

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: November 17, 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 I attended the New Hampshire Municipal Association's annual conference, which provided valuable training sessions and excellent networking opportunities. On Tuesday evening, the Selectmen's meeting addressed several cleanup items for the Trustees of the Trust Funds for the record, and the board also received a presentation from CIPC Chairman, Fred Van Magness, with recommendations scheduled for review at the December 16, 2025, Selectmen's meeting, where the Advisory Budget Committee will also be present. As a reminder, all town offices and the transfer station will be closed on Thursday and Friday (11/27 and 11/28) in observance of the Thanksgiving holiday. Best wishes to all for a safe and Happy Thanksgiving.

Finance: Attended the Department Head meeting, processed payroll and payables. Worked on Q1 Finance Report.

Code, Compliance & Health Office: Week of 11/10/2025 - 11/14/2025

This week the Land Use Office received (20) new applications for permits and issued (23) permit applications. In addition, the Code Enforcement Office received (0) citizen complaints and resolved (0) open complaints and conducted (23) Inspections related to building construction and complaint investigations.

Permits:

Building Permits	In (7) Out (7)
Demolition	In (1) Out (2)
Mechanical Gas Permits	In (6) Out (8)
Electrical Permits	In (5) Out (5)
Plumbing Permits	In (1) Out (1)
Sign Permit	In (0) Out (0)
Total Permits:	In (20) Out (23)

Permit Revenue for Week Shown: \$2088.00

Inspections:

Electrical Rough – 2
Framing Rough – 2
Plumbing Rough – 4
Insulation – 3
Footings/Foundation/Slab – 5
Electrical Service – 1
Final Approval – 3
Site Consultation – 2
Generator - 1

Total Inspections: 23

Town Clerk:

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

Motor Vehicle Registrations	1,111
Motor Vehicle Titles	161
Boat Registrations	2
Dog Licenses	13
UCC Filings	0
Vital Records (birth/death/marriage certificates and/or divorce decrees)	40
Marriage Licenses	5
Aqua-Therm Permits	21
Articles of Agreement	0

We also processed wetlands applications, voter registrations, collected repayment for multiple returned payments, received and recorded absentee ballot requests for the March 2026 Town & School election, and assisted new residents with establishing residency, among other services. All members of the Town Clerk's office attended the 100th Annual NH City and Town Clerk's Association Conference, a statewide training where Clerks receive education and guidance from our Association and state partners.

Meet Barker – our November 2025 Dog of the Month!

“My name is Barker, and my two favorite things in the whole world are food and belly rubs. I have a very important job in my family: I am the Official Squirrel Chaser, and I’m very good at it. My family thinks I’m weird because I don’t like to go swimming, but I’d really rather just take a long nap on the couch in the sun.”

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

AQUA-THERM PERMITS: Do you have a dock bubbler, circulator, or other ice-agitating device in the water? Make sure you license it and have a thin ice warning sign posted! Failure to do so could leave you paying a significant fine.

DMV FEE INCREASES: Due to a recent law change, a number of motor vehicle-related fees will be increasing as of January 1st, 2026. For those with a January, February, or March registration renewal date who choose to renew their vehicles early (processed in 2025), the new fee structure will **not** yet apply. Registrations due in January can be processed as early as October 1st. Registrations due in February can be processed as early as November 1st. Registrations due in March can be processed as early as December 1st.

Below are some of the state fee increases that will affect a significant number of motor vehicle registrants (*Reminder – There are additional municipal fees for the items below, which have not changed*):

Item	Current State Fee	New State Fee
Motor Vehicle Title	\$25	\$35
Vehicles with GVW of 0-3,000 lbs.	\$31.20 (\$2.60/month)	\$42 (\$3.50/month)
Vehicles with GVW of 3,001-5,000 lbs.	\$43.20 (\$3.60/month)	\$48 (\$4/month)
Vehicles with GVW of 5,001-8,000 lbs.	\$55.20 (\$4.60/month)	\$66 (\$5.50/month)
Vehicles with GVW of 8,001-73,280 lbs.	\$0.96 per 100 lbs.	\$1.06 per 100 lbs.
Vehicles over 73,280 lbs. GVW	\$1.44 per 100 lbs.	\$1.58 per 100 lbs.
Motorcycles	\$15/year	\$30/year
Vanity Plates	\$40/year	\$60/year
Duplicate Registration	\$15	\$20
Replacement Decal	\$1	\$5

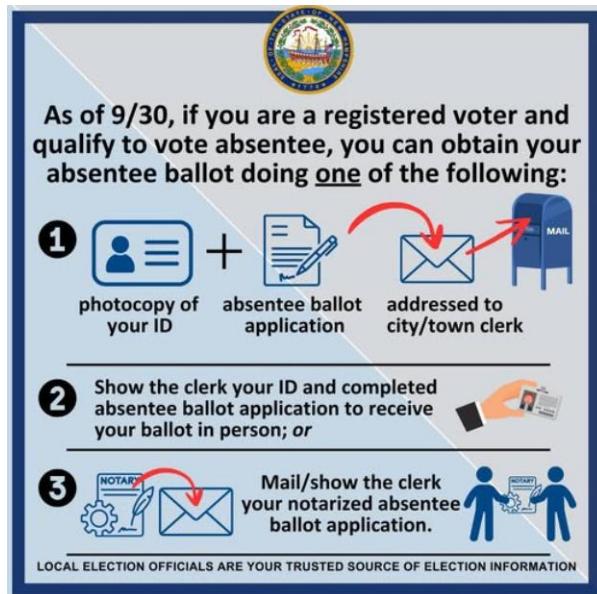
For residents with a **DECEMBER 2025 RENEWAL DATE**, the higher fee structure WILL apply if your registrations are processed AFTER DECEMBER 31ST. This means your renewal notice will likely not reflect the actual cost if your payment reaches us after the end of the month.

ABSENTEE BALLOTS: [Request forms are now available](#) for the March 10th, 2026 Moultonborough Town and School Election. **A recent law change now requires voters to present proof of identity when applying for an absentee ballot.** When requesting an absentee ballot, voters will now be required to do one of the following:

1. Include a photocopy of their photo identification – as defined in [RSA 659:13, II\(a\)](#) – with their absentee ballot application (not sent separately) via mail, email, or fax; **OR**
2. Personally present their qualifying photo identification to the Town Clerk's office when applying in person, **OR**
3. Have their signature notarized in the space provided on the new absentee ballot request form, then submit the application in person or via mail/email/fax.

For voters who opt for their signature to be notarized, most banks and public libraries should have at least one notary among their staff. Most libraries will also offer photocopying services if you don't have access to a printer and scanner at home.

Absentee ballots are not yet available but will become available as we get closer to the March 2026 election. The Town Clerk's office will mail absentee ballots when they become available to voters who have valid absentee ballot request forms on file.



Department of Public Works

Facilities/Grounds: The facilities and grounds crew checked the oven at the Function Hall and called a repair company. Middle Neck Cemetery cremation burial was opened and closed. Lees Mills docks were removed. The final grade on the sidewalks at States Landing. Trash and recycling picked up and disposed of. The ice rink and the building were cleaned out.

Fleet: The mechanics cleaned the shop and entered invoices. Truck 1 shift lever was tightened and the cabin air filter was replaced along with checking the heat issue. Sanders and plows were set up for the season. Truck 9 new hydraulic lines for sander in truck 24. Car 222 preventative maintenance and snow tires mounted on. New Car 241 light issue was checked. Truck 6 oil leaks and replaced o rings. 15-C-1 swap snow tires and install mudflaps. State inspection on the new truck 24. Truck 1 regen system and cleared the codes.

Highway: The highway crew blew off roads and cleaned up fallen trees. Sanders and plows were put together for winter operations. Brush was chipped throughout town. The States Landing docks were removed and the shed was brought to the shop.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 9 containers of construction and demolition = 45 tons and 1 container of mixed scrap metal. The brush pile is being burned, the compost pile is

being added to and turned into future compost. Vehicle counts: Monday 413, Tuesday Veterans Day Closed, Friday 652, Saturday 379, Sunday 338 total vehicles served 1782 = 67 vehicles per hour.

Public Safety Building

Moultonborough Police Department: Nothing reported.

Moultonborough Fire Rescue: Nothing reported.

Moultonborough Recreation Department

Moultonborough Recreation Department hosted our first ever Mother-Daughter Pajama Party on Friday, November 14. Nearly 80 mothers and daughters joined us for games, goodies, crafts, photos and fun at our Wickedly Cozy event. Thank you to everyone who came and helped make this new activity such a huge success. We are already making plans for next year's pajama party!

Moultonborough Recreation and Moultonborough Public Library are teaming up once again to offer Dinner, Delights and Holiday Lights! Join us on Friday December 12, 5:30-7:00pm at the Moultonborough Function Hall! Enjoy dinner from a variety of crockpot dishes and soups, with dessert and goodies to follow. Play some Happy Holi-games and take some festive photos. Join in a holiday sing-a-long and enter your name in the drawing to light the holiday tree in the gazebo! An evening of free festive family fun! Call MRD for more info 603/476-8868.

MRD is offering a trip to see the Maine Mariners hockey team! Join us on Saturday December 13 as we travel to Cross Insurance Arena in Portland Maine to see the Maine Mariners take on the Worcester Railers. The Mariners are proud affiliates for the Boston Bruins and the Providence Bruins. This trip includes a stop at Portland Pie Company for a lunch of pizza and sides before heading over to the game. At the game, we will have the High Five Tunnel Experience, high fiving the players as they take the ice before the 6:00pm game start. We'll watch the game from Section F, Rows 22 & 23 above center ice. We will depart MRD at 12:15pm on Saturday December 13 in the town bus. Return time is approximately 10:30pm. Trip fee includes transportation, lunch at Portland Pie Co. and game ticket. Children under the age of 18 must be accompanied by an adult. Pre-registration is required and space is limited. Sign up online or in the Recreation office. Call MRD for more info 603/476-8868.

Youth Basketball program registrations are open. Children in Pre-Kindergarten through 6th 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

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, 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 volleyball programs continue 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.

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

A very big thank you to everyone who contributed to the Moultonborough Food Pantry Food Drive and the Moultonborough Children's Holiday Trust (a.k.a., the Santa Fund.) We are grateful to be a part of such a caring and supportive community.

The library will be closed on November 27 and 28 for Thanksgiving. We will reopen on Saturday, November 29.

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](#), has registration links and descriptions of the programs.

Upcoming Adult Programs:

- Thursday, November 20, 9 to 11 am. **Board of Library Trustees Meeting.**
- Thursday, November 20, 6 to 7 pm. **Matt Cohen Photography Open House.** Light refreshments provided by the Friends of the Library. [Register here.](#)
- Tuesday, November 25, 6 to 8 pm. **Open Mic: An Evening of Poetry and Music with Dudley Laufman and Rivkah Valley.** [Register here.](#)
- Tuesday, December 2, 9 am to 2 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 85664. A \$15 fee is required for services.
- Tuesday, December 9, 5 to 6:30 pm **Craft and Chat: Braided Rug Mug.** \$20 materials fee required to confirm your spot. [Register here.](#)
- Thursday, December 11. **Monthly Book Talk.**
- Thursday, December 11. **Thursday Movie Night: Downton Abbey: The Grand Finale.** [Register here.](#)
- Tuesdays, November 25 and December 2, 16, 23 and 30, 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:

- Wednesday, November 19, 3 to 4:15 pm. **After School Drop In: Building with Lego Bricks.**
- Monday, December 1, 3 to 4:30 pm. **Middle School Makers: Holiday-Themed Rock Painting.** [Register here.](#)
- Friday, December 5, 3 to 4:30 pm. **Wet Felting with Patsy Frasier.** Ages 7 and up. [Register here.](#)
- Wednesday, December 10, 10:30 to 11 am. **Toddlers Messy Art: Tissue Paper Painting Ornaments.**
- Friday, December 12, 5:30 to 7 pm. **Moultonborough Library & Moultonborough Rec Department Youth Holiday Open House** at the Moultonborough Function Hall.

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

Town Offices Closed:

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