

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** February 23, 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. 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. It is important for recipients to return their responses to these letters, so that they do not disrupt or lose their exemptions/credits. 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**

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

Car counts Monday 234, Tuesday 254, Friday 272, Saturday 265, Sunday 251 total of 1276 residents served.

**Fleet:** EQ16 2015 CAT 262 skid steer repaired rear tires. Performed PM-B service. TRK4 2012 F350 diagnose W.I.F. message and replaced sensor. TRK3 2018 RAM 3500 sent to O.M.E. for equipment repair. TRK11 F350 diagnosed engine codes and reset. CAR171 2017 F150 performed PM-B service and rotate tires. TRK24 2009 Freightliner checked for hydraulic oil leaks. Replaced spinner motor. TRK6 2019 Western Star 4700SF checked out driver concerns, topped off coolant tightened battery connections. Repaired onspot air system and secured mounts. Replaced front hydraulic fittings. 15-R-3 2015 F550 MINI-EVO replaced D.E.F. heater and reset system.

CAR152 2015 Ford Police Cruiser diagnose battery issue and check for system draw. EQ14 2015 CAT 926M loader performed PM-B service. Worked on truck bids with P.W. director.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 260 log entries, which included the following calls for service, 4 Assist Citizens, 20 Motor Vehicle Stops, 10 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrest, 5 complaints, 6 MV Accidents, 5 MV Complaints, 4 Residential Alarms, 3 Commercial Alarms, and 0 K-9 complaints.

**Training:** 02/14/22 MPO Michalski Rifle Instructor Training.

**Moultonborough Fire Rescue:** For the period of 02/11/2022 to 02/17/2022, there were nine calls for service: There was: 6 EMS incidents, 1 Carbon monoxide incident, 1 Alarm system sounded due to malfunction, 1 Alarm system activation, no fire, unintentional. **Total 2022 Incidents: 91 Down 27% from 2021 Automatic Aid:** Once from Center Harbor and once from Stewart's Ambulance **Mutual Aid:** None **Overlapping Incidents:** Two **Year to Date: 10 Percentage of Call Volume:** 11%. 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	3 firefighters

### **Response Times**

Overall average response time of first arriving unit	09:45 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:42 mins/sec.
Average Night/Weekend	12:11 mins/sec.

**Operations:** 2/11-Chief Bengtson presented the department budget to the Select Board and Advisory Budget Committee. 2/14-Chief Bengtson provided a life safety code consultation for a Moultonboro Neck Road business. 2/15-Chief Bengtson participated in a TRC review of a traffic study for a Bean Road development. 2/17-The department EMS personnel participated in monthly continuing education on behavioral emergencies. Paramedic John Burdette presented the training.

**Burning Permits:** As we enter days of increasing daylight and stronger sunlight, there will be areas lacking sufficient snow cover to burn 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. Snow cover must reach 100-feet in every direction around the burn pile.

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**

MRD is 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. Call MRD for more info 603/476-8868.

MRD is pleased to offer winter fitness opportunities. Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti will be offering classes at Moultonborough Recreation. See our website for class details. 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 will host our annual Semi Formal Father Daughter Dance 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. Call MRD for more info 603/476-8868

MRD has begun the summer staff hiring process for Sumer Camp Counselors, Lifeguards, Swim Instructors and Waterfront Supervisor. Interested applicants can call MRD for information.

The outdoor skating rink at Kraine Meadow Park is open for the season. Please respect the signage when the rink is posted as "Closed". 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.

MRD Youth Basketball programs concludes this week for Pre-K thru grade 3. MRD Youth Basketball players in grades 4-6 will participate in the Carroll County Basketball Tournament next week. 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.

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**

Registration is still open for the Spark Joy program on Wed. Feb 23 at 7:00pm. This program will be held on Zoom. 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.

Shannon will be bringing the life-changing magic of tidying to you through her Spark Joy Webinar. The Moultonborough Public Library is teaming up with the Aaron Cutler Memorial Library, and the Mason Public Library to bring you this inspiring presentation. You will learn the KonMari philosophy and guiding principles needed to tidy once and for all and leave feeling motivated to Spark Joy in your home, office, and life! There will be a special giveaway at the end of the presentation, as well as an opportunity for you to ask Shannon questions. She is also requesting you bring a standard t-shirt and a pair of pants for the folding activity as you will be learning the famous KonMari Vertical folding technique. Registration is required, and spaces are limited. [REGISTRATION LINK](#)

Join our [For the Love of Reading](#) online reading challenge. Earn a raffle ticket every time you read a book or log minutes. There is a program for adults and children.

Check out the [online calendar](#) for upcoming vacation events for the kids!

## **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, February 24, 2022 at 4:00 pm (work session)
  - Thursday, March 3, 2022 at 4:00 pm
  - Thursday, March 17, 2022 at 4:00 pm
  - Thursday, March 24, 2022 at 4:00 pm (work session)
- Other Important Dates
  - Tuesday, April 5, 2022 by 4:00pm – Deadline to submit Petition Warrant Articles