title. Congratulations to our athletes and to Coach Christen Cloutier! Heartfelt thanks to all our volunteer soccer coaches at every level and to our sponsors for their continued support. And a big well done to all our soccer athletes throughout the program!

Youth Basketball program registrations are open. Children in Pre-Kindergarten through 6<sup>th</sup> grade can be registered to take part! Pre-Kindergarten program will run on Tuesdays, January 6-February 10 at MCS 2:45-3:30pm. Kindergarten and First Grade programs will take place on Fridays, January 9-February 13 – time schedule for each level is available on our website. Basketball programs for grades 2 through 6 will begin with skill sessions in December, and practices starting in early January. Practice schedules will be set depending on coach availability and games will be played on Saturday mornings. Pre-registration is required for all levels by Friday, December 5. Sign up online or in the Recreation office. See our website or call MRD for more information 603/476-8868

MRD is pleased to offer a Wickedly Cozy Mother-Daughter Pajama Party on Friday November 14, 6:00-7:30pm at Moultonborough Recreation Department. Girls in kindergarten through grade 5 with their mom (or mother figure stand in) can put on their coziest PJs and join us for a Wicked (For Good) time at our Wicked themed mother daughter pajama party for goodies, games, crafts,

fun and more! Pre-registration is required. Sign up online or in the Recreation office by November 12. Mother figure stand ins are welcome! Call MRD for more information 603/476-8868.

Bean Bag Baseball continues! Bean Bag Baseball is played between 2 teams, with each trying to score as many runs as possible each inning. Players toss bean bags underhand at a modified board, similar to a cornhole board. The rules follow closely to a traditional baseball game. No 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.

Totally Toddlers continues. 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.

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 is pleased to offer Drop In Cribbage on Tuesday mornings (excluding Tuesday November 11), 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.

Beyond the Bell, our after-school program continues.

Youth soccer programs concluded this week.

Youth volleyball program begins 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](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**

Our Artist-of-the-Month is nature photographer Matt Cohen. Enjoy his photographs all month long in the library Program Room, and meet him on November 20, 6 pm, when he will be speaking briefly about his artistic process. The Friends of the Library will provide light refreshments for the occasion.

The library will open at 10 am on November 7 to allow for staff training and planning. We will close on November 11 for Veterans Day, and on November 27 and 28 for Thanksgiving.

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, November 6, 10 to 11:30 am. **Friends of the Moultonborough Library Meeting.**
- Wednesday, November 12, 10 to 11 am, and Friday, November 14, 2 to 3 pm. **Tech Workshop: Learn to Use Gemini, Google's AI.** [Register here.](#)
- Wednesday, November 12, 10 to 11:30 am. **Let's Talk About Holiday Grief: An Open Conversation.** [Register here.](#)
- Thursday, November 13, 10:30 am to 12 pm. **Monthly Book Talk.**
- Thursday, November 13, 6 to 7:30 pm. **Joe Callanan: The Mystery of Owls.** *Funded by the Friends of the Moultonborough Library.* [Register here.](#)
- Tuesday, November 18, 10:30 am to 12 pm. **Friends of the Library Literature Discussion: Perks of Being a Wallflower.** Print copies of the book are available to borrow at the library. [Register here.](#)
- Tuesday, November 18, 5 to 6:30 pm. **Craft and Chat: Fabric Maché Centerpieces.** \$20 materials fee required to confirm registration. [Register here.](#)
- Wednesday, November 19, 10:30 to 11:30 am. **Mystery Book Club: The Sinners All Bow.** Print copies of the book are available to borrow at the library. [Register here.](#)
- Wednesday, November 19, 6 to 8 pm. **Personal Finances Class.** [Register here.](#)
- Thursday, November 20, 9 to 11 am. **Board of Library Trustees Meeting.**
- Thursday, November 20, 6 to 8 pm. **Matt Cohen Photography Open House.** Light refreshments provided by the Friends of the Library.
- Tuesdays, November 4 and 25, 5 to 6:30 pm. **Craft and Chat: Bring Your Own Project.** All skill levels and crafts are welcome.
- 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, November 15, 10 to 11:30 am. **Breakfast and Story Time with Local Author Jenn Anderson.** [Register here.](#)
- Monday, November 17, 1 to 3 pm. **Monday Makers: Thanksgiving Mason Jars** (Ages 6 to 11.) [Register here.](#)
- Wednesday, November 19, 3 to 4:15 pm. **After School Drop In: Building with Lego Bricks.**

**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, November 4, 2025 @ 5:00 PM
- Tuesday, November 18, 2025 @ 5:00 PM
- Tuesday, November 25, 2025 @ 5:00 PM (Work Session if needed)

**Town Offices Closed:**

- Tuesday, November 11, 2025 – Veterans Day
- Thursday, November 27, 2025 – Thanksgiving Day
- Friday, November 28, 2025 – Day of Thanksgiving