

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: November 30, 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

Town Administrator: Important update regarding setting the towns 2021 municipal property tax rate. NH Department of Revenue (DRA) approved the towns School Administrative Unit (SAU) #45 – Moultonborough School District, MS – 25 form (School Financial Report). Approval of this form opened the towns preliminary tax rate setting with DRA. Our Chairman of the Board has scheduled a meeting for Tuesday, November 30, 2021 at 4 p.m. in Town Hall, at which the Selectmen will vote to finalize this year's property tax rate. As mentioned last week because finalizing the tax rate is later than in the past, tax bills will be sent out late and due later than usual. Therefore, as part of this week's report, I am resending last week's message from the Tax Collector about submitting payment.

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.

A few public meeting reminders: our Capital Improvements Program Committee (CIPC) will meet on Wednesday, December 1st to finalize their recommendations to the Selectmen for future department capital projects. On Thursday, December 2nd the Board of Selectmen will meet for their regular first Thursday of the month meeting.

Assessor: Our office continues to prepare for all other property updates that can be entered into our system once the tax rate has been set and the tax warrant has been approved by the Board of Selectmen. If your mailing address has changed, please contact us so that we can update our records, prior to issuance of the tax warrant.

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.

Department of Public Works

Facilities & Grounds: The past week the Facilities & Grounds crew serviced the mowers and winterized them. The equipment has been put away for the winter. The crew cut down the Christmas tree that was donated by Ben Johnson of Moultonboro Neck Rd. We set it up at the former Taylor property and will be decorating it this week.

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 turned, and the brush pile burned. Car counts Monday 250, Tuesday 328, Friday closed for Thanksgiving, Saturday 474, Sunday 286 total of 1338 residents served.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 196 log entries, which included the following calls for service, 12 Assist Citizens, 24 Motor Vehicle Stops, 14 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrest, 1 complaint, 1 MV Accidents, 4 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms, and 0 K-9 complaints.

Training: MPO Balser Intoxilyzer Recertification. Sgt Beede and Off Michalski taser training.

Moultonborough Fire/Rescue Department: For the period of 11/19/2021 to 11/25/2021, there were 10 calls for service: There was: 6 EMS incidents, 1 Unauthorized burning, 1 No incident found upon arrival at dispatched location, 1 Smoke detector activation due to malfunction, 1

Carbon monoxide detector activation, no CO. **2021 Incidents Year to Date: 980. Up 15.8% 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: 204 Percentage of Call Volume: 20.8%.** 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	3 firefighters
Average Night/Weekend/Holiday	3 firefighters

Response Times

Overall average response time of first arriving unit	09:34 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:10 mins/sec.
Average Night/Weekend	10:08 mins/sec.

Operations: Chief Bengtson attended the monthly Department Head Staff meeting with the Town Administrator. Call firefighting & EMS personnel provided holiday station coverage. Call firefighting & EMS personnel provided holiday station coverage.

Burning Permits: Burning permits are still required until there is sufficient snow cover on the ground to prevent the spread of fire to the woodlands. Burning permits are required even when its raining unless there is snow cover on the ground. Burning of brush requires a fire permit and is limited to the hours between 5pm to 9am.

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

Apple Pie was victorious in our Upper Crust Championship FOR Thanksgiving's Top Sweet Treat! Coming soon – Merry Movie Matchups where we will ask everyone to vote for the season's best holiday movies and animated favorites.

MRD invites you to Brighten the 'Borough in our 2nd annual holiday lights challenge. 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. Its 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 registration is required by December 15. 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 were distributed last week. The Holiday Happenings promotional materials provide a listing of holiday events & activities taking place in Moultonborough Village. These promotional materials are 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 (603/572-4722) 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.

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 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

There are still “ornaments” on the **Santa Fund** tree. These are for clothes and toy needs. People come to the library and choose an ornament and bring the items back to the library by **December 6th**. For more information about the Moultonborough Santa Fund, please call the library at 603-476-8895.

The Friends of the Library will be meeting this Thursday, Dec. 2 at 10:30am. New members are always welcome. The 2nd Tuesday after Thanksgiving has become nationally known as Giving Tuesday. This year the Friends of the Library are participating. The Friends are a volunteer group whose mission is to promote literacy in the community by supporting and enhancing the services of our local public library. Due to the pandemic, the Friends' usual fund-raising activities have been halted. Their obligations have not. Please consider The Friends of Moultonborough Public Library this **Giving Tuesday!** Donations can be made via check to Friends of the Moultonborough Public Library, you can drop off at the library or mail to: PO Box 150 Moultonborough, NH 03254.

The next **Friends of the Library Book Discussion Thursday, Dec. 9 at 10:30**. This month's program will only be held via Zoom. You [must register](#) to get the Zoom link. The theme for this series is “place” and the book selection is *Reading Lolita in Tehran*. The scholar leading the discussion is Will Spears. He has taught secondary school English for over 40 years. He has brought literary conversation to a diverse population of young people at Kingdom Hill in England, Fenway High School in Boston and St. Andrews School in Delaware. Last year, he taught English remotely at Laconia High School.

Registration is now open for the **Merry & Bright Family Fun Night on Friday, Dec. 17**. There are two time slots. Families can choose to register for the 5:30pm ([link to register](#)) or the 6:30pm ([link to register](#)) time slot. Space is limited, so please register early. There will be no walk-ins for this event.

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 will be closed for the Christmas Holiday observance on Friday, December 24th. Transfer Station will be closed Saturday, December 25th for the Christmas Holiday observance.