

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** March 28, 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:** Our office has sent out 2<sup>nd</sup> notices for 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 compiling 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](mailto:assessing@moultonboroughnh.gov).

### **Department of Public Works**

**Transfer station:** This week we shipped out 2 containers of municipal solid waste = 24 tons, 1 container of single stream recycle = 5 tons and 4 containers of construction and demolition = 20 tons. The brush pile was burned, and the recycled electronics container was shipped.

Car counts Monday 220, Tuesday 226, Friday 263, Saturday 316 Sunday 250 total of 1275 residents served.

**Fleet:** TRK7 2019 Western Star 4700 SF road test after resetting d.e.f. system. TRK6 2018 Western Star 4700 SF check out wiring to ecm. Set up with Freightliner of Maine to check out if module needs to be replaced or reprogrammed. CAR162 2016 Ford Police Interceptor sedan performed PM-B service and performed a four-wheel brake job. Road test. EQ40 2018 Volvo roller performed PM-B service. Replaced broken lock on battery door. Install spinner knob for the steering wheel. CAR181 2018 Ford Police Interceptor utility replaced rear brake rotors and pads. Replaced left rear wheel bearing assembly and road test. EQ56 power eagle pressure washer replaced valve cover and gasket. Performed service. Replaced fuel lines to burner assembly and repair soap injection system. EQ14 2015 CAT 926M loader replaced bucket lock hydraulic hoses. Parts run to Sandown and Concord for EQ40 and EQ56.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 193 log entries, which included the following calls for service, 7 Assist Citizens, 26 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 0 Arrest, 3 complaints, 0 MV Accidents, 3 MV Complaints, 3 Residential Alarms, 3 Commercial Alarms, and 0 K-9 complaints.

**Training:** 3/24/2022 – T. Strickland and K. Jones Training at North Conway FD for High Impact Calls.

**Moultonborough Fire Rescue:** For the period of 03/18/2022 to 03/24/2022, there were nineteen calls for service: There was: 1 Alarm system activation, no fire, unintentional, 1 Authorized controlled burning, 1 Dispatched & cancelled en route, 9 EMS incidents, 1 Bark mulch fire, 1 No incident found upon arrival at dispatched address, 1 Overheated motor, 1 Smoke detector activation, no fire, unintentional, 1 Smoke/odor removal, 1 Unauthorized burning. 1 Water evacuation. **Total 2022 Incidents: 176 Automatic Aid:** Received three times from Stewart's Ambulance **Mutual Aid:** None. **Overlapping Incidents: 0 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	5 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	6 firefighters
Average Night/Weekend/Holiday	4 firefighters

### **Response Times**

Overall average response time of first arriving unit	06:00 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:00 mins/sec.
Average Night/Weekend	06:00 mins/sec.

**Operations:** 3/21, Department personnel trained at the Transfer Station on fire attack hose line deployment. 8 members attended the drill.

**Burning Permits:** Fire permits are now required for all open burning. 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 wants to thank Zach Glennon & his Moultonborough Academy Manufacturing Technology class for creating & donating Corn Hole boards to the Moultonborough Recreation Department (MRD). The students chose designs for their boards which they constructed to match American Cornhole Association guidelines. In total, the class donated 4 full sets of Corn Hole boards. These boards will be proudly used at Moultonborough Recreation's Outdoor Cornhole Program this summer as well as many other MRD events & activities! Thank you everyone for your hard work and generosity!

Registrations are open Youth Sport programs Softball & TBall. This program is 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 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

Interviews are scheduled this week for candidates of our full time Recreation & Leisure Coordinator.

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 for Session 1 will 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

MRD 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.

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. 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](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**

Please join us as we say a **fond farewell to Linda Nolin**. Linda is retiring after almost 25 years working at the library. We are holding an open house this **Friday, April 1 from 9:00am – 12:00pm**, followed by a special presentation at noon to recognize Linda's long commitment to the library. We hope you will stop by and wish Linda well.

Upcoming Adult Programs: Technology Class on Tuesday, April 5 at 2:00pm. Learn how to use Google Docs and Google Drive. [Registration link](#). Thursday Movie Night on Thursday, April 7 at 6:00pm. Movie this month is *The Guernsey Literary and Potato Peel Pie Society* (2018). [Registration link](#).

Last week to view Jerry LoFaro's art in the Program Room and Ralph Watson's Paper Bead Jewelry in the display class. We will be holding a Paper Bead Jewelry Workshop on Wednesday, April 7 & May 4 at 6:00pm. [Registration link](#).

For high school juniors and seniors, during school vacation week, the library is hosting, "Crushing Your College Essays" with Renate Gundermann. For more information, check out the April online calendar: <https://moultonboroughlibrary.assabetinteractive.com/calendar/2022-april/>

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, April 7, 2022 - **FY 2022-2023 Budget Hearing at 7:00 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
- Saturday, April 30, 2022 10:00am-10:30am - Supervisors of the Checklist in Session