

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** February 1, 2022



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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 and Finance

**Assessing:** Our office is in the process of updating our exemption and credit qualification verification letters, which will be sent out to recipients in the coming weeks. We also continue to work on reviewing all new construction and building permits, in preparation for the 2022 tax year permit inspections.

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).

### Department of Public Works

**Highway:** The Highway Team continues to monitor the roads in concert with the weekly weather events treating roads throughout town as well as performing routine winter maintenance on the fleet and plow equipment.

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 12 tons, 1 container of single stream recycle = 5 tons and 2 containers of construction and demolition = 10 tons.

Car counts: Monday 247, Tuesday 220, Friday 459, Saturday 72, Sunday 129 total of 1127 residents served.

**Facilities and Grounds:** The past week Facilities & Grounds crew continues with the winter maintenance of snow removal and treating of the roads, sidewalks, and parking lots. The crew has been maintaining the rink and monitoring the aquatherms at Lee's mills docks.

**Fleet:** TRK1 2019 Ram 3500 install updated plow control. TRK6 2019 Western Star 4700SF replaced starter assembly. Performed a PM-A service, repaired pintle hitch. Installed rubber flap on spinner assembly. TRK7 2020 Western Star 4700SF diagnose D.E.F. system issue, performed regen and clear system. EQ12 2009 John Deere 310 backhoe operator reported no blower for heat. Replaced blower motor assembly. EQ23 2009 John Deere 772G grader repair rear wing cable system. EQ17 2009 Mobark chipper replaced defective voltage gauge and safety plug. Performed PM-B service. CAR211 2021 Ford Police Interceptor performed PM-B service. EQ14 2015 CAT 926M replaced windshield washer pumps. Replaced strobe light brackets. Cleaned parts room. Load trucks. Replaced plow swing hose on fisher plow.

### Public Safety

**Moultonborough Police Department:** The Moultonborough Police Department recorded 241 log entries, which included the following calls for service, 8 Assist Citizens, 26 Motor Vehicle Stops, 8 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 4 complaints, 3 MV Accidents, 3 MV Complaints, 6 Residential Alarms, 2 Commercial Alarms, and 2 K-9 complaints.

**Training:** 01/24 Off Cloutier SPOTS recertification. 01/25 MPO Cortes attended Management and Supervision of the Evidence Function Training

**Moultonborough Fire Rescue:** For the period of 01/21/2022 to 01/27/2022, there were sixteen calls for service: There was: 1 Building fire, 1 Chimney fire, 8 EMS incidents, 1 Overheated motor, 1 Water leak, 1 Public service, 1 Dispatched & cancelled en route, 2 Authorized controlled burning. **Total 2022 Incidents: 60. Up 15.3% from 2021.** **Automatic Aid:** received Center Harbor twice. **Mutual Aid:** Center Harbor and Sandwich for building fire **Overlapping Incidents:** none. **Year to Date:** 6. **Percentage of Call Volume:** 10%. Overlapping incidents are where two or more incidents are occurring simultaneously.

### Staffing

Overall average staffing per incident	5 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
Average Night/Weekend/Holiday	3 firefighters

### Response Times

Overall average response time of first arriving unit	10:32 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	05:53 mins/sec.
Average Night/Weekend	13:54 mins/sec.

**Operations:** 1/21 Moultonborough firefighters responded to a building fire at 26 Birch Lane. The fire was upgraded to a first alarm, bringing mutual aid companies to the scene. Engine 1 arrived on scene and found a small fire in the garage, which was quickly extinguished. Mutual aid was cancelled except for Center Harbor and Sandwich companies. Firefighter Gatherum was the first on scene and removed the occupants from the building and provided a good size up of the fire before the first engine arrived. There were no injuries and the home sustained minor damage and remains occupiable.

1/22 Firefighters Bryant, Gatherum and Gravelle participated in an ice rescue training session in Gilford with the hovercraft.

1/25 Rescue 2 was taken to Irwin Ford in Laconia at the direction of the Town Mechanic for an oil leak that is covered under warranty. The vehicle was assessed and found to be covered under the warranty. Parts are currently out of stock for the repair, upon obtaining the parts, Irwin's will schedule the repair. The vehicle will be out of service for one week at that time. The vehicle remains in service at this time.

**Burning Permits:** There is now sufficient snow cover on the ground to permit burning without a fire permit. 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**

Moultonborough Recreation's free Winter Concert Series continues. 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 February 3 concert will feature Tom Bartlett, a NH born singer/songwriter who plays original tunes as well as an eclectic mix of early rock & roll and contemporary songs. Tom's original song "You Can't Get There from Here" is performed by stage and screen star John Davidson. 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

The outdoor skating rink at Kraine Meadow Park is open for the season. Many thanks to Moultonborough's Department of Public Works for their hard work to provide a quality skating surface. 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 on Tuesday March 1. 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 is seeking after school counselors for our Beyond the Bell program. Hours are 2:45-5:30 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.

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

MRD Youth Basketball programs were canceled over the weekend due to weather. Make up dates will be scheduled. Beyond the Bell After School Program continues with registrations at capacity.

MRD and Meredith Parks and Recreation partnership for Indoor Pickleball at the Meredith Community Center continues with registrations at capacity.

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

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.

and no fee.

Logistics and planning are ongoing for Indoor Cornhole. Logistics and planning for winter sessions of yoga and fitness classes continue. Logistics and planning for the annual Father Daughter Dance continues. Logistics and planning for summer programming continues. Logistics and planning for a middle school activity/event began last week. More details to come.

As always, your Moultonborough Recreation staff is hard at work designing and planning programs for people of all ages. See our website at [www.moultonborougnhnh.gov](http://www.moultonborougnhnh.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: **Technology Class: What's the Hoopla?** (Feb 1 at 10:00am). **Technology Drop-in** (Feb 2 at 9:30am). **Thursday Movie Night** (Feb 3 at 6:00pm). We are showing *La Land*. Pizza, popcorn, and beverages (non-alcoholic) will be served. **Culinary Adventures** (Feb 14 at 6:00pm). Make a recipe using chocolate and bring it in to share with others. We will talk about the recipes like books. **Mystery Book Club** (Feb 16 at 10:30 in person & 7:00pm on Zoom) and we are discussing Barbara Hambly's, *Free Man of Color*. Please go to the [library's online calendar](#) to register for these events.

The kids are having fun on Wednesdays at the library. We have something different each Wednesday of the month. Programs include Anime **Club** (1<sup>st</sup> Wednesday – Mar 2); **Crafternoon**

**for Tweens/Teens** (2<sup>nd</sup> Wednesday – Feb 9); **Lego Club** (3<sup>rd</sup> Wednesday – Feb 16); and **Game Day** (4<sup>th</sup> Wednesday – Feb 23). All programs begin at 3:00pm. Registration is highly recommended so we can make sure we have enough supplies for everyone.

We are excited to see some of our families return to story time! We have **PJ Story Time** on Tuesdays at 6:00pm and kids can come in the pajamas and listen to stories before going to bed. On Fridays at 10:30am, Mrs. Gulla holds another **Story Time**. Join in any time you can – no registration is required.

The Moultonborough Public Library hours are Mon, Wed & Fri – 9:00am – 5:00pm; Tue & Thu – 9:00am – 7:00pm; and Sat – 9:00am - 1:00pm. For full listings of what is happening at the library, please check out the website at [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org).

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, February 3, 2022 at 4:00 pm
  - Friday, February 4, 2022 at 8:30 am – Board of Selectmen and Advisory Budget Committee Work Session
  - 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