

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** March 7, 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:** We received six abatement applications, prior to the March 1<sup>st</sup> filing deadline. The applications will be reviewed, and recommendations will be provided to the Board of Selectmen, so that can make the final decisions on granting or denying the requests.

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.

Our tax mapping contractor has updated the majority of the land use changes that occurred during the 2021 tax year. We are in the process of reviewing these map updates and will continue to make updates for any new changes, up until the start of the new tax year, April 1, 2022.

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 2 containers of construction and demolition = 10 tons.

Car counts: Monday 235, Tuesday 239, Friday 295, Saturday 282, Sunday 195 total of 1246 residents served.

**Fleet:** TRK10 2020 Western Star 4700SF checked wing issue. EQ25 2006 Case XT60 skid steer replaced grapple hydraulic hose. EQ13 2020 Volvo L90H loader check out grapple third function issue. TRK11 216 F350 replaced windshield washer hoses and nozzles. TRK24 2009 Freightliner driver reported no plow controls. Diagnose issue repaired wiring to battery from pedestal. Repaired other connections. Tightened up plow control valve on plow. TRK9 2014 Kenworth 470 road call to sawmill rd. fuel issue. Get back to shop replaced fuel filters. Replaced top strobe lights. TRK4 2012 F350 replaced fuel filters and road test. EQ12 2009 John Deere 310TJ replaced blown hydraulic line to boom. Refilled system. Replaced bucket teeth and keepers. Loaded chip trailer.

### Public Safety

**Moultonborough Police Department:** The Moultonborough Police Department recorded 271 log entries, which included the following calls for service, 8 Assist Citizens, 80 Motor Vehicle Stops, 8 Assists to Fire/EMS, 0 Directed Patrols, 2 Arrest, 0 complaints, 4 MV Accidents, 2 MV Complaints, 5 Residential Alarms, 1 Commercial Alarms, and 2 K-9 complaints.

**Training:** Feb 28, March 1 and 2, Lt Lipson Training. Feb 28 thru March 4, Officer Cloutier Basic SRO Training.

**Moultonborough Fire Rescue:** For the period of 02/25/2022 to 03/03/2022, there were eleven calls for service: There was: 8 EMS incidents, 1 Dispatched & cancelled en route, 2 Alarm system sounded due to malfunction. **Total 2022 Incidents: 127. Down 16.5% from 2021 Automatic Aid:** Received four times from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents: 1 Year to Date: 15 Percentage of Call Volume:** 12%. 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	3 firefighters
Average Night/Weekend/Holiday	3 firefighters

### Response Times

Overall average response time of first arriving unit	14:52 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:21 mins/sec.
Average Night/Weekend	17:42 mins/sec.

**Operations:** 2/25 - Chief Bengtson performed a Foster Care Home Health inspection for home on Paradise Drive. The Code Enforcement Officer/Health Officer normally perform this inspection. 2/26 - Deputy Beede and firefighter Breault and probationary firefighters, Beede, Bryant, Flanagan, and Furtado attended Emergency Medical Responder class in Sandwich. 2/28 - The fire chief provided a fire code consultation for proper clearances for a hobby maple syrup evaporator for a resident at the fire station. 3/1 - Deputy Beede and firefighter Breault and probationary firefighters, Beede, Bryant, Flanagan, and Furtado attended Emergency Medical Responder class in Sandwich. 3/2 Chief Bengtson attended the monthly Lakes Region Mutual Fire Aid Executive Committee meeting for March at the Communication Center in Laconia. 3/3 - Chief Bengtson and staff conducted Call company probationary firefighter first quarter evaluations. Probationary Call firefighters are issued a training manual, evaluations are performed at the end of each module or

quarterly. Five probationary firefighters are working on their minimum requirement for department standard and for entry into the Firefighter 1 class beginning in June/July.

**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. 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**

The ice rink at Kraine Meadow Park is closed. Mother Nature's sunny days and warmer temperatures have degraded the ice and many portions of the surface are not skateable. MRD extends many thanks to Moultonborough's

MRD and Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti will be offering classes at Moultonborough Recreation. Join us for Gentle Yoga, and/or Fitness with Felicia. 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. Contact MRD for more information 603/476-8868.

Moultonborough Recreation will 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.

MRD is taking applications and seeking candidates to fill our full time Recreation and Leisure Coordinator position. Application info and job description can be found on the town's website.

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

Beyond the Bell After School Program Session 4 begins this week 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. This is a drop-in group, no registration required and no fee. Please bring your set. Call MRD for more info 603/476-8868.

Logistics and planning are ongoing for spring and summer programming and for Youth Softball/Tball & Lacrosse is ongoing.

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**

Visit the library and see the three exhibits we currently have on display. We have the **5<sup>th</sup> grade students** from Mrs. Davis and Mrs. Gleeson's classes Picture Writing Exhibit in the Children's Room. They have been working on a poetry unit and these are their paintings in prose.

In the display case, we have **Ralph Watson's Paper Bead Jewelry**. There are examples of his jewelry and also a description of how the jewelry is made. Ralph is a graduate of Mass College of Art in Boston, with a BFA in Art Education. After teaching for 10 years in Boston Ralph completed an extended program in school leadership and moved into School Administration. After 17 years in administration Ralph retired in 2016. His retirement allowed him to get back into art and he started his craft business- The Paper Bead, creating hand rolled paper bead jewelry, selling, and displaying at several craft shows around New Hampshire, Maine, and Massachusetts. We will be scheduling a Paper Bead Jewelry Workshop in the near future. Check the library's [online calendar](#) for more details.

Finally, we have Jerry LoFaro's photographs on display in the Program Room. This **Wednesday, March 9 at 6pm**, Jerry will be at the library to talk about his creative journey as an artist and photographer. Jerry was recently featured on NH Chronicle. Jerry has employed his lifetime interest in dinosaurs, animals, fantasy, and art history into a long and successful career as an illustrator and licensing artist. In recent years he has evolved into an award-winning fine art, nature, and concert photographer, and has been the official photographer for The Tupelo Music Hall in Derry, NH since 2017. Jerry's first book of photography, "Abandoned Vehicles of New Hampshire - Rust In Peace" was published in 2021. He will be selling and signing copies of this book on March 9.

There is still time to register for **Culinary Adventures on Monday, March 14 at 6pm**. This month we are asking people to make a soup recipe to bring in and share. We have cookbooks at the library to check out if you need some inspiration. [Registration link](#).

This Wednesday, March 9 at 3pm is the **Tween/Teen Crafternoon** program. There is still time to register for this program. [Registration link](#).

Looking ahead, if you are a crafter, you won't want to miss our **Sun Catcher Mosaic Craft** program on Monday, March 28. Kits are \$15. [Registration link](#).

Don't forget to sign up for the library's online Reading Challenge. Adults will earn a raffle ticket for each book read ([Adult Program](#)), and kids will earn a raffle ticket for every 60 minutes they read ([Youth Program](#)). Program ends on March 31 and the winners will be announced on Friday, April 1<sup>st</sup>.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, March 10, 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
  - Wednesday, March 9, 2022 at 10:00 am - The Municipal Records Committee will be meeting in the small conference room at Town Hall.