

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** January 18, 2022



---

The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

### **Administration and Finance**

**Assessing:** Our office continues to assist property owners with questions and concerns related to their 2021 assessed values, as reflected on their December tax bills. We are also continuing our work on reviewing all new construction and building permits, in preparation for the 2022 tax year.

Whitney Consulting Group (WCG) continues to work on completing cyclical inspections. Their field staff will be working throughout town. 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 visit the Assessor's Office, Monday through Friday 7:30am to 4:00pm or contact us via phone 603-476-2347 or email [assessing@moultonboroughnh.gov](mailto:assessing@moultonboroughnh.gov).

**Town Clerk:** In the month of December 2021, the Town Clerk's office processed 874 motor vehicle registrations, 149 aquatherm permits, 61 boat registrations, 7 dog licenses, 110 motor vehicle titles, and 21 vital records (birth/death/marriage certificates and/or divorce decrees). We also processed wetlands applications, received, and managed absentee ballot requests, and performed various other services.

**DID YOU KNOW?** You might be able to write off the Municipal Fees (considered a personal property tax) you pay on your motor vehicle registrations at tax time. Save your renewal letter or bring your registrations to your tax professional to inquire. Town and state fees are printed separately on the right side of your registrations so you can easily distinguish which is tax deductible and which is not.

### **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 = 15 tons and 2 containers of construction and demolition = 10 tons.

Car counts Monday 273, Tuesday 182, Friday 372, Saturday 281, Sunday 250 total of 1358 residents served.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 242 log entries, which included the following calls for service, 7 Assist Citizens, 19 Motor Vehicle Stops, 8 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrest, 2 complaints, 2 MV Accidents, 2 MV Complaints, 7 Residential Alarms, 1 Commercial Alarms, and 0 K-9 complaints.

**Training:** 01/10/2022 Officer Jon Michalski, Intox Recert and SPOTS Recert.

**Moultonborough Fire Rescue:** For the period of 12/31/2021 to 01/06/2022, there were twenty-seven calls for service: There was: 1 Chimney fire, 1 Excessive heat, scorch burns with no ignition, 12 EMS incidents, 2 Carbon monoxide incidents, 1 Water leak, 1 Public service, 3 Dispatched & cancelled en route, 1 No incident found upon arrival at dispatched location, 1 Smoke detector activation due to malfunction, 3 Alarm system sounded due to malfunction, 1 Carbon monoxide detector activation due to malfunction. **Total Incidents year to date: 27 Up 22.7% from 2021**  
**Automatic Aid:** received twice from Tuftonboro and three times from Stewart's Ambulance. Given once to Center Harbor and once to Sandwich **Mutual Aid:** none. **Overlapping Incidents:** 4. **Year to Date:** 4. **Percentage of Call Volume:** 14.8%. 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	4 firefighters

### **Response Times**

Overall average response time of first arriving unit	11:50 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:35 mins/sec.
Average Night/Weekend	16:54 mins/sec.

**Operations:** Chief Bengtson participated in online meeting of the Lakes Region Mutual Fire Aid Executive Committee. Chief Bengtson and Lt. Frangelli met with the Town Administrator to review and discuss the proposed FY 2022-2023 Fire Department budget. Chief Bengtson performed a Place of Assembly inspection for a Whittier Highway restaurant. Firefighter Houghton and Chief Bengtson met with Joe Cartier, the Emergency Services Reporting Coordinator from the NH Dept. of Safety, Division of Fire Standards and Training & EMS to get the Department set up for NHESR. NHESR is part of the Respond NH Emergency Services User Portal which will allow fire department to report their fire and EMS incidents to the State Fire Marshal's office and the Bureau of EMS. It will also allow for personnel to register for Fire Academy classes, view their training transcripts and renew their EMS licenses.

**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.

RSA 125-N:4 Prohibits the open burning of combustible domestic waste. "Combustible domestic waste" means combustible waste such as, but not limited to, household trash, packaging materials, plastics, coated or laminated papers, rubber, painted, or treated wood, coated, or treated cardboard, oily rags, and animal, vegetable, and kitchen waste.

### **Moultonborough Recreation Department**

MRD Director Dan Sturgeon and Recreation & Leisure Coordinator Dan Lamoureux attended the Northern New England Recreation & Parks Conference last week and participated in multiple educational sessions

MRD Youth Basketball program practices began last week for athletes in grades K-5.

Moultonborough Recreation is pleased to offer our new Winter Concert Series. We've lined up some awesome local talent to chase the winter blues away! Join us on Thursday evenings at the Moultonborough Academy Community Auditorium from 6:00-8:00pm. All concerts are free and open to the public. Moultonborough School District protocols will be followed, including face mask requirement indoors for audience members and performers. Our January 20 concert will feature Mark Bartram, a singer/songwriter for 50 years. Mark will play a mix of rock & roll and some original songs. Our free Winter Concert Series will run on Thursday evenings through February 17. See our website for the full schedule and list of performers. Call MRD for more info. 603/476-8868

MRD is pleased to announce that the outdoor skating rink at Kraine Meadow Park has opened for the season. Many thanks to Moultonborough's Department of Public Works for their hard work to provide a quality skating surface. We need the public's help for the ice to stay in good condition. Occasionally during the season, the rink may be posted as closed if conditions are not optimal or if usage will cause long term damage to the ice. Please respect the signage when the rink is posted as "Closed". For safety reasons, do not go on the ice when the Zamboni is in use! Thank you for your cooperation. A schedule of "Free Skate" times is posted on our website.

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.

Intro to Ukulele class continues at MRD with instructor Tim Hazelton.

Totally Toddlers meets Monday mornings 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.

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. Registrations for the Cabin Fever session are at capacity and a wait list is being compiled.

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.

Beyond the Bell After School Program continues with registrations at 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**

Upcoming adult programs at the library include: Technology Drop-In (Wed. 1/19, 9:30am), Mystery Book Club: In Person (Wed. 1/19, 10:30am), Mystery Book Club: on Zoom (Wed. 1/19, 7pm), Technology Drop-In (Mon. 1/24, 2pm), Technology Class: New Online Catalog (Tue. 2/25, 2pm), and Technology Drop-In (Wed. 1/26, 9:30am) Please check the [online calendar](#) for registration links.

The Board of Library Trustees Monthly Meeting is Thursday, Jan 20 at 9am. Public is welcome.

Upcoming youth programs at the library include Lego Club (Wed. 1/19, 3pm), Story Time (Fridays at 10:30am), Dungeons & Dragons (Fri. 1/21, 3pm), PJ Story Time (Tuesdays at 6pm), and Game Day (Wed. 1/26, 3:00pm).

We have launched our [new online catalog](#) with many new features. To learn more, please [register](#) for the Technology Class on Tuesday, 2/25 at 2pm.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, January 20, 2022 at 4:00 pm
  - Thursday, January 27, 2022 at 4:00 pm (Work Session)
  - Thursday, February 3, 2022 at 4:00 pm
  - Thursday, February 17, 2022 at 4:00 pm
  - Thursday, February 24, 2022 at 4:00 pm (Work Session)
- Holiday Closure
  - Presidents Day – Monday, February 21, 2021