

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** December 14, 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:** Last week I attended the third session of eight in the “Leadership Lakes Region” program I enrolled in earlier this year. This week’s session focused on Social Issues, “the need for and availability of social services, and the impact on area communities.” Our class met at the Belknap County complex and had presentations from social service organizations and Belknap County officials. We learned more about Lakes Region Community Services, Greater Lakes Child Advocacy Center, Belknap County Sheriff’s Department, Belknap County Attorney’s Office, Belknap County Department of Corrections, Belknap County Restorative Justice, and School Based Policing. Our class separated into groups and traveled to site visits at local agencies, in which I toured “Isaiah 61 Café.” This agency offers many services to those in need such as a place to get something to eat, drink, shower, wash clothes, sleep, and medical service. After our onsite visit groups traveled back to the Belknap County Complex and recapped about their visit. We heard more about the following local agencies and the services they provide to our community; Boys & Girls Club of the Lakes Region, Santa Fund, Navigating Recovery, ACERT, Greater Lakes Region Children’s Auction, Granite VNA, and New Beginnings.

**Assessor:** A complete breakdown of the 2021 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.

Last week, we encountered some technical issues, which caused a delay in uploading the updated property record cards (PRC’s). The PRC’s with the newly established 2021 assessed values, are now 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.

The Department of Revenue Administration has approved WCG's 2020 Valuation Update Mass Appraisal Report. A copy of the report is available, for review, in the Assessor's office.

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 November 2021, the Town Clerk's office processed 895 motor vehicle registrations, 32 aquatherm permits, 1 Article of Agreement, 44 boat registrations, 21 dog licenses, 139 motor vehicle titles, 42 UCC filings, 18 vital records (birth/death/marriage certificates and/or divorce decrees), and 3 marriage licenses. We also processed wetlands applications and performed various other services.

The Town Clerks office has been seeing a higher than usual rate of returned mail. When mail is returned to us, we make every effort to contact the individual and, in many cases, the intended recipient confirms that the address we mailed it to is correct. Anyone who hasn't received mail they are waiting for from the Town Clerk's office should please reach out to us at (603) 476-2347 or [TownClerk@MoultonboroughNH.gov](mailto:TownClerk@MoultonboroughNH.gov) and we will be happy to assist. This does not pertain to motor vehicle titles which are issued by the NH Title Bureau. Titles applied for at NH Town/City Clerks offices are currently taking up to 12 weeks to be issued.

**DID YOU KNOW?** When you renew your boat registration through the state, the town does not collect any of that revenue. Paying for your boat at the town level does cost \$5 more than the state price, but it allows our municipality to collect those \$5 plus an additional portion of your regular registration amount. This keeps more of your money at the local level and benefits our beautiful town! Boat renewals for the 2023 season can be processed any time now.

### **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, 2 containers of construction and demolition = 10 tons and 1 container of mixed scrap metal. Compost pile was turned, brush pile burned.

Attendant Nave added repurposed concrete blocks in the staging area of scrap metal to contain large loads of scrap metal. Attendant Colby modified an existing workstation for dismantling electronics to an efficient workstation.

Car counts Monday 221, Tuesday 313, Friday 271, Saturday 208, Sunday 259 total 1272 residents served.

## **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 183 log entries, which included the following calls for service, 7 Assist Citizens, 7 Motor Vehicle Stops, 9 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 2 complaints, 1 criminal mischief, 1 criminal threatening, 1 MV Accidents, 4 MV Complaints, 7 Residential Alarms, 0 Commercial Alarms, 2 theft and 0 K-9 complaints.

**Training:** 12/11/2021, Officer John Curran Taser Transition Training.

**Moultonborough Fire/Rescue Department:** For the period of 12/03/2021 to 12/09/2021, there were 15 calls for service: There was: 1 Dumpster fire, 10 EMS incidents, 1 Power line down, 1 Lockout, residential, 1 Alarm system activation due to malfunction, 1 Carbon monoxide detector activation, no CO found. **2021 Incidents Year to Date: 1011. Up 15.5% from 2020.** The Fire Department has surpassed the 1,000-incident total, 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	4 firefighters
Average Night/Weekend/Holiday	3 firefighters

### **Response Times**

Overall average response time of first arriving unit	09:41 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	10:58 mins/sec.
Average Night/Weekend	09:33 mins/sec.

**Operations:** Lt. Frangelli and firefighter Brown tested for Fire Inspector 1, both successfully passed the class and are now certified at the Fire Inspector 1 level. Chief Bengtson participated in a meeting of the Central NH Hazardous Material Oversight Committee. The meeting was held online. The fire chief received notification from the Lakes Region Fire Aid communications center and the Carroll County Sheriff's Office communication center of a test of the Lake Kanasatka Dam Warning Plan. A test of the plan was being conducted. Monthly Department meeting with Call firefighting staff.

**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](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**

North Pole Greetings were placed last week. Santa Claus himself called 23 Moultonborough families and spoke to 40 children. Santa congratulated them for keeping up the good work staying on the “Nice List” and talk about their Christmas wishes. Moultonborough Recreation extends our heartfelt gratitude to all Santa’s helpers who make this magical annual event possible.

Community Claus (our town wide Secret Santa experience) gifts will be collected and distributed this week. Many thanks to everyone who participated and supported local businesses.

Judging for Brighten the ‘Borough Holiday Lights Challenge will take place this week, tentatively scheduled for the evening of Wednesday Dec. 15. Our jolly judges will name winners in several categories including Best in Show for the top Business and Residential entries.

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 will be offering Intro to Ukulele lessons beginning January 5. Join local singer/songwriter Tim Hazelton for six 45-minute adult group lessons on the basics of ukulele. You do not need to read music to take this class, however you must bring your own ukulele. Classes will run on Wednesday evenings beginning at 5:30pm, January 5 thru February 9. Space is limited and pre-registration is required. You can register online or in the Recreation office. 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.

Youth basketball clinics for Grades K-3 took place on December 11. Basketball clinics for Grades 4-6 is scheduled for Dec.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. Adult Indoor Bocce concludes this week.

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](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**

ONLY A FEW SPOTS LEFT for the **Merry & Bright Family Fun Night** this Friday, Dec. 17<sup>th</sup>! We only have time slots for 6:30pm ([Registration link](#)), and we will not be allowing walk-ins for this event. We want to create a safe environment for all our families, so please register. If you are on a waiting list, please be patient. We are evaluating on a daily basis if we are able to open this up to those who are on the current waitlist. We are excited to be teaming up with the Moultonborough Recreation Department to bring our families some free, family fun this holiday season.

Adult programs this week are: **Mystery Book Club** on Wednesday, Dec 17 at 10:30am, in person at the library ([Registration link](#)) and 7:00pm via Zoom. ([Registration link](#)). **Throwback Movie Night** on Thursday, Dec 18 at 6:00pm ([Registration link](#))

Children and teen programs this week are Story Times: **Tuesday night PJ Storytime at 6:00pm and Friday Storytime at 10:30am. Lego Club** meets on Wednesday, Dec 15 at 3:00pm. **Dungeon & Dragon Club** meets on Fridays at 3:00pm.

On **Thursday, Dec 16 at 3:00pm** there is a **Crafting for Teens & Tweens** ([Registration link](#)). They will be creating a stained-glass picture using Sharpie Markers, picture frames and your choice of one of our designs.

Reminder: 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 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
    - The Town Hall and department buildings will be closing at 11 a.m. Thursday, December 23<sup>rd</sup> to give town employees the opportunity to celebrate as a team all our accomplishments from the past year and the upcoming holiday season.
    - 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.