

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Angela Bovill  
Town Administrator  
**RE:** Weekly Report  
**DATE:** December 8, 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:** The next Selectmen's meeting is set for Tuesday, 12/16/25, when the board will meet jointly with CIPC and the Advisory Budget Committee to review the recommended capital items. I'm also keeping up with daily operations and personnel matters. The Board of Selectmen ratified the DPW contract, and first-year cost items will be added to the warrant. It's a busy stretch as we head into the holidays - the calendar definitely isn't slowing down!

**Finance:** Completed weekly accounts payable and printed checks. Worked on the cost items for the DPW's CBA.

**Code, Compliance & Health Office:** Week of 12/1/2025 - 12/5/2025

This week the Land Use Office received (14) new applications for permits and issued (28) 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 (1) Out (11+1 Denied)
Demolition	In (1) Out (4)
Mechanical Gas Permits	In (9) Out (9)
Electrical Permits	In (2) Out (2)
Plumbing Permits	In (1) Out (1)
Sign Permit	In (0) Out (0)
<b>Total Permits:</b>	<b>In (14) Out (28)</b>

**Permit Revenue for Week Shown: \$2220**

**Inspections:**

Electrical Rough – 2

Framing Rough – 4

Plumbing Rough – 1

Insulation – 2

Footings/Foundation/Slab – 2

Electrical Service – 0

Final Approval – 5

Site Consultation – 1

Gas Piping – 3

Mechanical – 2

**Total Inspections: 22****Department of Public Works**

**Facilities/Grounds:** The facilities and grounds crew set up a Christmas tree for the Police Department and decorated with lights. All town buildings were plowed, shoveled, and treated after the winter weather. A Christmas decoration was built for the Recreation department. The ice rink was flooded. Mouse traps set at the library. All wreaths and banners hung in town. A meeting with the electricians at the Public Safety building. Signs for clerk. A Christmas tree for the Recreation Department and Function Hall. The water leak at the Town Hall was addressed, cleaned up, and set to fan dry.

**Fleet:** The mechanics prepared for the impending storm. Truck 24 was stuck on Lee Road. New hydraulic hoses for small plows. Car 241 a headlight was repaired. After the winter storm event plow issues were repaired. Truck 2 the sander was binding and the chain was stuck. Roads were treated after the storm. A trip to Viking-Cives in Maine to pick up the truck beds for 24. Equipment 23 cord plug for block heater was replaced. Preventative maintenance on equipment 14. Truck 20 block heater replaced. Truck 4 plow operating issues were addressed. Truck 7 steering was checked for leaks.

**Highway:** The highway crew calibrated sanders. Roads plowed and treated after the winter weather events. Snow drifts around town were treated. The bodies for truck 24 were picked up in Maine. A new plow blade was put on truck 10. Magic salt was mixed. Banners and wreaths were hung in the center of town. A water leak at the Town hall was repaired.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 1 container of single stream recycling = 5 tons, 6 containers of construction and demolition = 30 tons. The tire container with approximately 500 tires we shipped out for recycling, 92 Freon containing devices were recycled, 24 cubic yards of foam were recycled, and the brush pile was burned. Vehicle counts: Monday 646, Tuesday 83( low car count due to the snow event), Friday 490, Saturday 402, Sunday 221 total vehicles served 1842.

## Public Safety Building

**Moultonborough Police Department:** 12/01/2025 to 12/07/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	160	145	-9.38%	8922	9970	+11.75%
Log Entries	302	289	-4.30%	15797	17384	+10.05%
Arrests	3	1	-66.67%	129	169	+31.01%
MV Accidents	4	5	+25%	168	152	-9.52%
MV Stops	33	29	-12.12%	1598	2591	+62.14%
Offense Reports	1	3	+200%	139	139	0%

### 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	4
Admin Services	6	Found / Lost Property	2
Alarm Commercial	3	Good Morning Project	4
Alarm Residential	1	Harassing Message	1
Assault	0	Juvenile Issue	1
Assist Citizen	29	Lost / Missing Person	0
Assist Motorist / Disabled MV	5	Medical Emergency	6
Assist Other Agency	14	Motor Vehicle Complaint	2
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	0
Building Check	6	Police Information	2
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	4
Call for Local PD / Officer	1	Paperwork Service	1
Civil Standby	0	Sex Offender Registration	0
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	0
Criminal Records Check	0	Theft / Larceny / Fraud / Forgery	0
Criminal Threatening	1	Training	1
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	0
Detail	0	Violation of Protection Order	0
Directed Patrol	4	Warrant Check	0
Disturbance	0	Welfare Check	1
Domestic Animal Related Call	0		
Domestic Disturbance	0	SWAT Call – Out	0

**Community Policing:** Christmas Tree lighting with games and crafts for children.

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

**Training:** Law Refresher/Update with Seacoast Law.

**Upcoming Events:** Nothing to report.

**Moultonborough Fire Rescue:** For the period of 11/24/2025 to 11/30/2025, 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	9
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	4
Series 600	Good Intent	3
Series 700	False Alarms & False Calls	2
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

**Total 2025 Incidents:** 1,000

**Percent of decrease from 2024:** <3.2%

**Mutual: given:** None.

**Automatic Aid: Given:** Once each to Center Harbor and Sandwich, both were cancelled en route.

**Automatic Aid Received:** None

**Overlapping Incidents:**

- **Total Overlapping Incidents:** None
- **Year to Date:** 164
- **Percentage of Call Volume:** 16.4% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** None

**Call Staff Participation:**

Call firefighters responded to five incidents, providing an average of 1.2 firefighters per incident.

**Response Times with 24-Hour Coverage:**

- **Average Response Time:** 07:07 minutes/seconds
- **Average Reaction Time:** 99 seconds

**Inspections/Services:**

- LP Above Ground Tanks & Piping: 3 inspections conducted
- Oil burner inspections 2 inspections performed

**Operations:**

12/5 Moultonborough firefighters attended advanced airway training in Center Harbor and at the Public Safety Building focused on Rapid Sequence Intubation (RSI) to strengthen coordination with Stewart's Ambulance paramedics who are certified to perform this procedure. RSI is used to place a breathing tube in critically ill patients who still have airway reflexes—such as those experiencing traumatic head injuries, strokes, or severe respiratory distress—and requires a highly practiced team approach to ensure patient safety. By participating in joint training, Moultonborough personnel are better prepared to assist Stewart's paramedics during these complex, high-risk interventions, helping improve outcomes during some of the most serious medical emergencies in our community.

The training included hands-on instruction from FF/RSI Paramedic Andy Cartier. By staying proficient in RSI assistance skills, Moultonborough firefighters enhance interoperability with their EMS partners and ensure that patients receive the highest level of prehospital care possible, especially during long transports to advanced medical facilities.

**Burning Permits:**

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. As there is now snow cover in place, no fire permit is required for permissible open burning.

**Fire permits for 2026:**

Fire permits for 2026 can be obtained at the Public Safety Building and online at [NHFirepermit.com](http://NHFirepermit.com)

**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 and Moultonborough Public Library are teaming up once again to offer Dinner, Delights and Holiday Lights! Join us on Friday December 12, 5<sup>30</sup>-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 starts. We'll watch the game from Section F, Rows 22 & 23 above center ice. We will depart for the 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.

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. Cal 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.

Moultonborough Recreation staff and Administration staff are putting the finishing touches on Ho Ho Holiday Jingle and Mingle, a holiday party for town staff on Tuesday December 16. Food, fun, games and holiday cheer are on the menu!

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](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 hope you are enjoying a wonderful holiday season. We still have holiday programs planned for you: the Pontine Theatre returns on Dec. 17, and teens are invited to holiday trivia on Dec. 20. Plus, we have lots of holiday reading options on our display shelves. Hope to see you soon!

Please note that we will be closed on December 24 and 25 for Christmas and will close at 12:00 pm on December 31. We will reopen on January 2, at 9:00 am.

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, December 11, 10:30 am to 12:00 pm. **Monthly Book Talk.**
- Thursday, December 11, 5:00 pm to 7:00 pm. **Thursday Movie Night: *Downton Abbey: The Grand Finale*.** [Register here.](#)
- Tuesday, December 16, 2:00 pm to 3:30 pm, and Wednesday, December 17, 11:00 am to 12:30 pm. **Tech Workshop: Phoneography.** [Register here.](#)
- Wednesday, December 17, 10:30 am to 11:30 am. **Mystery Book Club: *The Crossing Places*.** Print books are available to borrow at the library. [Register here.](#)
- Wednesday, December 17, 4:00 pm to 5 pm. **Pontine Theatre: A New England Christmas.** [Register here.](#)
- Thursday, December 18, 9:00 am to 11:00 am. **Library Board of Trustees Meeting**
- Thursday, December 18, 5:30 pm 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, 5:00 pm to 6:30 pm. **Craft and Chat: Bring Your Own Project.** All skill levels and crafts are welcome.
- Tuesday, January 6, 9:00 am to 2:00 pm. **Granite VNA Foot Clinic.** Register directly with the Granite VNA, (800) 924-8620, ext. 85664.
- Tuesday, January 6, 6:00 pm to 7:00 pm. **Hospital and Haven: 30 Years of practicing medicine in a remote Native village in the early 1900s.** [Register here.](#)
- Thursday, January 8, 5:00 pm to 7:00 pm. **Thursday Night Movie and Pizza Night: *Penguin Lessons*.** [Register here.](#)
- Fridays, 10:00 am to 11:30 am. **Caregivers Support Group.** Helping each other.
- Fridays, 10:00 am to 12:00 pm. **Friday Stitchers.** All skill levels and crafts are welcome.

### Upcoming Youth Programs:

- Friday, December 12, 5:30 pm to 7:00 pm. **Moultonborough Library & Moultonborough Rec Department Youth Holiday Open House** at the Moultonborough Function Hall.
- Saturday, December 20, 10:00 am to 12:00 pm. **Teens Cozy Cocoa and Jingle Bell Brain Buster.** [Register here.](#)
- Monday, January 5, 9:30 am to 10:00 am. **Toddler Music & Movement.** Now monthly on the first Monday of the month in 2026.
- Monday, January 5, 3:00 pm to 4:30 pm. **Middle School Monday: Snow Globes (Ages 12+)** [Register here.](#)

### Regularly scheduled story and play times:

- Mondays, 9:30 am 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 am to 10:00 am. **Baby Time - Board Books and Nursery Rhymes.**
- Fridays, 10:30 am to 11:00 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 16, 2025 @ 5:00 P.M.

**Town Offices Closed:**

- Thursday, December 25, 2025 – Christmas Day (All Offices Closed)
- Friday, December 26, 2025:
  - Tax Collector & Town Clerk Office CLOSED (Town Hall is OPEN 12/26/25)
  - Transfer Station CLOSED
- Thursday, January 1, 2026 – New Year's Day (All Offices Closed)