

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** April 18, 2022 (Updated 04/19/22)



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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

**Town Administrator:** Over the past week I attended a few events that might be of interest to you. In particular, I represented the town last week when the U.S. Small Business Administration (SBA) recognized local business “Electrical Installations” for being SBA’s 2022 Family-Owned Business of the Year for New Hampshire and New England. At this event I presented the Fritz family, owners of Electrical Installations, with the National Small Business Week 2022 Proclamation that the Board signed at our April 7<sup>th</sup> meeting. Day after this SBA event I had another session in Leadership Lakes Region, focus was “Health Issues Day.” Our group had presentations about employee assistance programs, mental health in the Lakes Region, leadership through the pandemic, training on CPR, and we toured the Laconia Fire Station. Last, I had a chance to visit the Function Hall and see the improvements being done to the interior of the building. Great work by our staff in Facilities/Grounds and Highway Department.

**Town Clerk:** Don’t forget your dog license! Per RSA 466:1, dogs must be licensed by April 30<sup>th</sup> every year. If your dog has received a rabies shot in the past year, please send their rabies certificate. You may obtain your dog license one of four ways:

1. In person: The Town Clerk’s office is open to the public Monday - Friday, 9 AM - NOON & 1 - 4 PM (closed to the public noon - 1 pm).
2. Online: Visit [MoultonboroughNH.gov](http://MoultonboroughNH.gov) and look for “Online Payments” then “Town Clerk Payments” and follow the prompts. We will process the transaction and mail you the new tag.
3. By mail: Send the proper fee, a note with the dog’s name and your phone number, and a self-addressed stamped return envelope to: Town Clerk’s Office, P.O. Box 15, Moultonborough, NH 03254
4. Through secure payment drop box: Inside an envelope marked “Town Clerk,” place the proper fee, a note with the dog’s name and your phone number, and a self-addressed stamped return envelope. Leave this in the secure drop box outside to the left of Town Hall’s front door. We will mail the new tag to you.

**PRICING:** The fee is \$7.50 for a spayed/neutered dog, \$10 for an unaltered dog, and \$3.00 for the first dog registered to an owner over 65 years (additional dogs are the regular fee). Group rates are available for households with five or more dogs.

We can accept checks made out to *Town of Moultonborough*, cash, or credit cards if paying in person or online. There is a 3% processing fee added by your credit card company for all card transactions. Per state law, a civil forfeiture fine of \$25 will be issued for dogs that remain unlicensed, plus a \$1 per month late penalty. Please call (603) 476-2347 or email [TownClerk@MoultonboroughNH.gov](mailto:TownClerk@MoultonboroughNH.gov) with any questions.

### **Department of Public Works**

**Facilities & Grounds:** The past week Facilities & Grounds continues to do spring clean ups at the town facilities and cemeteries. We installed the boat ramp dock at states landing and the contractor has installed the new docks at Lee's Mills and Long Island boat ramps. We are working on the Lion's Club kitchen up grades.

**Transfer station:** This week we shipped out 1 container of municipal solid waste = 12 tons, 2 containers of single stream recycle = 10 tons and 6 containers of construction and demolition = 30 tons. The brush pile was burned, and compost turned. Car counts Monday 229, Tuesday 248, Friday 288, Saturday 274, Sunday 283 total of 1322 residents served.

**Fleet:** EQ23 2009 John Deere 772GP grader installed slide piston. Replaced tilt piston line, replaced all turn table slides and readjust. Replaced work lights and pass side door latch. Work on strobe lights. TRK10 2020 Western Star 4700SF drained pass. front hub and refill. Repair oil leak. Replaced reflectors and repaired mud flap bracket. TRK19 2018 RAM 1500 swap over to summer tires. 15-E-1 2008 H.M.E. pumper replaced truck batteries and recheck. 15-C-1 2017 Ford Police Interceptor performed 4-wheel brake job and swap to summer tires. TRK1 2019 Ram 3500 installed aux. fuel tank and toolbox. EQ25 2006 Case 60XT skid steer repaired oil leak at bucket piston. Pull plow frames. Load chip trailer.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 261 log entries, which included the following calls for service, 17 Assist Citizens, 29 Motor Vehicle Stops, 15 Assists to Fire/EMS, 1 Directed Patrols, 4 Arrest, 4 complaints, 2 MV Accidents, 6 MV Complaints, 2 Residential Alarms, 2 Commercial Alarms, and 5 K-9 complaints.

**Training:** April 12<sup>th</sup> thru April 15<sup>th</sup> - MPO Michalski attended Crisis Intervention Training/Pembroke, NH. April 12<sup>th</sup> thru April 14<sup>th</sup> – Taylor Strickland Attended Communication Training Officer Workshop.

**Moultonborough Fire Rescue:** For the period of 04/08/2022 to 04/14/2022, there were sixteen calls for service: There was: 1 - Bark mulch fire, 12 - EMS call, 1 - Power lines on a vehicle with persons entrapped, 1 - Public service, 1 - Alarm system activation, no fire, unintentional. **Total 2022 Incidents: 214.** **Automatic Aid:** received four times from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents:** 1 **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	2 firefighters
Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
Average Night	1 firefighter
Weekend	2 firefighters

### **Response Times**

Overall average response time of first arriving unit	08:00 mins/sec.
Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:51 mins/sec.
Average Night	09:00 mins/sec.
Weekend	08:48 mins/sec.

**Operations:** 4/11 - Chief Bengtson provided a fire code consultation for a wood stove installation at a Spruce Road dwelling that is being offered for sale. 4/14 Monthly meeting with the Call firefighting personnel. Review of apparatus, equipment, training opportunities and operational information. Engine 1 received new batteries from the Town Mechanic. Engine 3 went to Cummins in Concord for a recall issue. Engine 4 went to Lakes Region Fire Apparatus for pump and primer repairs. Several leaking ball valves and a flange were replaced. The fire boat, Boat 1 was placed in service at Lee's Mills for the season. Boat 2 is kept at the Moultonboro Neck fire station on a trailer for respond throughout town.

**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.

We are moving into a period where the fire danger becomes elevated until things green up and leaf cover develops. Residents can subscribe to receive the Daily Fire Danger at [https://maillist.nh.gov/list/dnrc\\_fpb/?p=subscribe&id=11](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, 8am-4pm Mondays thru Fridays at Moultonborough Central School. Field trips are scheduled on Wednesdays.

Adult Outdoor Pickleball is returning to Kraine Meadow Park! MRD will open registrations for session 1. MRD's pickleball program is open to all levels of play. Sign up online or at the Recreation office. Due to the popularity of this program, online registration is strongly recommended.

Registrations are open to MRD's Mother Son Hole Lot of Fun. 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 5<sup>th</sup> 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. 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.

Moultonborough Recreation Department and Certified Personal Trainer and Level 3 YogaFit Instructor Felicia Steriti is offering yoga and fitness classes at Moultonborough Recreation thru the end of May.

Moultonborough Recreation has begun the summer staff hiring process and is seeking candidates for Summer 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 4 continues with registrations at capacity. 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.

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. MRD is located at 10 Holland St., Moultonborough.

### **Moultonborough Public Library**

Lots going on at the library in the next couple of weeks. Here is what's happening:

Adult Programs - **Technology Class: Google Docs and Drive**, Tue. April 18 at 10:00 ([Registration link](#)); **Mystery Book Club**, Wed. April 20 at 10:30 (in person, [registration link](#)) and 7pm (via zoom, [registration link](#)); **Paper Bead Jewelry Class** with Ralph Watson, Wed. April 27 & May 4 at 6:30pm. This is a two-part class and there is a \$20.00 materials fee ([Pre-registration link](#)); **Friends of the Library Discussion Series**: Four Winds by Kristin Hannah, Thu. April 26 at 10:30am. The scholar this month is Suzanne Brown. Registration required to get the Zoom link. ([Registration link](#).)

There is a special **Earth Day Presentation** on Wed. April 20 at 1pm. NH Network for Environment-Energy-Climate will have a panel to discuss how NH can be called to action. This is a partner program with the Nichols Library in Center Harbor. People can join us at the Moultonborough Library for the presentation and we will watch the Zoom presentation together, or you can watch it at home using this link: [Earth Day Zoom Link](#)

Youth Programs - **Toddler Playtime**, Mondays at 9:30am; **PJ Storytime**, Tuesdays at 6pm; **Lego Club**, Wed. April 20 at 3:00pm; and **Friday Storytime**, Fridays at 10:30am. All these programs are drop-in, and no registration is necessary. **Dungeons and Dragons** has been moved this week to Mon. April 18 at 3pm.

Special Programs during School Vacation Week - Family Movie, Tue. April 26 at 2pm; Spring Craft: Tree Cookie Gnome Garden, Wed. April 27 at 9:30am ([Registration link](#)); Game Day, Wed. April 27 at 3pm ([Registration link](#)); Kids Make Playdough, Thu. April 28 at 2pm ([Registration link](#)); Children's Spring Tea Party, Sat. April 30 at 11:00am ([Registration link](#)) Please make sure to register, so you get a spot reserved for you and your child(ren).

For high school juniors and senior (parents are also welcome), Renate Gundermann will be leading a workshop on “Crushing Your College Essays.” There are two nights to choose from: Tue. April 26 at 6:30pm ([Registration link](#)) or Thu. April 28 at 6:30pm ([Registration link](#))

Stop in and give a warm welcome to our newest library staff member – Calista Maccabee! Calista is the new part-time Youth Services Assistant, and we are excited for her to meet all of you!

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, April 21, 2022 at 4:00 pm
  - 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

- Saturday, April 30, 2022 10:00am-10:30am Supervisors of the Checklist in Session
- All dogs must be licensed by April 30th
- Tuesday, May 10, 2022 7:00am-7:00pm Town Election Day
- Saturday, May 14, 2022 9:00am Town Meeting Day