

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** December 21, 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:** 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.

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.

The property record cards (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. We are updating the welcome message on Tax & GIS webpage along with working on instructions to assist in the use of the GIS system,

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:** 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 most 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 2022 season can be processed any time now.

### **Department of Public Works**

**Highway:** Last week the Highway Team did some tree work on Winaukee and Bartlett Landing, Kona Farm Rd, and Red Hill, plowed/treated the roads with the storm events as well as performed maintenance on the truck/equipment fleet.

The Public Works Team would like to wish everyone a Merry Christmas and Happy New Year.

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream = 10 tons, 3 containers of construction and demolition = 15 tons and 1 container of mixed scrap metal. Brush pile was burned, and compost pile was turned.

Car counts Monday 307, Tuesday 295, Friday 369, Saturday 332, Sunday 225 total 1528 residents served.

**Fleet:** EQ16 2015 Cat 262D skid steer no start issue. Found bad fuel pump. Replaced fuel pump assembly and filters. Adjusted fan belts. Replaced stripped wheel stud and swapped out front tire assemblies. EQ12 2009 John Deere 310 backhoe lubed machine. 15-E-1 H.M.E. pumper repaired on-spot system. Replaced actuator solenoid. Checked on air pressure issue. 15-R-2 2019 F550 Mini-Evo pumper performed PM-B service. 15-R-3 2015 F550 Mini-Evo pumper performed PM-B service. Diagnosed check engine light on. Found D.E.F. heater issue reset and ordered parts. 15-U-1 2021 F350 pickup performed PM-B service. TRK24 2009 Freightliner dump truck installed new inverter assembly to repair charging issue. Readjusted on-spots. 15-F-2A 1985 Chevy K3500 replaced starter and alternator and rewire plugs. Replaced battery as well due to an electrical issue.

I would also like to express my appreciation to Jeff Stendor and Steve McGinnity for keeping things up and running while I was out. They did a great job!

**Facilities & Grounds:** The past week the facilities and ground crew plowed and treated town facilities, schools, and roads. We assisted the alarm company with the installation of new cameras at the transfer station.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 188 log entries, which included the following calls for service, 4 Assist Citizens, 16 Motor Vehicle Stops, 11 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 4 complaints, 3 MV Accidents, 2 MV Complaints, 7 Residential Alarms, 5 Commercial Alarms, 1 theft and 3 K-9 complaints.

**Training:** Chief Stillman, Sergeant Beede, Sergeant Baker and Officer Cortese Taser Transition Training, 12/13/2021.

**Moultonborough Fire/Rescue Department:** For the period of 12/10/2021 to 12/16/2021, there were 13 calls for service: There was: 9 EMS incidents, 1 Rescue/EMS Stand-by, 2 Lockout, residential, 1 Alarm system activation, unintentional, no fire. **2021 Incidents Year to Date: 1024 Up 14.7% from 2020.** The Fire Department has surpassed the 1,000-incident mark, making 2021 our busiest year on record. **Automatic Aid:** Once from Center Harbor and once from Stewart's Ambulance. **Mutual Aid:** None. **Overlapping Incidents:** None. **Year to Date: 208. Percentage of Call Volume:** 20.7%. 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	4 firefighters
Average Night/Weekend/Holiday	1 firefighters

### **Response Times**

Overall average response time of first arriving unit	08:48 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	08:27 mins/sec.
Average Night/Weekend	09:35 mins/sec.

**Operations:** EMS Continuing education - 13 personnel recertified for CPR/AED skills. Kelly Marsh and Austin Wakefield provided instruction and evaluation of skills. Personnel are recertified for two years. Monthly Department meeting with Call firefighting staff.

**Burning Permits** Burning permits are not required when there is sufficient snow cover on the ground to prevent the spread of fire to the woodlands. 2022 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**

Moultonborough Recreation would like to thank everyone who participated in our Brighten the Borough Holiday Lights Challenge. Everyone did such an awesome job our judges had their work cut out for them. Congratulations to Imaginations and The Shaw Family for placing Best in Show Business & Residential. We have posted the winners and list of addresses on our website and Facebook page so the whole community can see their neighbors' hard work and creativity. Many thanks to our jolly judges for braving the cold and joining the Recreation Department staff on a festive tour of lights and merriment. Happy Holidays to everyone and thank you for keeping spirits Bright in the Borough!

Moultonborough Recreation and Moultonborough Public Library teamed up to offer a free Merry & Bright Family Fun Night on Friday December 17. With registrations for the event at capacity, families gathered at the Library and Recreation Department for games, goodies, crafts, photos, bingo, ugly sweater contest, holiday lights stroll, scavenger hunt & Santa!

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 4-6 took place on December 18. Many thanks to the MA Varsity Boys coaches and players for sharing their time, skills, and knowledge with our players! Final rounds of our Merry Movie Matchups will take place this week. Vote for your favorites on our Facebook page!

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. 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 will move to Monday mornings starting January 3 at Moultonborough Recreation. Parent supervised play time. We supply the toys – you supply the imagination! This is drop-in group will meet on Mondays, 9:30-11:00am. No registration required and no fee.

Beyond the Bell After School Program Session 2 continues at registration capacity. Session 3 will begin, with registrations at capacity, after the holiday break.

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**

Thank you to all the families who joined us for the Merry & Bright Family Fun Night last Friday! The Recreation Department and the Library were excited to see everyone enjoy all the activities. A special thank you to our library volunteers – Carol, Tina, Jane, and Jon for making this a special event for our families!

Even though we are closed a few days, there is still time to come in and grab a book or DVD. Also, you can download eBooks, eAudiobooks, music and movies on Hoopla and OverDrive Libby with your Moultonborough library card.

Holiday Hours: Thursday, December 23 – 9:00am – 5:00pm; Friday, December 24 & Saturday, December 25 – the library will be closed. Friday, December 31 – 9:00am – 1:00pm and Saturday, January 1 – the library will be closed.

We wish everyone a safe, healthy, and happy holiday!

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - 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.