

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Angela Bovill
Town Administrator
RE: Weekly Report
DATE: December 15, 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: I prepared for the December 16, 2025, Selectmen's meeting this week, including responding to questions from the Advisory Budget Committee. Please note that all Town Offices and the Transfer Station will be closed on Christmas Day, December 25. The Town Clerk, Tax Collector, Recreation and Transfer Station will also be closed on Friday, December 26. In addition, all Town Offices will be closed on New Year's Day, January 1, 2026. As we conclude the year, I want to acknowledge the productive collaboration among the Board of Selectmen, Department Managers, Boards, Committees, and staff. It has been a privilege to work with such a dedicated team over the past five months. I extend my best wishes to all residents for a safe and enjoyable holiday season.

Finance: Processed payroll and payables. Worked on cost items for DPW CBA.

Code, Compliance & Health Office: Week of 12/8/2025 - 12/12/2025

This week the Land Use Office received (28) new applications for permits and issued (28) permit applications. In addition, the Code Enforcement Office received (0) citizen complaints and resolved (1) open complaints and conducted (18) Inspections related to building construction and complaint investigations.

Permits:

Building Permits	In (5) Out (7)
Demolition	In (1) Out (1)
Mechanical Gas Permits	In (17) Out (16)
Electrical Permits	In (3) Out (2)
Plumbing Permits	In (2) Out (2)
Sign Permit	In (0) Out (0)
Total Permits:	In (28) Out (28)

Permit Revenue for Week Shown: \$4789

Inspections:

Electrical Rough – 2

Framing Rough – 1

Plumbing Rough – 2

Insulation – 1

Footings/Foundation/Slab – 3

Electrical Service – 2

Final Approval – 4

Gas Piping – 1

Mechanical – 2

Total Inspections: 18**Department of Public Works**

Facilities/Grounds: The facilities and grounds crew treated and plowed all town buildings. The ice rink was cleared of snow and flooded. Met with electricians at the Town hall for the hot water heater. Aqua-therms at States Landing were put on. Mouse traps were set at the library. Christmas lights were put up at the Function Hall and Public Safety Building. Walkways were shoveled and treated after the snow events. The Zamboni was used on the ice rink. Lights for the recreation department were put up.

Fleet: The mechanics diagnosed truck 4 plow issue, joy sticks changed out. Equipment 14 lost hydraulics, no pump pressure. CAT was called to repair the unit. Truck 9 front wing cable repaired. Truck 3 battery replacement. Truck 6 wing issue on Lakeshore Road. 15-t-1 ECM issue was addressed at the Public Safety Building. Rear sprocket on truck 7 and sander hydraulic issue on truck 10.

Highway: The highway crew plowed and treated roads throughout town after the winter weather. Salt was delivered and pushed up into the salt shed. Sander was removed from truck 24 and the other truck bodies were picked up. The tires on truck 7 were changed. Trucks were washed after the storm. Sanders and chains were greased. Roads were scraped and treated after the storm events.

Transfer Station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 3 containers of construction and demolition = 20 tons and 1 container of mixed scrap metal. The brush pile was burned, compost pile turned, electronics container exchanged, Freon containing devices were recycled, propane tanks were picked up to be recycled. Vehicle counts: Monday 349, Tuesday 346, Friday 373, Saturday 364, Sunday 97 total vehicles served 1529.

Public Safety Building

Moultonborough Police Department: 12/08/2025 to 12/14/2025

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Calls for Service	145	170	+17.24%	9100	10140	+11.43%
Log Entries	289	322	+11.42%	16147	17706	+9.66%
Arrests	1	2	+100%	133	171	+28.57%
MV Accidents	5	3	-40%	169	155	-8.28%
MV Stops	29	35	+20.69%	1631	2626	+61.01%
Offense Reports	3	1	-66.67%	141	140	-.71%

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	5
Admin Services	10	Found / Lost Property	1
Alarm Commercial	3	Good Morning Project	4
Alarm Residential	4	Harassing Message	0
Assault	0	Juvenile Issue	0
Assist Citizen	21	Lost / Missing Person	0
Assist Motorist / Disabled MV	5	Medical Emergency	7
Assist Other Agency	17	Motor Vehicle Complaint	2
BOLO	0	OHRV Incident	0
Boating Incident	0	Parking Complaint	1
Building Check	2	Police Information	3
Burglary	0	Repossession	0
Burn Permit	0	Road Hazard	2
Call for Local PD / Officer	4	Paperwork Service	1
Civil Standby	1	Sex Offender Registration	1
Community Policing	0	Stalking	0
Complaint	0	Suicide / Attempted	0
Criminal Mischief	0	Suspicious Activity	4
Criminal Records Check	3	Theft / Larceny / Fraud / Forgery	0
Criminal Threatening	1	Training	0
Criminal Trespass	0	Untimely / Unattended Death	0
Custody Issue / Complaint	0	VIN Verification	1
Detail	0	Violation of Protection Order	1
Directed Patrol	8	Warrant Check	1
Disturbance	0	Welfare Check	3
Domestic Animal Related Call	3		
Domestic Disturbance	1	SWAT Call – Out	0

Community Policing: Nothing new to report.

Policy Update: Nothing new to report.

Training: Nothing new to report.

Upcoming Events: Nothing to report.

Moultonborough Fire Rescue: For the period of 12/08/2025 to 12/14/2025, there were nineteen calls for service: There were:

Series 100	Fires	0
Series 200	Overpressure, Explosion, Overheat-No Fire	0
Series 300	Emergency Medical & Rescue Incidents	10
Series 400	Hazardous Conditions-No Fire	0
Series 500	Service Calls	1
Series 600	Good Intent	5
Series 700	False Alarms & False Calls	3
Series 800	Severe Weather & Natural Disaster	0
Series 900	Special Incident Type	0

Total 2025 Incidents: 1,019

Percent of decrease from 2024: <3.0%

Mutual Given: None.

Automatic Aid Given: Twice to Center Harbor and once to Sandwich

Automatic Aid Received: Once from Tuftonboro

Overlapping Incidents:

- **Total Overlapping Incidents:** Six
- **Year to Date:** 170
- **Percentage of Call Volume:** 16.6% *Overlapping incidents occur when two or more incidents happen simultaneously.*
- **Emergency Recall of Personnel:** One

Call Staff Participation:

Call firefighters responded to five incidents, providing an average of 1.5 firefighters per incident.

Response Times with 24-Hour Coverage:

- **Average Response Time:** 07:07 minutes/seconds
- **Average Reaction Time:** 01:45 minutes/seconds

Inspections/Services:

- LP Above Ground Tanks & Piping: 5 inspections conducted
- Place of Assembly inspections 3 inspections performed
- Annual School Inspection 1 inspection conducted

Operations:

- 12/11 Firefighter Manville oversaw and coordinated the annual flow testing of self-contained breathing apparatus working with Fire Tech & Safety to inspect and test 25 SCBA unit. Annual testing ensures that our SCBA are functioning properly to provide breathing air when fighting fires.
- 12/12 The fire department participated in the Recreation Department's Dinner, Delights and Holiday Lights at the Function Hall. Providing Caroling Karaoke and Holiday tree ornament claw grab for a prize, a good time was had by all.

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

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 teamed up once again to offer Dinner, Delights and Holiday Lights on Friday December 12 at the Moultonborough Function

Hall. Nearly 100 attendees enjoyed a dinner from a variety of crockpot dishes and soups, and goodies for dessert. We played some Happy Holi-games and took some festive photos. The fun and festive evening ended with the holiday tree lighting in the gazebo.

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!

Moultonborough Recreation invites you to Have Fun Today and stay warm doing it – stylish too! We are selling soft knit cozy pom hats with our logo on the front. Makes a great stocking stuffer! Purchase your MRD pom hat online or in the Recreation office. Call MRD for more info! 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.

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.

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., Moultonboro.

Moultonborough Public Library

Today! The Pontine Theatre presents its holiday puppet show at 4 pm. The show will feature antique stage techniques including rolling panoramas, puppetry, and toy theatre figures to bring stories alive onstage. It is aimed at adult audiences, but older children will also enjoy them.

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:

- Wednesday, December 17, 4:00 pm to 5:00 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.](#)
- Saturday, January 10, 10:00 am to 11:30 am. **A Safe Place Bereavement Group.** 6-week class led by Dawn Alvarez of the Lakes Region VNA. [Register here for all 6 sessions.](#)
- Tuesday, January 13, 6:00 pm to 7:00 pm. **Raising Digital Natives Safely: Protecting your family online.** [Register here.](#)
- Wednesday, January 14, 12:00 pm to 1:00 pm. **What's Hot...What's Not...What You Can Toss Today - Zoom.** [Register here to receive the Zoom link 48 hours in advance.](#)

- Thursday, January 15, 9:00 am to 11:00 am. **Library Board of Trustees Meeting.**
- 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:

- 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.](#)
- Saturday, January 10, 9:00 am to 3:00 pm. **4-H Babysitting Basics.** [Register here](#)
- Tuesday, January 13, 6:00 pm to 7 pm. **Raising Digital Natives Safely: Protecting your family online.** [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)