

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 1, 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**

**Assessor:** 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](mailto:assessing@moultonboroughnh.gov).

**Town Clerk:** In the month of September 2021, the Town Clerk's office processed 1,037 motor vehicle registrations, 32 aquatherm permits, 2 Articles of Agreement, 8 boat registrations, 15 dog licenses, 141 motor vehicle titles, 20 vital records (birth/death/marriage certificates and/or divorce decrees), and 8 marriage licenses. We also processed wetlands applications and performed various other services.

On September 9th, the entire Town Clerk staff was able to attend the NH City & Town Clerk Association Annual Meeting which included trainings from the Dept. of Vital Records, Attorney General's office, Dept. of Motor Vehicles, Motor Vehicle Title Bureau, and the Secretary of State's office. Town Clerk Julia Marchand stayed for additional trainings and meetings on Wednesday and Friday of the same week covering agenda items ranging from software system updates to relevant legislation to record retention.

The Town Clerk's office has also been busy with election-related items due to the Special School District Meeting that was held on October 13<sup>th</sup>. We assisted in verifying the voter status of the petitioners who requested the meeting and answered questions in person and over the phone from residents and non-residents in the weeks leading up to the meeting. We also saw an increase in voter registration in our office as people prepared to participate in the event.

**DID YOU KNOW?** Boat registration renewals for the 2022 season can be done any time now! If you renew now, you can tuck next year's registration away with the boat before storing it for the

season so you're ready to hit the water as soon as the ice melts. Renew now to avoid the springtime rush!

To renew your boat with the town, please mail or bring one of the following to our office with your ID and payment:

- Your four-part boat renewal letter from the state, signed by the primary owner. The fee due will be \$5 more per boat than the amount on your letter(s).
- Your current, valid registration signed by the primary owner.
- This boat application filled out and signed by all owners:  
<https://www.nh.gov/safety/divisions/dmv/forms/documents/rdmv612.pdf>

We can accept cash, checks made out to Town of Moultonborough, or cards (a 3% fee is added by the credit card company). Feel free to give us a call or email if you need a price at (603) 476-2347 or [TownClerk@MoultonboroughNH.gov](mailto:TownClerk@MoultonboroughNH.gov)

### **Department of Public Works**

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 4 containers of construction and demolition = 20 tons. The compost pile was turned, and brush pile burned. Attendants Nave and Colby replaced the squeegee edge on the snow pusher attachment in for the winter season. The Transfer Station staff is cleaning the facility in preparation for the DES training work shop this week. Car counts for this week Monday 234, Tuesday 240, Friday 384, Saturday 294, Sunday 241 total 1393 residents served.

**Fleet:** TRK9 2014 Kenworth 470 dump truck finish installing sander cables. Perform PM-B service. Cleaned E.G.R. valve sensor and clear codes. Replaced wiper blades. CAR152 2015 Ford Police Interceptor swapped out tires to snow tires. Replaced battery and check for parasitic draw on the system. EQ16 2016 CAT skid steer set up road blower. 15-E-1 H.M.E. pumper install coolant overflow tank and bracket. 15-T-1 2017 H.M.E. Tanker work on wiring issues for lift pump and foam pump. Repair inlet pump valve handle opening through the panel. Reset S.C.R. system. TRK2 2011 F550 repair chip box for leak vac usage. Load chip trailer. Cleaned shop bay.

### **Public Safety**

**Moultonborough Fire/Rescue Department:** For the period of 10/22/2021 to 10/28/2021, there were 32 calls for service: There was: 1 Chimney fire, 1 illegal burning, trash, rubbish fire, 13 EMS incidents, 3 Arcing, shorted electrical equipment, 1 Police matter, 4 Public Service, 5 Dispatched & cancelled en-route, 1 No incident found upon arrival at dispatched location, 3 Alarm system activation, no fire, unintentional. **2021 Incidents Year to Date: 917 Up 18% from 2020**

**Automatic Aid:** three times from Stewart's Ambulance **Mutual Aid:** once station coverage given to Tuftonboro while they worked a 2<sup>nd</sup> Alarm fire in Ossipee. **Overlapping Incidents:** 8 **Year to Date:** 196 **Percentage of Call Volume:** 21%. Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

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

### **Response Times**

Overall average response time of first arriving unit	13:04 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:04 mins/sec.
Average Night/Weekend	10:46 mins/sec.

**Operations:** Department personnel trained on search techniques in a building at Camp Tecumseh. The building was filled with artificial smoke and working in three person teams, firefighters searched for a training manikin and a live victim. Training was 2-hours with 45-minuters of clean up and returning the self-contained breathing apparatus to service. 8 personnel participated in the drill.

Chief Bengtson and firefighter Frangelli presented the Fire Department Capital Improvement Plan for 2022-2027. The chief reviewed the 2022 projects of replacing the UTV, trailer and stokes basket with a wheel for \$63,158.00 and a second project of replacing the Department's two cardiac monitor/defibrillators at no cost to the taxpayers. The project will be funded by the estate of Robert & Cathy Knell. The funding is contingent upon the Town adopting RSA 31:19 to accept the funds.

The fire chief attended the first session of the NH Primex program, Collaborative Leadership: A Model for Public Safety Chiefs. The program is a series of six, two-day session focuses on leadership, physical and mental stressors, optimizing performance, changes in the scope of work, media training, core concepts of risk management and leadership in crisis, a case study of the Boston Marathon Bombing. The program runs through December 16<sup>th</sup>.

**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 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 and Moultonborough Public Library teamed up to offer a free family friendly Halloween event this past Sunday, October 31 before families went Trick or Treating. We had 126 registered costumes attend (Pre-K – 5<sup>th</sup> grade) and get judged on their costumes by our panel of 5 volunteer judges. We had beautiful weather and over 300 people participate in the outdoor event at Kraine Meadow Park. We want to thank all the families who donated candy as well as the volunteers who helped make this event run smoothly. We want to thank Cider Bellies Doughnuts for donating donuts to our event as well!

Registrations continue to roll in 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 603-476-8868

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 603-476-8868

The Carroll County Youth Soccer Tournament will be hosted by Moultonborough Recreation Department on November 6 at Moultonborough Academy. Eight communities will vie for the championship, newly named the Kuethe Cup. Concessions will be sold by Humble Grunt Work to support their good works in the community.

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 603-476-8868 for more info and application.

MRD and Meredith Parks and Recreation partnership for Indoor Pickleball at the Meredith Community Center continues at capacity. The next session of indoor pickleball registration opened today and we expect to fill up by the end of the week.

MRD's CoEd Youth Soccer program ends this week. We had to cancel last Saturday but are making up the practices and games this week. 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 603-476-8868.

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 603-476-8868.

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 provide toys for children to play with. Call MRD for more info. 603-476-8868.

Beyond the Bell After School Program Session 2 begins today, November 1. Registrations are at capacity. Logistics and planning for Indoor Cornhole and Indoor Disc Golf Putting League programs are ongoing.

Logistics and planning for holiday events are beginning. Invitations to participate in the “Holiday Happenings’ poster project have been sent out to village businesses.

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**

A huge thank you to all those who participated in the Halloween Boo-levard Bash this past Sunday! We had almost 400 including our wonderful volunteers! Lots of great costumes, lots of candy and lots of fun! We look forward to collaborating with the Recreation Department again next year!

We have our “**Meet the Author**” program on **Monday, Nov. 8 at 6:30pm!** We are welcoming Anders Morley, who wrote *This Land of Snow: A Journey Across the North in Winter*. Morley will discuss how he turned a dream into reality, setting off alone to ski across northern Canada and how the book came to be. For full details about this program, please go to the [online calendar](#). To register for this event, click [here](#).

The **Friends of the Library** meet on **Thursday, Nov. 4 at 10:30** in the Program Meeting Room. If you would like to know more about what this group does and how they support the library, please consider joining them. They also have a great Chocolate Basket Raffle going on right now. Come to the library to see what’s inside and take a chance on winning. Tickets are 1 for \$5, 3 for \$10 or 8 for \$20.

The library will be closed on Thursday, November 11<sup>th</sup> for the Veterans Day holiday.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, November 4, 2021 at 4:00pm
  - Thursday, November 18, 2021 at 4:00pm
  - Thursday, December 2, 2021 at 4:00pm
  - Thursday, December 16, 2021 at 4:00 pm
- Other
  - Holiday Closures
    - Town Hall and Library will be closed for Veterans Day Observance on Thursday, November 11<sup>th</sup>, 2021
      - **NOTE:** The Transfer Station will be closed for Veterans Day Observance on **Tuesday**, November 9, 2021.
    - Town Hall, Library and Transfer Station (always closed on Thursdays) will be closed for the Thanksgiving Holiday observance on Thursday November 25<sup>th</sup> and Friday, November 26<sup>th</sup>.