

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** August 10, 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 Clerk:** In the month of July 2021, the Town Clerk's office processed 1,140 motor vehicle registrations, 86 boat registrations, 59 dog licenses, 197 motor vehicle titles, 81 UCC filings, 30 vital records (birth/death/marriage certificates and/or divorce decrees), and 6 marriage licenses. We also processed wetlands applications and performed various other services.

Dog licenses were due April 30<sup>th</sup>. The regular fees are: \$7.50 for an altered dog, \$10 for an unaltered dog, and \$3 for the first dog owned by a senior citizen. Group rates are available for households with five or more dogs. Payment can be made online, through the mail, or through the drop box outside to the left of Town Hall's front door. If your dog has received a rabies vaccination in the last year, please include the current rabies certificate with payment. Late fines began accruing on June 1<sup>st</sup>. For all late licenses, a dollar a month per dog will be added until the dog is licensed. The Town Clerk was required by law to report any remaining unlicensed dogs to the Select Board by June 20<sup>th</sup>, and this was done on June 17<sup>th</sup>. Civil Forfeitures, which are an additional \$25 per dog, are now being issued by the Moultonborough Police Department to any dog who has still not been licensed for 2021.

The Supervisors of the Checklist finished their Verification of Checklist which is required by law every ten years. Any voter who was on the checklist but had not voted in any election in the last four years was sent a letter explaining how they could re-register to remain on the checklist if they still qualify. If they did not respond, if they responded that they have moved out of town, or if their letter was returned to the supervisors as undeliverable, the voter was removed from Moultonborough's voter checklist. If you have voted in Moultonborough in any election since April 1<sup>st</sup>, 2017, you remained on the checklist without any required action. Anyone with questions is welcome to call the Town Clerk at 476-2347 for more information.

The Town Clerk's office will be closed on Thursday, September 9<sup>th</sup> to attend a statewide Clerk's training.

## **Department of Public Works**

**Facilities & Grounds:** The past week Facilities and Grounds crew mowed and trimmed various cemeteries and town facilities. We repaired and reset the dock at long island boat ramp, cleaned and raked beaches. Minor Repairs at PSB (toilet, sink drain). Set up for Household Hazardous waste day.

**Transfer station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 3 containers of single stream recycle =15 tons and 7 containers of construction and demolition = 35 tons. Tire container, scrap metal swapped out, pole barn cleaned and organized, compost pile turned, and brush pile burned. Car counts Monday 486, Tuesday 503, Friday 596, Saturday 458, Sunday 336 total of 2,379 residents served.

**Fleet:** CAR161 2016 Ford Police Interceptor Utility performed PM-B service, performed state inspection, replaced left outer tie rod end. Replaced mode door actuator for hvac unit. TRK18 2010 Dodge Grand Caravan had unit towed to the shop extracted broken sparkplug. Replaced the rest of the sparkplugs and plug wires. Performed PM-B service and performed state inspection. Repaired l.f. tire replaced valve stem assembly. EQ13 2020 Volvo L90H installed upgraded quick disconnects for grapple. Performed monthly facilities audit. Load wood chips. Prepared shop for Hazardous Household Waste Day.

## **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 230 log entries, which included the following calls for service, 7 Assist Citizens, 13 Motor Vehicle Stops, 18 Assists to Fire/EMS, 5 Directed Patrols, 2 Arrests, 4 complaints, 4 MV Accidents, 5 MV Complaints, 3 Residential Alarms, No Commercial Alarms and 4 K-9 complaints.

**Training:** Officer Jonathan Michalski attended Sniper Rifle Training at Sig Sauer Academy on 8/2 - 8/6. His skills learned here will come to use during SWAT callouts with the Belknap Special Operations Group.

Dispatcher Taylor Moulton has completed her probationary training period and has been released to dispatch on her own. We are excited to watch her grow as a dispatcher!

**Moultonborough Fire/Rescue Department:** For the period of 07/30/2021 to 08/05/2021, there were 31 calls for service: There was: 1 Excessive heat, scorch burns with no ignition, 19 EMS incidents, 2 Carbon monoxide incident, 1 Power line down, 1 Lockout, 1 Authorized controlled burning, 3 Alarm system sounded due to malfunction, 1 CO detector activation due to malfunction, 1 Smoke detector activation, no fire, unintentional, 1 Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date:** 649 **Up 22% from 2020.** **Automatic Aid:** once from Center Harbor and four times from Stewart's Ambulance. **Mutual Aid:** none

**Overlapping Incidents:** 9 **Year to Date:** 144 **Percentage of Call Volume:** 22% Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Overall average staffing per incident	3 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	4 firefighters.
Average Night/Weekend/Holiday	2 firefighters

### **Response Times**

Overall average response time of first arriving unit	10:33 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:13 mins/sec.
Average Night/Weekend response time	11:49 mins/sec.

**Operations:** Chief Bengtson attended the Lakes Region Mutual Fire Aid Executive Committee meeting at the Communications Center in Laconia. Worker Compensation follow up call with Steve McDougal of Primex.

### **COVID-19 Status Report**

The New Hampshire Department of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 08/09/2021, Moultonborough currently is shown as having 14 new cases in the last 14-days and has had a cumulative total of 247 cases.

### **Vaccinations**

In New Hampshire anyone 12 years of age and older, including non-residents may be vaccinated. The State will be shifting to vaccinating through private and public health entities soon. To register for a COVID-19 vaccine appointment go to <https://www.vaccines.nh.gov/?vaccinated>

If you have any questions, call **2-1-1** to access the New Hampshire Department of Health and Human Services COVID-19 hotline. New Hampshire currently has fully vaccinated 53.8 % of the population.

**Burning Permits:** 2021 Fire permits are available at the Public Safety Building and on-line at [www.NHFirepermit.com](http://www.NHFirepermit.com). The fee for an online fire permit has increased is \$5.50. The Town of Moultonborough does not control, run, or manage the online permit system. It is a contracted service of the State of New, Division of Forest & Lands.

Property owners with rental properties are reminded that “written permission” must be given to anyone renting the property to kindle a fire on the property being rented. The letter of permission must indicate the category of fire allowed and the duration in which the renter is allowed to kindle the fire.

### **Recreation Department**

MRD’s Summer Concert Series provides free concerts on Wednesdays @ 6:30pm at the Moultonborough Function Hall gazebo. Will Bird will perform on August 11. Will is a singer songwriter from Moultonborough, playing original music as well as covers of everything from folk and country to rock & roll. Bring a picnic dinner, lawn chairs or blanket. Relax and enjoy the show. See our website or Facebook page for the full concert schedule with info on each week’s performers. Concerts are scheduled thru August 25. Call MRD for more info 476-8868.

MRD is currently accepting registrations for CoEd Youth Soccer for children in Pre-K through 6<sup>th</sup> grade. Our Soccer program will run from Sept. 18 through Oct. 30 (no Soccer October 9/Sandwich Fair weekend). MRD's Youth Sports Programs focus on teamwork, skill development, sportsmanship, and fun. Clinics, practices, games, and scrimmages will be scheduled. MRD Youth Sports will use the same Covid protocols as Moultonborough School Athletics. Our teams are coached and instructed by volunteers, including Moultonborough Academy athletes, community members & parents. Volunteers are always needed. Let us know if you are interested and willing to help out! Register online or stop in the Recreation office. Call MRD for more info 476-8868.

Lifeguard schedule at Long Island beach is as follows: Wednesdays & Thursdays 11am-5pm. Fridays, Saturdays & Sundays 11am – 6pm. MRD's Camp WannaGo and Outdoor Pickleball programs continue at capacity.

The 23<sup>rd</sup> Annual Moultonborough Pathway Fund Run/Walk will take place on Saturday, September 4. Come run or walk and show your support of the Moultonborough Pathway. Three divisions to choose from: 5k Run, 10k Run, 5k Fun Walk. Pre-register at the Moultonborough Recreation Department or register at Kraine Meadow Park on the day of the event. Registration will open that morning at 8:00, race begins at 8:45am.

Registrations are open for MRD's new Pick-Up Bocce program. This program is scheduled to run August 12 thru September 2 @ 6:30pm and is open to adults 18 years and older. Pre-registration is required. Call MRD for more info 476-8868. Adult Cornhole League concluded August 5<sup>th</sup> at Kraine Meadow Park.

Drop in Mah Jong continues Wednesdays @ 10am at the Recreation department at 10 Holland Street. This is a drop-in group, no registration required and no fee. Please bring your set. Call MRD for more info 476-8868.

Bridge players are welcome to gather at the Recreation Department, 10 Holland Street on Mondays @ 10am. This is a drop-in group, no registration required and no fee. Please bring your cards. Call MRD for more info 476-8868

Fitness with a Difference class with Certified Instructor Rebecca Curvey continues. Classes take place on Tuesdays & Thursdays at 9:30 am at MRD thru September 23. Call MRD to register or for more info 476-8868

Toddler Time on Mondays, 9:30-11:00am at Moultonborough Recreation continues. Toddlers and a parent or responsible adult can bring some toys, drop in and take advantage of our indoor open space. This is a drop-in group, no registration required and no fee. Call MRD for more info. 476-8868.

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**

There is one week left to register your reading (minutes for kids, books for adults) on the [Online Summer Reading Program](#). If you earn prizes this week, Mrs. Gulla is out until 8/16 and will get your prizes ready to pick up next week. For adults, the Raffle Drawing will be held on Tue. 8/17 and winners will be notified by email.

Children can come to **PJ Story Time** on Tue at 6pm (no registration necessary) and listen to stories and songs. On Friday, at 10:30am, there is a **Story Time** ([registration required](#)) where kids can listen to stories and then bring home a craft to make at home. On Mon. 8/16 at 6pm is our **End of Summer Reading Celebration** ([registration required](#)). There will be ice cream treats and a balloon artist.

For the adults, we have an Adult Craft Night ([registration link](#)) next Tue 8/17 at 7pm. Diane Johnson will be teaching us how to felt. Our Mystery Book Club will be held next Wed 8/18 at 10:30am ([registration link](#)) and 7pm ([registration link](#)). We meet in person. Registration required so we can plan accordingly.

The library is hiring! We are looking for a part-time Circulation Associate to work 12 hours/week. The schedule is Tue and Thu evenings (4-8pm) and every other Saturday (10am-2pm). For more information check out the [library's website](#).

## **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, August 16, 2021 at 4:00 PM (Public Hearing)
  - Thursday, August 19, 2021 at 4:00 PM
  - Thursday, August 26, 2021 at 4:00 PM (Work Session)
- Other
  - Town Hall and Transfer Station closed for Labor Day Observance Monday, September 6<sup>th</sup>, 2021
  - The Town Clerk's office will be closed on Thursday, September 9th for a state-wide Clerk training.