

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: October 19, 2021



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

Assessor: This week, we continue to work on preparing for the issuance of the tax warrant. If your mailing address has changed, please contact us so that we can update our records. We also continue to prepare for all other property updates that can be entered into our system once the tax warrant has been approved by the Board of Selectmen.

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 assessing@moultonboroughnh.gov.

Department of Public Works

Transfer station: This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons and 5 containers of construction and demolition = 25 tons. Brush pile was burned, and compost pile turned. Car counts Monday closed Columbus Day, Tuesday 607, Friday 436, Saturday 360, Sunday 230 total of 1663 residents served.

Facilities and Grounds: The past week the Facilities & Grounds crew started fall cleanup and mowing. We repaired trim boards and siding on the Recreation building. The septic ejection pumps were replaced at the Public Safety Building. The crew assisted the highway crew with the burials at Shannon and Holland cemeteries.

Fleet: CAR151 2015 Ford Police Interceptor (Code Enforcement) replaced rear brake pads and rotors. Installed lap top mount and hardware. Fluid film chassis. TRK7 2019 Western Star 4700SF replaced broken fitting on front air tank. TRK5 2015 F550 replaced rear brake rotors, brake pads, and calipers. Bleed brakes. CAR182 2018 Ford Police Interceptor perform PM-B service, replaced front brake pads and brake rotors. Replaced right rear wheel bearing assembly. Repaired driver side outside mirror assembly. EQ35 Quick Attach broom replaced broken keyway at drive motor.

EQ28 Dooley landscape trailer finished Gorilla Lift system. Repaired trailer lighting and replaced passenger side light assembly. Cleaned shop. Loaded wood chips. Rebuilt carburetor on backpack blower.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 201 log entries, which included the following calls for service, 8 Assist Citizens, 10 Motor Vehicle Stops, 10 Assists to Fire/EMS, No Directed Patrols, 2 Arrests, 5 complaints, No MV Accidents, 2 MV Complaints, 4 Residential Alarms, No Commercial Alarms, and no K-9 complaints

Moultonborough Fire/Rescue Department: For the period of 10/08/2021 to 10/14/2021, there were 18 calls for service: There was: 1 Tree on wires burning, 12 EMS incidents, 1 Public service, 1 Assist the physically disabled, 1 Dispatched & cancelled en-route, 1 Smoke detector activation due to malfunction, 1 Carbon monoxide alarm activation due to malfunction. **2021 Incidents Year to Date: 848 Up 16% from 2020 Automatic Aid:** five times from Stewart's Ambulance. **Mutual Aid:** None. **Overlapping Incidents: 2 Year to Date: 184 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	08:10 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:52 mins/sec.
Average Night/Weekend/Holiday response time	18:19 mins/sec.

Operations: At the request of CEO Zalewski, the fire department inspected condo units at 14 Lake Shore Drive. The units were found to be compliant with the codes for one- & two-family dwellings. A Supra key box was installed. The Fire Chief had no concern with the CEO issuing certificate of occupancy. The Fire Department visited Moultonborough Learning Center for fire prevention education and a touch-a-truck session with the pre-school aged children. Chief Bengtson inspected the Recreation Department for a Place of Assembly inspection. Call firefighters staff the fire station during the Day Shift for the Columbus Day holiday. The fire chief along with the CEO and Town Planner participated in a meeting with a developer to discuss the potential conversion of a business occupancy to an apartment occupancy.

Burning: Permits: 2021 Fire permits are available at the Public Safety Building and on-line at www.NHFirepermit.com. The fee for an online fire permit is \$5.50. The Town of Moultonborough does not control, run, or manage the online permit system. 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.

Moultonborough Recreation Department

Moultonborough Recreation, Castle in the Clouds & Lakes Region Conservation Trust offered a family friendly walk down Jack O Lantern Lane last Friday. The trail around the Castle's Shannon Pond was lined with Jack O Lanterns of all shapes and sizes to delight the nearly 1000 attendees. Not so spooky volunteers handed out candy and offered treats by the fire pits at this free family friendly event. We would like to thank the many neighbors and families who donated pumpkins and Jack O Lanterns. We also extend heartfelt thanks to Moulton Farm and Spiderweb Garden for donating pumpkins for this event. Our Beyond the Bell After School program kids rolled up their sleeves and had an awesome time showing their creativity by carving the donated pumpkins for Jack O Lantern Lane. This awesome event would not be possible without all of you! Thank you again!

Moultonborough Recreation and Moultonborough Public Library are teaming up to offer a free family friendly Halloween event on Sunday, October 31 before you go Trick or Treating. Gather all your little goblins thru grade 5 and join us at Kraine Meadow Park from 3:00-5:00pm for goodies, games, food, costume contest, story time, prizes, and fun! Donations of bagged candy will be happily accepted at MRD or MPL thru October 26. Volunteer older sibling and adult volunteers are needed to help out. MA students can earn volunteer hours! Please contact MRD if you can help. Call MRD for more info 476-8868

Registrations are open for our new adult Indoor Bocce Program. Roll into some good times with MRD as we bring this backyard favorite indoors for the colder months. No experience needed-just fun fellowship and friendly competition. Bocce courts will be set up in Moultonborough Recreation's active space and indoor Bocce balls will be provided. Games will be played using standard Bocce rules. Indoor Bocce will meet 9:00-11:00am on Thursdays: November 4 & 18 and December 2, 9 & 16. Pre-registration is required, and space is limited. Participants must be 18 & older. Call MRD for more info 476-8868

MRD is currently accepting registrations for our Youth Basketball program. Athletes in Pre-K thru Grade 6 can register online or in the Recreation office. Pre-K participants must have turned 4 by January 15, 2022. Pre-K, Kindergarten and Grade 1 athletes will practice Saturday mornings. The schedule for Grades 2-6 will be determined by registration numbers and rosters. MRD Youth Sports will use the same Covid 19 protocols as Moultonborough School Athletics. Basketball season begins on January 15, 2022. Call MRD for more info 476-8868

MRD staff members Dan Sturgeon and Dan Lamoureux will attend the NHRPA Annual State Conference this week in Concord. MRD staff members will meet with Castle in the Clouds and Lakes Region Conservation Trust staff to discuss next year's Jack O Lantern Lane event as well as collaboration for upcoming holiday and winter season events and activities.

MRD and Meredith Parks and Recreation partnership for Indoor Pickleball at the Meredith Community Center continues at capacity. MRD's CoEd Youth Soccer program continues. MRD will follow the same Covid protocols as Moultonborough school athletics.

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. Beyond the Bell After School Program Session 2 begins on November 1. Registrations are at capacity.

MRD is seeking after school counselors for our Beyond the Bell program. Hours are 2:30-5:30 pm, Monday thru Friday @ MCS. Flexible days off. Applicants should be age 15 & up. Please contact MRD at 476-8868 for more info and application. Logistics and planning for Indoor Cornhole and Indoor Disc Golf Putting League programs are ongoing.

Totally Toddlers has moved to Tuesday mornings, 9:30-11:00am at Moultonborough Recreation. This is a drop-in group, no registration required and no fee. We will now provide limited toys for children to play with. 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 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

Don't forget to register for the Hallows Eve Tea on Wed. Oct 27 at 6:30pm! Rita Parisi will be in costume as Mrs. Gordon and will tell some haunted stories and talk about Halloween traditions. This is appropriate for ages 10+. [Registration link](#).

Speaking of Halloween – the library is once again teaming up with the Recreation Department for the Halloween Boo-leverd Bash. Join us for games, stories, goodies, costume parade and costume party on Sunday, Oct. 31 from 3-5pm at Kraine Meadow Park. We are looking for donations of bagged candy. Please drop off anytime the library is open.

The Lego Club starts back up this week. Join Mrs. Gulla on Wed. Oct 20 at 3pm. Bring your imagination to the group and show us your building skills! We have a large supply of bricks on hand for you to use.

There are also the weekly story times this week. Tuesdays at 6pm we have the PJ Story Time and on Fridays at 10:30am we have Story Time with a craft. Please register for Friday's story times so we have enough materials. [Registration link](#).

Two book discussions are on tap this week. The monthly Mystery Book Club is Wed. Oct 20, and we are reading *The Alienist* by Caleb Carr. The 10:30am group will meet in person at the library and the 7pm group will meet via Zoom. Please register so we can plan on your attendance. [Registration link for 10:30am](#). [Registration link for 7pm](#). The other book discussion is related to our One Book One Valley author event with Paul Doiron. We will be discussing his latest bestseller, *Dead by Dawn* on Thu. Oct 21 at 6:30pm. [Registration link](#). This is to prepare us for

the actual author event on Thu. Oct 28 at 7:00pm at the Majestic Theater in Conway. It will also be live streamed.

Important Dates to Remember

- Board of Selectmen Meetings
 - Thursday, October 21, 2021 at 4:00pm
 - Thursday, October 28, 2021 at 4:00pm
 - Thursday, November 4, 2021 at 4:00pm
 - Thursday, November 18, 2021 at 4:00pm
- Other
 - Holiday Closure - Town Hall and Library will be closed for Veterans Day Observance on Thursday, November 11, 2021
 - NOTE: The Transfer Station will be closed for Veterans Day Observance on Tuesday, November 9, 2021.