

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: March 21, 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: Our office is currently awaiting responses to the verification requests that were sent to recipients of property exemptions and credits. The intent of the verification request letters is to ensure that recipients qualification status have not changed and that 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 completed preliminary updates of the tax maps, for the land use changes that occurred during the 2021 tax year. We have reviewed 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.

Town Clerk: In the month of February 2022, the Town Clerk's office processed 792 motor vehicle registrations, 18 aqua-therm permits, 33 boat registrations, 158 dog licenses, 101 motor vehicle titles, 38 UCC filings, and 12 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 continued our participation in a 6-week series of election webinar trainings developed and administered by the NH Secretary of State's office.

We are also continuing preparations for the Town and School Election in May, starting with the filing period which will be March 23rd – April 1st.

Deputy Town Clerk Jennifer Boyll completed a Vital Records training on 2/9/2022 with the State Registrar Denise Gonyer. The Town Clerk's office staff also made progress on a series of cybersecurity webinar trainings offered through Lakes Region Computer.

Did you know? When your motor vehicle registration renewal is completed on time, you have ten days into the next month to complete the inspection. So, for someone with a March birthday, as long as your registration is renewed before or on March 31st, you have until April 10th to complete the inspection. Of course, we don't recommend waiting until the last minute. Since your inspection window begins three months before your birth month (just like the renewal period), someone with a March birthday could even have their car inspected for the year beginning on December 1st!

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, 3 containers of construction and demolition =15 tons and 1 container of mixed scrap metal.

The new signs at the household trash and single stream recycling area were installed. The signs were created by the Lakes Region Planning Commission. Funded by a FDA grant.

Car counts Monday 215, Tuesday 243, Friday 328, Saturday 204, Sunday 233 total 1223 residents served.

Fleet: TRK7 2020 Western Star 4700SF worked on D.E.F. related issues. Reset system and road test unit. TRK6 2019 Western Star 4700SF worked on intermittent no start issue. EQ23 2009 John Deere 772GP grader start working on mold board slide piston pins to remove the piston to reseal unit. CAR 15-C-1 2017 Ford Explorer performed PM-B service and general check over. 15-F-1 2020 F550 performed PM-B service and general check over. CAR 181 2018 Ford Police Interceptor Utility performed PM-B service and general check over. TRK10 2021 Western Star 4700SF repaired tailgate mount. TRK24 2009 Freightliner 10-wheeler dump truck broke down on long island. Had towed back to shop. Ran diagnostics and found bad wiring to the E.C.M. repaired harness. Performed PM-B service and general look over. Paperwork.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 226 log entries, which included the following calls for service, 9 Assist Citizens, 24 Motor Vehicle Stops, 9 Assists to Fire/EMS, 0 Directed Patrols, 1 Arrest, 5 complaints, 1 MV Accidents, 1 MV Complaints, 5 Residential Alarms, 2 Commercial Alarms, and 2 K-9 complaints.

Training: No Trainings this week

Moultonborough Fire Rescue: For the period of 03/11/2022 to 03/17/2022, there were fifteen calls for service: There was: 10 – EMS incidents, 1 – Motor vehicle accidents, 1 – Ice Rescue, 1 – Cancelled en-route, 1 – Carbon Monoxide incident, 1 – Alarm system sounded due to malfunction. **Total 2022 Incidents: 157.** **Automatic Aid:** given to Sandwich. Received five times from Stewart's Ambulance. **Mutual Aid:** received once from Tuftonboro **Overlapping Incidents: 4** **Year to Date: 19** **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	08:26 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:00 mins/sec.
Average Night/Weekend	07:50 mins/sec.

Operations: 3/10 Chief Bengtson met with a realtor to discussion fire and life safety code needs for repurposing a Whittier Highway commercial building in the West Village Overlay District. 3/17 Monthly EMS Continuing education for March was Crew Resource Management and interagency communications.

COVID-19 Status Report: The New Hampshire Department of Health and Human Services COVID-19 Dashboards located at <https://www.nh.gov/covid19> indicate that as of 03/18/2022, Moultonborough currently is shown as having 8 new cases in the last 14-days, 5 active cases, and has had a cumulative total of 662 cases. 16% of the Town's population has contracted COVID-19 virus. 67.7% of the Town's population has been fully vaccinated.

Vaccinations and Testing: Information on where to get vaccinated can be found at <https://www.vaccines.nh.gov/?vaccinated> and testing guidance can be found at <https://www.covid19.nh.gov/resources/testing-guidance>

If you have any questions, call **2-1-1** to access the New Hampshire Department of Health and Human Services COVID-19 hotline.

New Hampshire currently has fully vaccinated 57.9 % of the population. 65.5% of NH residents have received the first dose.

Burning Permits: All most all areas of 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. Fines for fire permit violations range from \$100-\$800.

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

Registrations will open this week for spring Youth Sport programs. Softball & TBall will be offered for athletes in Pre-K thru Grade 5. MRD is pleased to offer a new youth sport opportunity: Intro to Lacrosse for athletes in K-5 We will offer a 4 week Learn to Lax-a non-contact program. MRD will provide equipment necessary to participate. Info, schedules & details for these youth sport offerings are available on our website. Pre-registration is required. Register online or in the Rec office. Call MRD with questions! 603/476-8868

Adult Outdoor Pickleball is returning to Kraine Meadow Park! MRD will open registrations for this popular program in April. MRD's pickleball program is open to all levels of play. Our program will run on Mondays, Wednesdays & Fridays beginning on June 1. Sessions will run as follows: June 1-July 29 and August 1–September 30, with 2 play times offered: 8:00-9:30am and 9:30am-11:00am. Pre-registration is required, and space is limited. Registrations open on Tuesday April 19. Sign up online or at the Recreation office. Due to the popularity of this program, online registration is strongly recommended. Contact MRD for more info 603/476-8868

Moultonborough Recreation Department and Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti are offering classes at Moultonborough Recreation thru the end of May. Join us for Gentle Yoga, and/or Fitness with Felicia. Classes will take place at Moultonborough Recreation. See our website for class details. Contact MRD for more information 603/476-8868.

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.

Moultonborough Recreation has begun the summer staff hiring process for Sumer Camp Counselors, Lifeguards, Swim Instructors and Waterfront Supervisor. Interested applicants can call MRD for information. 603/476-8868

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 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. Call MRD for more info 603/476-8868.
and no fee.

Logistics and planning are ongoing for spring and summer programming continues.

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. The Moultonborough Recreation Department is located at 10 Holland St., Moultonborough.

Moultonborough Public Library

There are still spaces available for our Mosaic Sun Catcher craft on Monday, March 28. The program will be held at the library at 7pm. Kits are \$15.00. [Registration link.](#)

Have a toddler at home, and want to meet new people? Join us on Mondays at 9:30am for our brand new Toddler Playtime program. Just drop in – no registration necessary.

We just received a few boxes of new books, including favorite authors like CJ Box, Danielle Steel, Alex Kava, Harlen Coben, Donna Leon, and Brad Meltzer. We also have some debut authors including Lisa Barr, Elise Hooper, Charmaine Wilkerson, and Karen Joy Fowler. You can place a hold in our [library catalog](#).

Library hours are: Mon, Wed, Fri 9:00am – 5:00pm; Tue & Thu 9:00am – 7:00pm and Sat 9:00am – 1:00pm

Important Dates to Remember

- Board of Selectmen Meetings
 - Thursday, March 24, 2022 at 4:00 pm (work session)
 - Thursday, April 7, 2022 at 4:00 pm
 - Thursday, April 21, 2022 at 4:00 pm
 - Thursday, April 28, 2022 at 4:00 pm (work session)
- Other Important Dates
 - Tuesday, April 5, 2022 by 4:00pm - Deadline to submit Petition Warrant Articles
 - Tuesday, March 22, 2022 7:00pm-7:30pm - Supervisors of the Checklist in Session
 - Saturday, April 30, 2022 10:00am-10:30am - Supervisors of the Checklist in Session