

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Charles F. Smith, MPA  
Town Administrator

**RE:** Weekly Report

**DATE:** May 25, 2021



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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**

**Town Administrator:** An appropriation defined under RSA 32: 3, II “*means an amount of money appropriated for a specified purpose by the legislative body.*” At their recent Board of Selectmen meeting the Selectmen signed New Hampshire Department of Revenue Administration (DRA) MS-232 form, which reports to DRA the total appropriations approved at Town Meeting. Essentially the form is the towns operating and capital budgets for the calendar year, however, DRA also uses the form to set the towns property tax rate. To calculate the towns rate, DRA subtracts the appropriations (MS-232) from the towns estimated revenues (MS-434), divides the sum into the towns total assessed property value (MS-1) and then multiplies the amount by \$1,000 to equal the towns property tax rate for the calendar year. DRA generally sets property tax rates in the fall.

**Assessor:** The first half tax warrant has been printed and signed by the Board of Selectmen. New property record cards have been uploaded to the online GIS system, so that they match the updated assessed values. The GIS maps will be updated soon, to reflect, new subdivisions, boundary line adjustments, lot mergers, site plans, etc. and will also be in sync with the 2021, 1<sup>st</sup> half tax bill. The NH Department of Revenue Administration (DRA) will soon begin monitoring a sample of the properties that Whitney Consulting Group inspected, in 2020, as part of the cyclical inspection process. They will send notification to taxpayers whose properties were randomly chosen as part of their monitoring sample. The Assessing department is seeking applicants for an open Assessing Technician position. The job description and requirements can be found on the Town website. As always, if property owners have any questions or concerns regarding assessing, please do not hesitate to contact the Assessor’s Office, Monday through Friday 7:30am to 4:00pm, 603-476-2347 or email [thughes@moultonboroughnh.gov](mailto:thughes@moultonboroughnh.gov).

### **Department of Public Works**

**Highway:** The highway team worked on multiple projects during the week that included blowing roadside ditches, addressing a few culvert, drainage, and roadside tree issues, removed a large rock

out of Blake Rd in preparation for the upcoming paving work, began grading of gravel roads, and assisted the facilities team with hanging of the village banners and flags. Public Works is also working with the elementary school for their vegetable garden project by delivering compost from the transfer station as well as some boulders.

**Facilities & Grounds:** The past week the F&G crew installed the new banners in the village with the help of the Highway crew and the Police Dept. The crew has been mowing and trimming town facilities as well spring maintenance in the cemeteries. We have been setting new flags and veteran markers in the cemeteries. We are planning for our crew to finish beach cleanups on Wednesday. The soccer field has been stripped, the nets have been installed, and it is ready to be used.

**Fleet:** EQ23 2009 John Deere 772GP grader installed correct tie rod end. Adjusted frontend. TRK7 2020 Western Star 4700SF performed PM-B service. Worked on follow ups. Freed up grease fittings looked over general items. Rotated front tires. CAR151 2015 Ford Police Interceptor start stripping police decals to set up for Code Enforcement. CAR161 2016 Ford Police Interceptor replaced tire valve stem left rear tire. 15-E-4 2001 H.M.E. pumper repaired tailpipe assembly. Parts run to Nortrax to get correct tie rod end.

**Transfer Station:** This week we shipped out 2 containers of municipal solid waste, 2 containers of single stream recycle and 7 containers of construction and demolition. Car counts for this week are Monday 366, Tuesday 262, Friday 412, Saturday 352 Sunday 300 total of 1692 residents served.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 269 log entries, which included the following calls for service, 9 Assist Citizens, 19 Motor Vehicle Stops, 19 Assists to Fire/EMS, 1 Directed Patrols, 1 Arrests, 2 complaints, 4 MV Accidents, 3 MV Complaints, 2 Residential Alarms, No Commercial Alarms and 1 K-9 complaints. Officer Jaclyn Cortese attended the Field Training Officer course put on by Granite State Police Career Counseling on 5/17 – 5/19. All officers completed firearms training between the dates of 5/12 & 5/19.

### **Recreation Department**

Summer Camp counselor positions and lifeguard positions are still open. MRD is also seeking to fill our Waterfront Supervisor position. The interview and hiring process is ongoing for summer staff positions.

MRD's Summer Concert Series begins June 30. Concerts will take place Wednesdays, 6:30pm at the Moultonborough Function Hall gazebo thru August 25. Free outdoor concerts featuring awesome local talent. Bring a picnic dinner, lawn chairs or blanket. See Moultonborough Recreation's website for scheduled performers.

Registrations are open for our Adult Corn Hole league. Moultonborough Recreation invites you to take your backyard fun to the next level. Teams of two to four players must pre-register & are guaranteed 3 games each week. Adult Corn Hole League will meet on Thursdays July 8-August

5, 6:30pm at Kraine Meadow Park. Pre-registration is required. Call MRD for more info. 476-8868. Registrations are open for Safe at Home by Safesitter® class. The class will meet on Friday, June 11 @ MCS. Pre-registration is required, and space is limited. Call MRD for more info 476-8868.

MRD has fielded several inquiries regarding the restart of Bridge group and Mah Jong groups this summer. Schedule, logistics and planning are ongoing to host these groups. Schedule, logistics and planning continues for an adult Bocce league to begin this summer. MRD's collaboration with Meredith Parks & Recreation: Happy Trails to Wellness Fitness Walks concluded last week.

Youth Softball/T ball program concludes May 29. Youth Track & Field program concludes May 28. Beyond the Bell After School Program runs through June 17. MRD's Outdoor Pickleball program will begin at Kraine Meadow Park June 2. Moultonborough Recreation and Meredith Parks & Recreation's collaborative Strength and Balance class through mid-June.

As always, your Moultonborough Recreation staff is hard at work designing and planning programs for people of all ages. See our website at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) for information on MRD activities or call us at 476-8868. Check our Facebook page for cancelations or updates regarding our events and programs. The Moultonborough Recreation Department is located at 10 Holland St., Moultonborough.

### **Moultonborough Public Library:**

We are hiring! We are looking for two high school students (ages 16+) to work with us as Library Pages. This is a paid position. To apply, please complete this [Application Form](#). For the full job posting and job description, please go to the library's [website](#).

What about those Red Sox? Currently they are 2<sup>nd</sup> in the AL East. If you are a Red Sox fan, you won't want to miss the **Ultimate Presentation for Red Sox Nation on Monday, June 7 at 6:30pm**. Author, Marty Gitlin, will be sharing videos and photographs of the greatest and most fascinating players, teams, events, and moments in franchise history. The program also includes trivia questions to see how much you know about the team. This program will be held via Zoom and you must [register](#) to receive the Zoom link.

The **Friends of the Library Meeting** is Thursday, June 3 at 11:00am. New members are always welcome. If you are interested in attending or want to learn more about the Friends, please email them at [Friends@moultonboroughlibrary.org](mailto:Friends@moultonboroughlibrary.org). The **Friends Literary Discussion** is Thursday, June 10 at 10:30am via Zoom. [Registration](#) is required.

Reminder the Library will be closed on Monday, May 31<sup>st</sup> for the Memorial Day Holiday. We are open on Saturday, May 29 from 10am-2pm.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, May 27, 2021 at 4:00 PM (Work Session)
  - Thursday, June 3, 2021 at 4:00 PM
  - Thursday, June 17, 2021 at 4:00 PM
  - Thursday, June 24, 2021 at 4:00 PM (Work Session)
- Town Hall Closed for Memorial Day Observance Monday, May 31, 2021
- Property Tax bills due by July 1, 2021
- Town Hall Closed for Independence Day Observance Monday, July 5, 2021