

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 23, 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:** Over the past week our office took the next steps in finalizing this year's municipal property tax rate. We had a conference call with the NH Department of Revenue Administration and received the total state revenue sources (Meals and Rooms Tax Distribution and Highway Block Grant) that the state will be sending the town over the course of the fiscal year. To receive a preliminary tax rate, which will allow the Board of Selectmen to finalize the tax rate, Moultonborough School District (SAU 45) needs to finalize their MS 25 – School Financial Report with the NH Department of Education.

Since we have not finalized the tax rate and we are approaching the last week in November there is a distinct possibility that tax bills will go out late this year. To ease the public's concern about payment, I reached out to the Tax Collector and received the following:

*If your payment is postmarked (or paid online) within the year 2021, that will be reflected when your payment is received and posted to your account. If you escrow your taxes, your mortgage company will likely show your taxes as paid when they disburse funds to a large tax service. These services send payments to the town within two weeks of the due date. While your escrow statement will show taxes as paid, if they do not show online as being paid at that same time, rest assured the funds are on the way.*

*Prepayment of taxes is an option as well. While we do not know the tax rate, you can estimate based on previous tax bill what your amount may be. When the bill file is ready, all credits/prepayments are reflected on your tax bill under the "Abated/Paid" line item. If your prepayment fully covered the amount of taxes due, your amount due will be zero (and will not show if you have additional credits, though they will still be in our system to go toward the next bill). If you still have a remaining balance due after a prepayment, that amount will be reflected under "Total Amount Due."*

*Please do not hesitate to contact the Tax Collector by phone or email with any questions or concerns regarding the tax bills.*

Other items from last week. I attended our Capital Improvements Program Committee (CIPC) meeting in which they reviewed their rankings on future department capital projects. CIPC will complete their recommendations for the Selectmen at their meeting in December.

Last – I had the chance to meet with stakeholders who have helped with 2021 Town Meeting Warrant Article 16 (site study for a town Community Center). Residents of our community are interested in further researching about the location of the community center being at the Lions Club.

As a reminder: our Town Hall Offices, Town Library, and Transfer Station will be closed Thursday, November 25<sup>th</sup> and Friday, November 26<sup>th</sup> for Thanksgiving.

**Assessor:** If your mailing address has changed, please contact us so that we can update our records, prior to issuance of the tax warrant. Our office continues 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).

### **Department of Public Works**

**Facilities & Grounds:** The past week, the Facilities and Grounds crew continued fall cleanups at town facilities and cemeteries. The painters finished painting at the Police Department and have also rapped up at the recreation department and at Town Hall.

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 5 containers of construction and demolition = 25 tons and 1 container of mixed scrap metal. The brush pile was burned, and compost pile turned. Car counts for this week Monday 301, Tuesday 285, Friday 360, Saturday 351, Sunday 235 total 1532 residents served.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 211 log entries, which included the following calls for service, 4 Assist Citizens, 18 Motor Vehicle Stops, 15 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 3 complaints, 3 MV Accidents, 3 MV Complaints, 8 Residential Alarms, 0 Commercial Alarms, and 1 K-9 complaints.

**Training:** 11/18/2021 Firearms Qualifications.

**Moultonborough Fire/Rescue Department:** For the period of 11/12/2021 to 11/18/2021, there were 20 calls for service: There was: 1 Furnace malfunction, 1 Scorched burn with no ignition, 9 EMS incidents, 1 Fuel spill, 1 Lockout, residential, 2 Public Service, 1 Assist the physically disabled, 2 Dispatched & cancelled en-route, 1 Alarm system activation due to malfunction, 1 Carbon monoxide detector activation, no CO. **2021 Incidents Year to Date: 970. Up 17.2% 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 five times from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents: 3 Year to Date: 203 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:** Inspection of oil burning equipment at a new residential occupancy on Caverly Road. Day shift and Call firefighters tested 2,000 feet of four-inch supply hose at Highway Garage Road. All hose passed. Chief Bengtson attended the second session of Primex's Collaborative Leadership Program for Fire & Police Chiefs. The Wednesday and Thursday sessions covered Foundations of Movement for Tactical Athletes, Optimizing Performance When It Matters Most and Working the New Normal.

Moultonborough First Responders and critical Town employees received COVID-19 booster vaccinations in a closed clinic at the Public Safety Building. Vaccinations were provided in coordination with Lake Region Partnership for Public Health and were a follow-up to the two previous clinics.

**COVID-19 Vaccinations:** The Pfizer-BioNTech vaccine has received full FDA approval for use in individuals 16 and older. The Moderna and Janssen (Johnson & Johnson) vaccines have been granted emergency use authorization for those 18 years of age and older.

The Pfizer-BioNTech vaccine has also been granted emergency use authorization for those 5 to 15 years old. The smaller dose of the Pfizer vaccine for children ages 5 to 11 has shown to be 90% effective at preventing COVID-19. Parents and guardians looking to vaccinate their 5–11-year-old, should speak with their child's pediatrician or go to [vaccines.nh.gov](https://vaccines.nh.gov) to find a convenient vaccination location near you.

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 54.9 % of the population. 60.6% of NH residents have received the first dose.

**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 to prevent the spread of fire to the woodlands.

### **Moultonborough Recreation Department**

Moultonborough Recreation Department wishes everyone a very Happy Thanksgiving.

The Upper Crust Championship concludes this week as Apple Pie and Whoopie Pie vie for the title of Thanksgiving’s Top Sweet Treat! Coming soon – Merry Movie Matchups where we will ask everyone to vote for their favorite holiday movies and perennial favorites.

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.

Moultonborough Recreation and Moultonborough Public Library have teamed up to offer a free Merry & Bright Family Fun Night. Join us on Friday December 17, 5:30-7:30pm @ MRD & MPL for games, goodies, crafts, photos, bingo, ugly sweater contest, holiday lights stroll, scavenger hunt & Santa! Two buildings of free festive family fun! Space is limited and pre-registration is required. Contact MPL (603-476-8895) to sign up for your reserved time. Call MRD for more info 603-476-8868.

The Holiday Happenings poster and cards will be distributed this 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.

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 2 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 (603-476-8868) or GP&R (603-527-4722) for

more info.

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. Adult Indoor Bocce continues with 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 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 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**

Many of you in the community of Moultonborough know about the **Santa Fund** or the Children's Christmas Fund. We are doing things a little differently this year. The mission of the Santa Fund is to provide a warm coat, boots, clothes and a little something special for a child in need who lives in Moultonborough. This fund is supported by generous people in our community. With the money from the fund, coats and boots are purchased for each child. This year the fund will also purchase grocery and gas gift cards. Many folks in the community have asked how they can get involved in purchasing items. The library has set up two "giving" trees with ornaments for toys and clothes in the front lobby. People are welcome to come to the library and choose an ornament and bring the items back to the library by **December 6<sup>th</sup>**. For more information about the Moultonborough Santa Fund, please call the library at 603-476-8895.

November's exhibit is from the Moultonborough Historical Society. There are items in the display case including an old ballot box, clothes, china, toys, and a doll from 1915 and items related to Private Clinton A. Shaw. There are also scrapbooks, photos and an interactive computer to learn more about the Historical Society. Stop in to take a look and learn something new about the town's history.

Mark your calendars now for Friday, December 17 from 5:30-7:30pm! The Moultonborough Recreation Department and the Library are teaming up once again to offer a free family event. Come join us for Merry & Bright Family Fun Night! Space is limited, and registration is required (no walk-ins welcome). Please go to [the library's online calendar](#) to register.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - 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>. Library will re-open Saturday from 9:00am-1:00pm.