

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Angela Bovill
Town Administrator

RE: Weekly Report

DATE: November 24, 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: Working on the 12/2/25 Selectmen's meeting agenda and continuing to address budget questions from the Advisory Budget Committee. Town Hall and the Transfer Station will be closed on Thursday and Friday, 11/27 and 11/28, in observance of the Thanksgiving holiday. I would like to thank all staff for their continued hard work and dedication to our community. Wishing everyone a safe, restful, and gratitude-filled Thanksgiving.

Finance: Processed payroll and payables. Attended the NHMA Annual Conference.

Code, Compliance & Health Office: Nothing reported.

Department of Public Works

Facilities/Grounds: The facilities and grounds crew raked around the pavilion at States Landing, finished grade and hydroseeded. A meeting was held with the HVAC contractor and Lamprey septic. The alarm at the Public Safety building was addressed. Recycles and trash were collected. Water was distributed. The Function Hall was set up for the blood drive. The Town Hall Septic tank was looked at. Water sample was collected and brought to Concord. The heating issue at the Police Department was troubleshooted.

Fleet: The mechanics repaired car 222 brakes. Set up and inspect the new truck 24. Serviced car 223 and mounted snow tires along with installing a new air filter and rear wiper. Truck 7 steering box replaced. Car 181 new tires. Truck 7 plow and sander lines worked on. Truck 3 exhaust began to be put back on.

Highway: The highway crew checked roads from the strong winds. A meeting with Lake Winnipesaukee Alliance was held. Chipping wood on Harvard Road and Sibley. Drainage on Gilliden Road. Gravel was added to Red Hill Road. Private roads were checked for plowing. The blower was put onto truck 5. Sanders were calibrated. Around the pole barn was cleaned as well

as the shop. Sander was removed from truck 10. Waste oil was pumped. Brush was loaded and brought to the Transfer Station.

Transfer Station: This week we shipped out 4 containers of construction and demolition = 45 tons, 2 containers of single stream recycle = 10 tons, 9 containers of construction and demolition = 45 tons. The leaf and yard waste pile is growing and being turned getting ready for the next pile of compost. The Transfer Station is accepting brush, and the pile is being burned. Vehicle counts: Monday 380, Tuesday 315, Friday 497, Saturday 432, Sunday 326 total vehicles served 1950=55 vehicles per hour.

Public Safety Building

Moultonborough Police Department: 11/17/2025 to 11/23/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	171	163	-4.68%	8602	9665	+12.36%
Log Entries	311	306	-1.61%	15170	16793	+10.70%
Arrests	0	2	+200%	125	165	+32%
MV Accidents	3	0	-100%	160	143	-10.63%
MV Stops	38	48	+26.32%	1543	2529	+63.90%
Offense Reports	3	1	-66.67%	130	134	+3.08%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up / Wrong Number	0	Fish & Game Call	0
Abandoned MV	0	Follow Up	6
Admin Services	5	Found / Lost Property	2
Alarm Commercial	1	Good Morning Project	5
Alarm Residential	4	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	20	Lost / Missing Person	0
Assist Motorist / Disabled MV	1	Medical Emergency	5
Assist Other Agency	11	Motor Vehicle Complaint	4
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	3	Police Information	4
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	1
Call for Local PD / Officer	5	Paperwork Service	4
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0

Criminal Mischief	0	Suspicious Activity	2
Criminal Records Check	2	Theft / Larceny / Fraud / Forgery	1
Criminal Threatening	0	Training	5
Criminal Trespass	1	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	7	Warrant Check	0
Disturbance	0	Welfare Check	2
Domestic Animal Related Call	3		
Domestic Disturbance	2	SWAT Call – Out	0

Community Policing: Nothing to report.

Policy Update: Nothing new to report.

Training: Dispatcher Jackunas and Admin Chastain attended SPOTS training in Concord, NH

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 11/17/2025 to 11/23/2025, there were eighteen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	11
Series 400	Hazardous Conditions-No Fire	1
Series 500	Service Calls	2
Series 600	Good Intent	0
Series 700	False Alarms & False Calls	4
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 969

Percent of decrease from 2024: <2.6%

Mutual: twice to Sandwich

Automatic Aid: Given: None

Automatic Aid Received: None

Overlapping Incidents:

- **Total Overlapping Incidents:** two
- **Year to Date:** 162
- **Percentage of Call Volume:** 16.7% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** One

Call Staff Participation:

Call firefighters responded to two incidents, providing an average of 2.5 firefighters per incident.

Response Times with 24-Hour Coverage:

- **Average Response Time:** 10:30 minutes/seconds
- **Average Reaction Time:** 2:00 minutes/seconds

Inspections:

• LP Above Ground Tanks & Piping:	11 inspections conducted
• Place of Assembly Inspection	1 inspection conducted
• Oil burner Inspection	1 inspection conducted
• Smoke/Carbon Monoxide Detector Service	1 inspection/service provided

Operations:

11/17 Quad-Town Elevator Emergencies Training. Firefighter training for elevator emergencies is essential to providing safe, efficient, and reliable service to the public. Well-trained crews can quickly assess situations, communicate with trapped occupants, and perform safe, controlled releases without causing further risk or damage. This training ensures responders understand modern elevator systems, avoid hazardous or improper tactics, and operate in compliance with safety standards, reducing liability and preventing minor incidents from escalating into technical rescues. By maintaining proficiency in these high-risk, low-frequency events, fire departments protect occupants, safeguard responders, minimize disruptions in public buildings, and uphold public confidence in their ability to handle complex emergencies professionally. Special thanks to Brian from Stanley Elevator and to Moultonborough Central School and its staff for generously providing access to their facility and supporting this vital training.





11/19 & 11/20 New Hampshire Municipal Association Annual Conference:

While attending the NH Municipal Association's annual conference in Manchester, Chief Bengtson participated in a series of professional development sessions focused on strengthening municipal operations, leadership, and legal compliance. The Chief joined the Town Administrator, Human Resources Director, Finance Director, Library Director, and Land Use Department staff, who also attended the conference and took part in educational sessions relevant to their respective areas of municipal service. During the conference, Chief Bengtson completed sessions on AI for Cities and Towns, exploring emerging technologies that can improve municipal efficiency; Practical Tools for Operations & Administration, emphasizing effective management practices; and First Amendment Auditors, Are You Prepared, which covered best practices for public engagement and constitutional rights. He also attended sessions on Understanding Employee Discipline and "Just Cause" and Ending an Employment Relationship, providing valuable insights into fair and legally sound personnel management. Additionally, the Chief received training on the Right to Know Law & Public Meetings, further enhancing his understanding of transparency and public governance requirements. Together, these sessions reflect the Chief's commitment to continuous improvement and informed leadership within Town government.

Burning Permits:

Fire permits are now being issued again. Fire permits can be obtained at the Public Safety Building and online at NHfirepermit.com.

Per Administrative Rule Res 5601.02, A fire permit shall be required for all open burning when the ground is not covered by snow. "*Ground covered with snow*" means the area within a 100-foot radius from the fire edge is covered with snow or other frozen precipitation sufficient to prevent the combustion of woodland fuels until the fire is completely extinguished.

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 Department will be closed on Thursday, November 27 and Friday November 28 in observance of Thanksgiving.

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.

Basketball Hoopla is back! Join us on Friday, January 2, 6:00-7:30pm at the Moultonborough Academy gym for this free event! Boys and girls in preschool through grade 6 can bring their sneakers and join Plymouth State University Men's and Women's Basketball players on the court! Skill drills, Raffles and Prizes! Children **do not** need to be registered in MRD's Youth Basketball programs to participate in Basketball Hoopla!

Finishing touches are being put on a trip to see the musical Rock of Ages at Manchester's Palace Theater. Save the date: Saturday January 31 for this exciting trip! More info to come!

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

We wish the Moultonborough community a very happy holiday weekend, filled with friends, family and feasting.

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

Don't miss our pop-up used books sale setting up next week in time for your holiday shopping. Lots of books, puzzles, and DVDs for all ages at low, low prices.

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:

- 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.](#)
- Tuesday, December 16, 2 to 3:30 pm, and Wednesday, December 17, 11 am to 12:30 pm. **Tech Workshop: Phoneography.** [Register here.](#)
- Wednesday, December 17, 10:30 to 11:30 am. **Mystery Book Club: The Crossing Places.** Print books are available to borrow at the library. [Register here.](#)
- Wednesday, December 17, 4 to 5 pm. **Pontine Theatre: A New England Christmas.** [Register here.](#)
- Thursday, December 18, 9 to 11 am. **Library Board of Trustees Meeting**
- Thursday, December 18, 5:30 to 6:30 pm. **Evening Page Turners Book Discussion: How to Read a Book.** Print books are available to borrow at the library. [Register here.](#)
- December 2, 16, 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:

- 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.
- Saturday, December 20, 10 am to 12 pm. **Teens Cozy Cocoa and Jingle Bell Brain Buster.** [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.
- 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, December 2, 2025 @ 5:00 P.M.
- Tuesday, December 16, 2025 @ 5:00 P.M.

Town Offices Closed:

- Thursday, November 27, 2025 – Thanksgiving Day
- Friday, November 28, 2025 – Day of Thanksgiving
- Thursday, December 25, 2025 – Christmas Day
- **Friday, December 26, 2025 – Tax Collector & Town Clerk Offices ONLY CLOSED**
- Thursday, January 1, 2026 – New Year's Day