

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: February 8, 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: Exemption and credit qualification verification letters, will be sent out this week, to recipients. The purpose of these letters is to ensure that the recipients qualifications status has not changed, and our records are accurate and in compliance with State laws and rules. 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.

Town Clerk: In the month of January 2022, the Town Clerk's office processed 864 motor vehicle registrations, 17 duplicate registrations, 13 aquatherm permits, 59 boat registrations, 208 dog licenses, 112 motor vehicle titles, and 28 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.

All three staff members in the Town Clerk's office have begun participation in a 6-week series of election webinar trainings developed and administered by the NH Secretary of State's office. We are now beginning to prepare for the Town and School Election in May, starting with the filing period which will be March 23rd – April 1st.

Did you know? Dog licenses are due April 30th of every year. Renewals can be processed as early as January so if you happen to be in our office renewing your vehicle, registering to vote, or obtaining a certified copy of your birth certificate, why not license your dog at the same time?

For new dogs and dogs who have recently received a rabies vaccination, we will need a copy of your up-to-date rabies certificate. Veterinarians do send us monthly batches of rabies certificates so we may already have yours on file, but sometimes you're in here before we've received it so it's always safest to bring your copy along. If you forget to bring it, our wonderful local vets can often email us a copy of the rabies certificate right when you're at our counter.

Dogs that are not licensed on time may be issued a Civil Forfeiture fine of \$25 on top of the regular license fee (listed below). There is also a \$1 per month per dog late fee added beginning in June. Dog licenses can be renewed online, through the mail, through the drop box to the left of Town Hall's front door, and in person for the following amounts: \$7.50 for a spayed/neutered dog, \$10 for an unaltered dog, \$3 for the first dog owned by a resident 65 years or older. As always, if you have any questions, please reach out to the Town Clerk's office and we would be happy to help. (603) 476-2347 or TownClerk@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 = 24 tons, 2 containers of single stream recycle = 10 tons, 1 container of construction and demolition = 5 tons and 1 container of mixed scrap metal. Supervisor Filpula and attendant Purinton are attending a welding class at Laconia adult education, after completion of the class they will be able to repair and fabricate the recycling fixtures at the facility.

Car counts: Monday 212, Tuesday 269, Friday 77, Saturday 289, Sunday 170 total of 1017 residents served.

Facilities and Grounds: The past week the Facilities & Grounds crew plowed and treated the town facilities and schools during the winter storms. The electrician installed new LED lights at the ice rink, we have been maintaining the rink daily due to the constant use.

Fleet: TRK6 2019 Western Star 4700SF diagnosed no start issue/ no communication. Repaired connections. Repaired taillight wiring to dump body lights. Road test truck. EQ12 2009 John Deere 310TJ backhoe cleaned out heater blower motor. Replaced blower motor assembly and resistor pack. TRK7 2020 Western Star 4700SF diagnose DEF issue order new sending unit. TRK24 2009 Freightliner repaired driver sidestep. Repaired hydraulic leak at valve body. Adjusted wing trip edge springs. TRK19 2019 RAM 1500 performed PM-B service. TRK15 2020 RAM 5500 roll call due to broken wheel studs. Loaded trucks during Friday's snow event and plowed yard.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 235 log entries, which included the following calls for service, 11 Assist Citizens, 37 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 4 Arrest, 11 complaints, 4 MV Accidents, 4 MV Complaints, 1 Residential Alarms, 1 Commercial Alarms, and 1 K-9 complaint.

Training: 01/31 - LT Lipson and Officer Ketcham Taser Training w/ MPO Michalski. 02/02 - Taylor Strickland Records Management Training.

Moultonborough Fire Rescue: For the period of 01/28/2022 to 02/03/2022, there were twelve calls for service: There was: 1 Building fire (Meredith), 4 EMS incidents, 1 LP gas leak, 1 Carbon monoxide incident, 1 Power line down, 1 Water leak, 1 Public service, 2 Dispatched & cancelled en route. **Total 2022 Incidents: 72. Up 7.4% from 2021.** **Automatic Aid:** None. **Mutual Aid:** given to Meredith for a 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	5 firefighters
Average Night/Weekend/Holiday	5 firefighters

Response Times

Overall average response time of first arriving unit	08:36 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:05 mins/sec.
Average Night/Weekend	14:39 mins/sec.

Operations: 1/28 - Chief Bengtson participated in the noon NH HSEM briefing on the winter storm and passed the pertinent information on the Town, DPW and Police Department Heads for operational planning purposes. 2/3 - Moultonborough firefighters responded mutual aid to Meredith for a building fire at 36 Eaton Ave. Engine 4 and crew established a water supply at the hydrant on Pleasant Street and Tanker 1 delivered water to the scene. Moultonborough crews were released after an hour.

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.

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 permitted 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. 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 10 concert will feature Bryan Conway performing fun and memorable music from the 50's thru the 80's. Our free Winter Concert Series runs 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 calling on Middle Schoolers to Glow Crazy with us! We are hosting a Glow in the Dark Nerf Blaster Night on Friday, February 25, 7:30-9:30pm at the Moultonborough Function Hall. Students in grades 6, 7 & 8 can register to join us for a night of fun & friendly battles. Goggles, blasters, and darts will be provided. Bring your own blaster and goggles if you'd like but leave your darts at home. Wear colors that will pop in black light – neon, fluorescents, and white work best! Athletic footwear is strongly recommended, and face masks are optional. Pre-registration is required. Sign up online or in the Rec office by February 23.

The outdoor skating rink at Kraine Meadow Park is open for the season. Many thanks to Moultonborough DPW 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.

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 at MRD with instructor Tim Hazelton concludes this week. MRD Youth Basketball programs continue. 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. 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.

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.

Moultonborough Public Library

Upcoming Adult Programs: **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** (1st Wednesday – Mar 2); **Crafternoon for Tweens/Teens** (2nd Wednesday – Feb 9); **Lego Club** (3rd Wednesday – Feb 16); and **Game Day** (4th 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.

Important Dates to Remember

- Board of Selectmen Meetings
 - Thursday, February 17, 2022 at 4:00 pm
 - Thursday, February 24, 2022 at 4:00 pm (Work Session)
- Other Meetings
 - Friday, February 11, 2022 at 8:30 am – Board of Selectmen and Advisory Budget Committee Work Session
- Holiday Closure
 - Presidents Day – Monday, February 21, 2021