

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: April 25, 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: The deadline has passed for tax year 2022 exemption and credit applications. These applications are now in the verification or approval process. Applicants will receive status notification letters once these processes are complete.

Our tax mapping contractor has completed the majority of the tax map updates, for the land use changes that occurred during the 2021 tax year. They are currently working on updates for the more recent changes. Once these are complete and reviewed, all changes will be incorporated into the online GIS mapping database.

Whitney Consulting Group (WCG) continues their work on pick-up inspections of properties with open building permits or recently closed building permits. 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. The goal is to pick up as much of the new construction as possible, before the first tax bills go out, so that increases in assessments will be spread out over the first and final tax bills.

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 March 2022, the Town Clerk's office processed 1,103 motor vehicle registrations, 97 boat registrations, 309 dog licenses, 132 motor vehicle titles, 2 marriage licenses, and 26 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 completed participation in a 6-week series of election webinar trainings developed and administered by the NH Secretary of State's office. Assistant Town Clerk Alana Gilson attended a software training March 24th. Town Clerk Julia Marchand organized and attended a Municipal Records Committee meeting on March 9th. The Town Clerk's office completed a mandatory annual audit by the State of NH DMV on March 16th.

We also completed the process of renewing our PCI compliance which is required for any business or organization accepting credit card payments.

We are continuing preparations for the Town and School Election on Tuesday, May 10th including scheduling poll workers, guiding new voters through the registration process, and managing absentee ballot requests. The Town Clerk's office has received the ballots to be used at the election and facilitated a pre-election count by Ballot Clerks. The Town Clerk, Moderator, and Select Board Chair have completed a pre-election test of the Accuvote Ballot Counting Device.

Did you know? The Town Clerk's office does 100% of our renewal letter preparation, printing, folding, stuffing, and mailing in-house. We print around 400 motor vehicle renewal letters every month which must then be checked for accuracy (ownership, vehicle information, price, etc.) against state DMV records before being mailed. Most of those letters have multiple vehicles on them and some have as many as 50 vehicles! We also send an annual mailing for dog licensing renewals which has more than 700 letters. All of this work takes time but provides residents and non-residents with all the relevant information they need to complete their renewals on their own schedule and in whatever way it works best for them. It also helps us quickly pull up the correct vehicle(s) or dog license(s) in our system when the customer is ready to renew to keep customer lines moving along. This is one of the tasks we work on during our non-public hours.

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

Facilities & Grounds: The past week, the Facilities & Grounds crew cut brush and removed some fallen trees in Shaw cemetery. We started our seasonal mowing and trimming and spring cleanups. The crew continues to work on the upgrades at the Lion's Club.

Transfer station: This week we shipped out 2 containers of municipal solid waste = 24 tons, 2 containers of single stream recycle = 10 tons, 6 containers of construction and demolition = 30 tons and 1 container of mixed scrap metal.

Cub scout pack 369 had a very successful day selling saplings for Earth Day at the Transfer Station, they sold over 70 trees. The monies earned go towards scholar ships for summer camp and camping supplies.

Attendant Matt Anderson has successfully taken the DES Solid Waste Operator Training and he is now a certified attendant at the facility and in the state of New Hampshire.

73 Freon containing units were evacuated, brush pile was burned, and compost pile was turned. Car counts Monday 405, Tuesday 270, Friday 397, Saturday 383, Sunday 271 total 1726 residents served.

Fleet: EQ22 1969 Zamboni, checked unit for an oil leak. EQ14 2015 CAT 926M loader replaced hydraulic hose for third function. check tire pressures and refill tires. TRK9 2014 Kenworth T 470 installed heat shield for front NOX sensor. Replaced serpentine belt and checked pulleys. EQ16

2015 CAT 262D skid steer lubed machine and resealed tires. CAR162 2016 Ford Police Interceptor sedan swapped out to all season tires and performed a state inspection. EQ50 American log splitter pulled hyd. Pump and resealed unit. TRK24 2009 Freightliner dump replaced main hydraulic hose to dump cylinder and refilled unit. Set truck up for summer use. CAR141 2014 Ford Police Interceptor Utility swap out tires for summer. Perform state inspection. Start repairing suspension for state inspection. Attended flagging recertification training. Attended spring mechanic's training in Franklin Mass. D.P.W.

Public Safety

Moultonborough Police Department: The Moultonborough Police Department recorded 276 log entries, which included the following calls for service: 11 Assist Citizens, 36 Motor Vehicle Stops, 7 Assists to Fire/EMS, 1 Directed Patrols, 1 Arrest, 4 complaints, 2 MV Accidents, 1 MV Complaints, 1 Residential Alarms, 1 Commercial Alarms, and 3 K-9 complaints.

Moultonborough Fire Rescue: For the period of 04/15/2022 to 04/21/2022, there were eleven calls for service: There was: 10 - EMS calls, 1 - Assist the Police. **Total 2022 Incidents: 225**

Automatic Aid: received twice from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents: 0** **Year to Date: 21** **Percentage of Call Volume:** 9.8%. 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	5 firefighters
Average Night	2 firefighters
Weekend	1 firefighter

Response Times

Overall average response time of first arriving unit	11:49 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	11:00 mins/sec.
Average Night	14:30 mins/sec.
Weekend	11:20 mins/sec.

Operations: 4/15 - The Town Mechanic serviced and changed tires to summer tire on Chief's vehicle. 4/19 - The Day Crew and several Call firefighters attended the Volunteer Luncheon put on by the Moultonboro/Sandwich Senior Meals Program at the Function Hall. Personnel were treated to a delicious turkey dinner.

Chief Bengtson joined fire chiefs from Center Harbor, Sandwich, and Meredith to meet with Justin Van Etten, Stacy Meier, and Nick Varin from Stewart's Ambulance to discuss operational issues.

4/21 - The Chief's vehicle went to Irwin Ford for recall service. Eight personnel attended EMS Continuing Education of medications that can be administered by EMTs and Advanced EMT's. John Burdette was the instructor. Throughout the weekend the Day Crew and Call firefighters performed spring hydrant service. Dry hydrants were backflushed and then tested. Push lines were flow tested. Forty-one hydrants were tested.

Burning Permits: Fire permits are required for all open burning. If you are burning wood, you need a fire permit. 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.

Conditions persist where the fire danger has become elevated. Residents can subscribe to receive the Daily Fire Danger at https://maillist.nh.gov/list/dnrc_fpb/?p=subscribe&id=11. Moultonborough is in Zone #3

Moultonborough Recreation Department

Registrations for Moultonborough Recreation’s Summer camp program are open. Camp opens on June 27 and runs through August 19. Camp days are 8am - 4pm Monday thru Friday at Moultonborough Central School. Field trips are scheduled on Wednesdays.

Registrations are open for MRD’s Mother Son event. We are pleased to host our Mother Son Hole Lot of Fun event at Paradise Fall Mini Golf! Mothers and sons are invited to join us for some Mini Golf fun – Rec Department style! Can you putt with the handle end of your club? How about one handed? This fun event takes place on Friday May 13, 6:00pm at Paradise Falls Mini Golf, 252 Lee Road in Moultonborough. The event is open to boys thru 5th grade and their mothers – mother figure stand ins are welcome! Pre-registration is required. Sign up online or in the recreation office. Bottled water and ice cream is included!

Registrations open this week for Youth Sport Granite State Track & Field. This program is open to youth ages 9-14 as of December 31, 2022. Events include dashes, runs, relays, standing long jump, running long jump and softball throw. See our website for schedule and more details.

MRD is excited to offer fitness opportunities through the summer. Certified Trainer Rebecca Curvey returns to offer Fitness with a Difference, a full body workout for all levels. Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti will continue to offer classes at Moultonborough Recreation thru the end of May. Join Felicia at MRD for Gentle Yoga, Gentle/Yin Yoga as well as Tone & Stretch classes. There will be an all-levels adult fitness option at Moultonborough Recreation every weekday during the summer months! More info to come!

Moultonborough Recreation’s Summer Concert Series is returning! Free concerts will take place Wednesday evenings 6:00-7:30pm at the Moultonborough Function Hall gazebo June 29 through August 24. The schedule of artists will be posted to our website in the coming weeks.

Registrations for Outdoor Pickleball session 1 opened and filled to capacity last week. As of today's report, no specific date for session 2 registrations has been established. More info to come.

Moultonborough Recreation has begun the summer staff hiring process. MRD is seeking candidates 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 2:45-5:15 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 5 begins May 2. 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.

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

Upcoming Youth Programs this week include: **Family Movie** (*Addams Family 2*) on Tue. April 26 at 2pm; **PJ Story Time** on Tue. April 26 at 6pm; **Spring Craft: Tree Cookie Gnome Garden** on Wed. April 27 at 9:30am ([registration link](#)); **Game Day** on Wed. April 27 at 3pm ([registration link](#)); **Kids Make Playdough** on Thu. April 28 at 2pm ([registration link](#)); and **Story Time** on Fri. April 29 at 10:30am. There will also be a special **Children's Spring Tea Party** this Saturday, April 30 at 11:00am ([registration link](#)). There will be finger sandwiches, fruit, cookies, tea, and punch. Dress fancy if you would like to, and the children can bring along a favorite doll or stuffed animal, and a special grown up to share the fun! Please register by Friday, April 29 at 5pm so we can plan accordingly.

Special program for high school students and their parents – **Crushing Your College Essay**. There are two nights to choose from: Tue. April 26 ([registration link](#)) and Thu. April 28 ([registration link](#)). Both will start at 6:30pm and run about an hour. Learn how to write compelling and authentic application essays with Renate Gundermann. Renate will review how to write the personal statement essay, including choosing a topic, organizing a captivating structure, and crafting a powerful conclusion. This will be an interactive and dynamic discussion with handouts and essays examples. Parents and students will leave with a clearer understanding of how to approach and write these all-important essays!

There are still spots open for the **Paper Bead Jewelry Workshop** with Ralph Watson this Wed. April 27 at 6:30pm (this is a two-part workshop, meeting again on May 4). There is a \$20 materials fee. ([Registration link](#)) **Cooking with Liz Barbour: Artisan Bread in 5 Minutes** has been rescheduled to Mon. May 2 at 6pm ([registration link](#)). This is a Zoom program, and Liz will send

out the Zoom link and a list of ingredients so you can make the dough along with her. **Thursday Movie Night** is May 5 at 6pm ([registration link](#)). The movie this month is *Florence Foster Jenkins* (2016). Meryl Streep and Hugh Grant play in this biographical film about the New York heiress who founded the Verdi Club to celebrate her love of music. Pizza and popcorn are always on the menu (donations of \$2/slice of pizza are welcomed).

New nonfiction titles this month include: *Bittersweet* by Susan Cain, *One Damn Thing After Another* by William Barr, *From Strength to Strength* by Arthur Brooks, *Origin* by Jennifer Raff; *The Mindful College Student* by Eric Loucks, *Brazen* by Julia Haart, *How to Be Perfect* by Michael Schur, *Breaking the Age Code* by Becca Levy, and *In Love* by Amy Bloom. To reserve a book, go to the library website, www.moultonboroughlibrary.org and at the top there is a search box. Type in the title or author, then sign in using your library card # and password and click Place Hold. The library will email, text, or call you when the book is ready to pick up.

If you want to contact the library, you can call 603-476-8895 or email library@moultonboroughlibrary.org. You can also check out the library's website and follow us on Facebook, Instagram and sign up for the email updates and newsletters.

Important Dates to Remember

- Board of Selectmen Meetings
 - Thursday, April 28, 2022 at 4:00 pm (TBD - may be cancelled)
 - Thursday, May 5, 2022 at 4:00 pm
 - Thursday, May 19, 2022 at 4:00 pm
- Other Important Dates
 - All dogs must be licensed by April 30th
 - Saturday, April 30, 2022 10:00am - 10:30am Supervisors of the Checklist in Session
 - Tuesday, May 10, 2022 7:00am - 7:00pm Town Election Day at Moultonborough Academy
 - Saturday, May 14, 2022 9:00am Town Meeting Day at Moultonborough Academy