

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: December 7, 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: Our Board of Selectmen finalized the town's 2021 property tax rate which was then certified by NH Department of Revenue Administrations, Director of Municipal and Property Division. Total rate for 2021 is \$6.98, with a breakdown of \$2.33 (Municipal), \$1.01 (County), \$1.97 (Local Education) and \$1.67 (State Education). Our Town Assessor created the tax warrant, the Selectmen signed and authorized the Tax Collector to send out the tax bills. The bills are to be mailed by December 13th, 2021 and have a due date of January 19th, 2022.

Assessor: The town's 2021 tax rate has been set at \$6.98 and the 2021 final tax warrant has been approved by the Board of Selectmen and delivered to the Tax Collector. A complete breakdown of the tax rate, including year to year comparisons, a history of the tax rate and equalization ratio can be found on the Assessor webpage, using the "Tax Rate History" link.

Property record cards, with the newly established 2021 assessed values, are posted on the town's On-line GIS website. To view a property record card, go to the Town's homepage and select "Tax & GIS Maps," from the left-hand column.

Whitney Consulting Group (WCG) continues to work 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 an introduction letter, on town letterhead, 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

Highway: The highway team performed some truck maintenance in preparation for winter, completed road repairs and grading on Ferry Rd, and tended to the first winter storm event of the season.

States Landing Landside Improvements Project: G.W. Brooks, the contractor for the project, has installed all erosion controls for the site and has completed the installation of the base gravels for the new parking lot. Due to the cold temperatures and frost deepening in the ground, it was decided to stop work for the winter and continue with completing the project when weather permits in the Spring.

Facilities & Grounds: This past week, the Facilities & Grounds crew finished fall cleanups at the town facilities and cemeteries. We removed the banners in the village and hung the Holiday Wreaths. The tree was decorated for the tree lighting on 12/04/21, and that was a success!

Transfer station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 4 containers of construction and demolition = 20 tons and 1 container of mixed scrap metal.

The compost pile was turned, brush pile was burned, and the container of electronics was prepared to be shipped.

Car counts Monday 336, Tuesday 342, Friday 282, Saturday 287, Sunday 220 total of 1467 residents served.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 177 log entries, which included the following calls for service; 2 Assist Citizens, 6 Motor Vehicle Stops, 11 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrest, 2 complaints, 1 criminal mischief, 2 MV Accidents, 1 MV Complaints, 4 Residential Alarms, 2 Commercial Alarms, 1 theft and 1 K-9 complaints.

Training: 12/01/2021 Department Use of Force Training.

Moultonborough Fire/Rescue Department: For the period of 11/26/2021 to 12/02/2021, there were 16 calls for service: There was: 1 Cooking fire confined to container, 1 Woods/brush fire, 7 EMS incidents, 1 Carbon monoxide incident, 2 Tree/wires down, 1 Assist the physically disabled, 1 No incident found upon arrival at dispatched location, 1 Alarm system activation, no fire, unintentional, 1 Carbon monoxide detector activation, no CO found. **2021 Incidents Year to Date: 996. Up 16.3% 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 four times from Stewart's Ambulance. **Mutual Aid:** None **Overlapping Incidents:** 3. **Year to Date:** 207. **Percentage of Call Volume:** 20.7% 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	5 firefighters
Average Night/Weekend/Holiday	4 firefighters

Response Times

Overall average response time of first arriving unit	09:23 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:51 mins/sec.
Average Night/Weekend	13:28 mins/sec.

Operations: The Department met with all new probationary Call firefighters to outline the new probationary training manual. The manual is intended to provide a road map for new personnel to navigate the equipment, PPE, and policies of the fire department to prepare them to take the Firefighter 1 class. Probationary Call firefighters were issued their new training manuals and paired with a mentor.

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 it's 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

MRD invites everyone to join the fun and support local businesses this holiday season with "Community Claus" our town wide Secret Santa experience. Sign up to be a Community Claus and we'll give you a Secret Santa to shop for (some general info about the person will be provided). and a Community Claus will shop for you! Gifts must be purchased locally with a minimum cost of \$15. Bring your wrapped and numbered gifts to the Rec Dept. by December 14 for distribution. Oh, what fun to see what local gift you'll receive from you Community Claus! Register by December 9. Call MRD for more info. 603/476-8868. North Pole Greetings will take place this week. Santa Claus himself will check in with children in Moultonborough via phone calls!

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. 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 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.

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 staff ran a table at the Moultonborough PTA Holiday Fair on Saturday to promote our Holiday programs, answer questions and register participants.

Youth basketball clinics will take place on December 11 & 18. 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.

Logistics and planning are ongoing for Indoor Cornhole and Intro to Ukulele programs. 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

The season of giving is upon us, and the Moultonborough community has been very generous this year! The library staff want to thank all who took an ornament off our Santa Fund tree, who gave monetary donations and who helped to organize and work with us. The holiday season will be brighter for many in our community because of your generosity!

There are quite a few programs this month as we head into December. Bring the kids in their pajamas for **Tuesday night PJ Storytime at 6:00pm**. It is also livestreamed on Facebook. Come join us for our **Friday Storytime at 10:30am**. No registration is needed for either of these story times. The 3rd Wednesday of the month (Dec 15), the **Lego Club** meets. Come join the fun and create something out of our Legos. On Fridays at 3:00pm, the **Dungeon & Dragon Club** meets. All levels are welcome to join the group. It is facilitated by a D&D Master Player.

On **Friday, Dec. 17**, the library is teaming up with the Moultonborough Recreation Department for a special free holiday program, **Merry & Bright Family Fun Night**. There will be games, goodies, crafts, photos, BINGO, a scavenger hunt, and ugly sweater contest and of course, Santa! Registration is required for this event, as space is limited. There are two times being offered – 5:30-6:30pm and 6:30-7:30pm. **Register** on the library's online calendar through the website (www.moultonboroughlibrary.org).

There will also be vacation week activities for the kids. Check the calendar for all that is going on the week of December 27.

For adults, here are the upcoming programs: **Thursday, Dec 9 at 10:30am** is the Friends of the Library **Literary Discussion Series**. The book selection is *Reading Lolita in Tehran* by Azar Nafisi. Will Speers will be facilitating this discussion. This program will be held on ZOOM only. You must register to get the Zoom link. On **Wednesday, Dec 17 at 10:30am and 7:00pm**, is the monthly **Mystery Book Club**. The book is *The Gift of the Magpie* by Donna Andrews. The morning group meets in person at the library, and the evening group will meet via Zoom (must register to get the link). On **Thursday, Dec 18 at 6:00pm** is our monthly **Throwback Movie Night**. This month we are showing *Love Actually*. There will be free popcorn and pizza available (\$2 slice donation). Please register so we can plan your attendance.

The library will be closed on Friday, Dec. 24 and Saturday, Dec. 25. The library will be open 9am-1pm on Friday, Dec. 31 and closed on Saturday, January 1, 2022.

Important Dates to Remember

➤ Board of Selectmen Meetings

- Thursday, December 2, 2021 at 4:00pm
- Thursday, December 16, 2021 at 4:00 pm
- Thursday, January 6, 2022 at 4:00pm
- Thursday, January 20, 2022 at 4:00 pm
- Thursday, January 27, 2022 at 4:00 PM (Work Session)

➤ Other

○ Christmas Holiday Closures

- Town Hall will be closed on Friday, December 24, 2021
- Transfer Station will be closed Saturday, December 25, 2021
- The library will be closed on Friday, December 24, 2021 and Saturday, December 25, 2021

○ New Year's Holiday Closures

- Town Hall will be closed on Friday, December 31, 2021
- Transfer Station will be closed Saturday, January 1, 2022
- The library will be open 9am-1pm on Friday, December 31, 2021 and closed on Saturday, January 1, 2022.