

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 15, 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 prepare 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.

Whitney Consulting Group (WCG) is working on completing the 2021 phase of the cyclical inspections. Their field staff will be working throughout town through the end of the year. All their field staff will have a photo identification badge and a letter from the Town Assessor.

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 October 2021, the Town Clerk's office processed 957 motor vehicle registrations, 7 aqua-therm permits, 12 boat registrations, 18 dog licenses, 157 motor vehicle titles, 17 vital records (birth/death/marriage certificates and/or divorce decrees), and 1 marriage license. We also processed wetlands applications and performed various other services.

**DID YOU KNOW?** Dock bubblers (a.k.a. circulators, aqua-therms, water agitators/heaters) have to be registered to. At only 50 cents per bubbler per year, Aqua-Therm Permits are filed with the Town Clerk per RSA 270:33. These need to be paid for before or at the time they are installed for the season and are valid through July 1<sup>st</sup> of the next summer. With penalties up to \$1,000 per circulator, it is a great idea to pay ahead when you're in our office registering your car every year so you're sure not to forget. Feel free to give us a call, email, or swing by with any questions.

## **Department of Public Works**

**Facilities & Grounds:** The F & G crew continued fall cleanups at the town facilities and cemeteries. The painting contractor has finished painting at the recreation department and the town hall. All the docks and boat launch dock have been removed from Lee's Mills.

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 6 containers of construction and demolition = 30 tons. Scrap metal container swapped, shingle bin emptied, and compost pile turned. Car counts: Monday 301, Tuesday closed, Friday 292, Saturday 442, Sunday 264 for a total of 1299 residents served.

**Fleet:** CAR141 2014 Ford Police Interceptor replaced passenger front transfer/transaxle seals and top off fluids. Replaced pass. side rear c.v. shaft assembly. Replaced battery after was reported that would not hold a charge. 15-E-3 2019 H.M.E. firetruck, went to Neck station to scan system for reported check engine light. EQ16 2015 Cat 262D skid steer checked out warning message. Drained fuel filter separator and reset. EQ25 2006 Case 60xt performed PM-B service. Changed oil and filters, replaced fuel and air filters. Performed general check over. TRK5 2015 F550 replaced front brake rotors, pads, calipers, and bleed system. Replaced pass. front wheel bearing assembly. Performed state inspection. TRK24 2009 Freightliner dump truck charged and cleaned terminals at the batteries. Checked charging system

## **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 210 log entries, which included the following calls for service: 8 Assist Citizens, 9 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 2 Arrests, 8 complaints, 1 MV Accidents, 2 MV Complaints, 10 Residential Alarms, 1 Commercial Alarms, and 2 K-9 complaints.

**Training:** Thursday, November 11<sup>th</sup> Firearms Training.

**Moultonborough Fire/Rescue Department:** For the period of 11/05/2021 to 11/11/2021, there were 13 calls for service: There was: 1 Chimney fire, 8 EMS incidents, 1 Arcing, shorted electrical equipment, 1 Lockout, business, 1 Police matter, Smoke detector activation due to malfunction. **2021 Incidents Year to Date: 950 Up 16.5% from 2020.** The Fire Department has surpassed last year's incident total. We are on track to exceed 1,000 incidents, making 2021 our busiest year on record. **Automatic Aid:** once from Center Harbor and three times from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents: 1 Year to Date: 200 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	09:03 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:30 mins/sec.
Average Night/Weekend	09:51 mins/sec.

**Operations:** Received call from State Fire Marshal's Office regarding an inquiry about a reduction in required separation between oil tank and oil burner. Fire Chief had instructed Stafford Oil to make a request for variance in writing to fire chief. This was incorrect information, per the fire marshal office only the State Fire Marshal may grant a variance. Chief Bengtson emailed Matt Bodge at Stafford Oil with the corrected information and a link to the waiver request form on the State Fire Marshal's web page.

Chief Bengtson & probationary firefighter Beede witnesses an emergency evacuation drill at Moultonborough Academy and verified the interoperability of fire department and school radio frequencies.

Chief Bengtson spoke with a property owner regarding the fire sprinkler requirements for the Lady Slipper Lane. Fire suppression system are required for each home. The developer chose individual 13D fire sprinkler systems as the fire protection for the subdivision. The chief emailed the property owner with a video explaining what a 13D system is and how it works. The chief also supplied a list of vendors capable of designing and installing a 13D fire sprinkler system.

The fire chief conducted an inspection of a new fuel oil tank installation outside of the building on Moultonboro Neck Road. Homeowner replaced K1 tank and pad. Boulders have been placed in front of the tank to prevent vehicular damage.

Supra box service call to change out keys for new homeowner on Second Point Road. Call firefighter worked the Day Shift providing station coverage. Department meeting with Call firefighting personnel.

**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.

Burning permits are required when it is raining. Permits are not required when there is snow cover on the ground sufficient enough to prevent the spread of fire to the woodlands.

### **Moultonborough Recreation Department**

Moultonborough Recreation and Gilford Parks & Recreation have teamed up to offer a trip to see the Boston Celtics take on the Atlanta Hawks. Join us on Tuesday March 1 as we travel by coach bus to TD Garden to cheer the Celtics on from balcony seats. Tip-off is scheduled for 7:30pm. There will be two pickup locations: Moultonborough Central school (departing at 4pm) and Gilford High School (departing at 4:45pm) Return drop off time is estimated at 1:15am. Pre-

registration is required, and space is limited. There are important Covid requirements to review. This information is listed on our websites. Call MRD or GP&R for more info.

The Upper Crust Championship continues this week! Moultonborough Recreation staff invites everyone to vote in our Thanksgiving Pie Sweet Sixteen Dessert Brackets. We have selected some of our favorite holiday pies and arranged a bracket style where YOU will decide Thanksgiving's Top Sweet Treat! Rounds will be posted on our Facebook page. Just enter your choice in the comments section. We will post the results after each round. You can watch as some pies are eliminated & some advance to the finals to battle for the *Upper Crust Championship!*

The Holiday Happenings poster and cards will go to print this week and be distributed next week. The Holiday Happenings promotional materials provide a listing of holiday events & activities taking place in Moultonborough Village. These promotional materials are generously sponsored by Meredith Village Savings Bank.

MRD invites you to Brighten the 'Borough in our 2<sup>nd</sup> annual holiday lights challenge. Many people celebrate the holiday season with outdoor lights and festive decorations. If you do, we want to see your creativity. Once you've finished decorating your yard or the outside of your house, enter our Brighten the 'Borough challenge by registering online or stop in our office. It's free! We will visit registered Moultonborough addresses to view each display. Our jolly judges will name winners in several categories including Best in Show for the top Business and Residential entries. Bragging rights are on the line! Registration deadline is December 10. Register on our website via the "Online Registration" link. Call MD at 603-476-8868 with questions or for more information.

Logistics and planning for holiday events are ongoing. MRD staff will meet with Library staff this week to discuss and plan a collaborative holiday event to take place on Friday, December 17 @ each department's buildings.

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. Adult Indoor Bocce continues registrations at capacity.

MRD and Meredith Parks and Recreation partnership for Indoor Pickleball at the Meredith Community Center continues at capacity. 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.

Totally Toddlers Tuesday mornings, 9:30-11:00am at Moultonborough Recreation. Parent supervised play time. We supply the toys – you supply the imagination! This is a drop-in group, no registration required and no fee.

Beyond the Bell After School Program Session 2 continues at registration capacity. Logistics and planning for Indoor Cornhole and Indoor Disc Golf Putting League programs are ongoing.

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 603-476-8868. 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**

Planning ahead, the library will be closed on Thursday, November 25<sup>th</sup> & Friday, November 26<sup>th</sup> for the Thanksgiving Holiday. The library will be open on Saturday, November 27<sup>th</sup> from 9:00am-1:00pm.

The monthly Mystery Book Club is Wednesday, November 17<sup>th</sup> at 10:30am and 7:00pm. The morning session will meet in person at the library and the evening session will meet via Zoom. Please [register](#) to get the Zoom link.

The monthly Throwback Thursday Movie & Pizza Night is Thursday, November 18<sup>th</sup> at 6:00pm. Please [register](#) so we can plan for your attendance.

The Lego Club meets on Wednesday, November 17<sup>th</sup> at 3:00pm. Everyone is welcome to join the fun. Kids can bring their imagination to the group and show us their building skills! We have a large supply of bricks on hand for everyone to use. No registration required.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - 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, 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>.