

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** February 14, 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:** Exemption and credit qualification verification letters, were sent out, to recipients, last week. 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 are now in the process of reviewing the responses to these letters, as they are returned. 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).

**Town Clerk:** Dog licenses are due April 30<sup>th</sup> 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**

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons and 5 containers of construction and demolition = 25 tons. Bulk shingle load was picked up and the brush pile was burned.

Car counts Monday 263, Tuesday 185, Friday 323, Saturday 302 Sunday 184 total of 1257 residents served.

**Fleet:** TRK15 2020 RAM 5500 replaced l.r. wheel studs and nuts. Retorqued wheels. Replaced 7-way trailer plug due to corrosion. TRK6 2019 Western Star 4700SF repaired spinner assembly, straightened mount, and deflector shields. TRK7 2020 Western star 4700SF worked on D.E.F. issue. Replaced D.E.F. sender unit and reset system. TRK10 2021 Western Star 4700SF replaced glad hand seals. Repaired air leak in tractor protection system for trailer brakes. TRK4 2012 Ford F350 replaced passenger side outside mirror assembly, replaced l.f. plow headlight bulb and pigtail. Checked out water in fuel indicator. TRK9 2014 Kenworth 470 repaired sander lights. Performed monthly facilities audit.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 255 log entries, which included the following calls for service, 7 Assist Citizens, 30 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrest, 6 complaints, 2 MV Accidents, 5 MV Complaints, 1 Residential Alarms, 0 Commercial Alarms, and 1 K-9 complaints.

**Training:** 02/07/22 Lt Lipson and Officer Ketcham Taser Training.

**Moultonborough Fire Rescue:** For the period of 02/04/2022 to 02/10/2022, there were ten calls for service: There was: 1 Vehicle fire (Town owned), 4 EMS incidents, 1 Motor vehicle accident with injuries, 1 Carbon monoxide incident, 1 LP gas leak, 1 No incident found upon arrival at dispatched address, 1 Hazardous materials release investigation with no hazardous materials found. **Total 2022 Incidents: 82. Down 19.5% from 2021 Automatic Aid: None. Mutual Aid: None. Overlapping Incidents: Two. Year to Date: 8. Percentage of Call Volume: 10%.** Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

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

### **Response Times**

Overall average response time of first arriving unit	09:49 mins/sec.
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Average Daytime (7 AM-5 PM, Mon-Fri) response time  
Average Night/Weekend

09:48 mins/sec.  
09:55 mins/sec.

**Operations:** 2/7 - Chief Bengtson conducted the monthly Officer's meeting within Call Officers.  
2/10 - The Day Crew and the fire chief performed a Place of Assembly inspection at a Whittier Highway restaurant.

**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 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 concludes on February 17, 6:00-8:00pm at the Moultonborough Academy Community Auditorium. Another Story featuring Felicia Steriti will perform pop rock hits from the 70's through today. The concert is free and open to the public. Moultonborough School District protocols will be followed, including face mask requirement indoors for audience members and performers.

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 for students in grades 6, 7 & 8 Pre-registration is required. Sign up online or in the Rec office by February 23.

MRD is pleased to offer winter fitness opportunities. Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti will be offering classes at MRD. Beginning in March, join us for Gentle Yoga, Yin Fusion Yoga and/or Fitness with Felicia. Pre-registration is required for all classes and space is limited. Participation via livestream is possible, however in person attendance is encouraged. Register online or in person at the Rec office.

MRD is pleased to host our annual Semi Formal Father Daughter Dance. Precious moments and lasting memories will be made on Friday, March 11, 6:00-7:30pm at the Moultonborough Function Hall. Girls in grades K-5 are invited with their father or father figure stand-ins to join us for dancing, photos, fun, dessert bar and more! Pre-registration is required. Sign up online or in the Rec office by March 3.

The outdoor skating rink at Kraine Meadow Park is open for the season. Many thanks to Moultonborough's DPW for their hard work to provide a quality skating surface. Please respect the signage when the rink is posted as "Closed". 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.

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](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.

### **Moultonborough Public Library**

**Ongoing Adult Programs:** Tech Drop-in – Wednesdays at 9:30am; Book Talk – 2<sup>nd</sup> Thursday at 10:30am; Tech Drop-in – Mondays at 2:00pm.

**Upcoming Adult Programs:** There is still time to sign-up for our Valentine's **Culinary Adventures Program on Monday, Feb. 14** at 6:00pm. This month we are asking people to cook something sweet or savory using chocolate. Bring your dish to the library to share with others and talk about the recipes and cookbooks, just like a book discussion. Registration required so we can plan accordingly. [Registration link](#). We are reading *Free Man of Color* by Barbara Hambly for our **Mystery Book Club**. Join us on Wed. February 16 in person at 10:30am or come via Zoom at 7:00pm. Registration links on the [online calendar](#). There is still time to register for the Technology Class: What's All the hoopla? On Tuesday, Feb 15 at 2:00pm. Learn how to download and stream eBooks, eAudiobooks, music and movies from the hoopla digital platform. [Registration link](#).

**Special Adult Program:** The library is offering a special virtual program, **Spark Joy on Wednesday, Feb. 23 at 7:00pm**. Join Shannon Honeycutt, founder of Spark Joy Charlotte and certified silver level Konmari Consultant trained by tidying expert Marie Kondo. Marie is the author of *The Life-Changing Magic of Tidying Up* and the creator of the KonMari Method™, which is a style of tidying focusing on decluttering and organizing your space by keeping only those items you love. Spaces are limited and registration is required. [Registration link](#).

**Upcoming Youth Programs:** Crafternoon for Tweens & Teens on Wed. Feb 9 at 3:00pm ([Registration link](#)). Family Movie on Saturday, Feb 12 at 10:00am. The movie is *Beauty and the Beast*. Storytimes continue on Tuesdays at 6:00pm and Fridays at 10:30am.

Library will be closed on Monday, Feb. 21 for President's Day.

### **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 18, 2022 at 8:30 am – Board of Selectmen and Advisory Budget Committee Work Session
- Holiday Closure
  - Presidents Day – Monday, February 21, 2021 (Town Offices AND Transfer Station)