

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** May 3, 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:** 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.

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](mailto:assessing@moultonboroughnh.gov).

### **Department of Public Works**

**Transfer station:** This week we shipped out 3 containers of municipal solid waste = 36 tons, 2 containers of single stream recycle = 10 tons, 7 containers of construction and demolition = 35 tons and 1 container of mixed scrap metal. The brush pile was burned, and the compost pile moved to be screened. Car counts: Monday 315, Tuesday 304, Friday 375, Saturday 342, Sunday 264 total 1600 residents served.

**Fleet:** TRK3 2018 Ram 3500 recalibrated JANMAR measuring system for road use. 15-R-2 2019 F550 road call to Neck station. Reinstalled turbo hose that popped off. Drove back to shop and reset system. TRK24 2009 Freightliner dump driver reported major air leak. Replaced broken fitting at passenger front rail.

CAR141 2014 Ford Police Interceptor Utility replaced front control arm bushings, pulled rear sub frame down to extract broken bolts in pass. rear upper control arm. Replaced bushings and rear shocks. Check for state inspection. Loaded chip trailer twice.

### **Public Safety**

**Moultonborough Police Department:** The Moultonborough Police Department recorded 214 log entries, which included the following calls for service, 4 Assist Citizens, 16 Motor Vehicle Stops, 6 Assists to Fire/EMS, 0 Directed Patrols, 3 Arrest, 3 complaints, 2 MV Accidents, 5 MV Complaints, 3 Residential Alarms, 0 Commercial Alarms, and 3 K-9 complaints.

**Training:** April 25-27<sup>th</sup>, MO Jaclyn Cortese Cyber Training. April 26<sup>th</sup>, MPO Michalski Sniper Training.

**Moultonborough Fire Rescue:** For the period of 04/22/2022 to 04/28/2022, there were eleven calls for service: There was: 1 - Excessive heat, scorch burns with no ignition, 3 - EMS call, 3 - Unauthorized burning, 2 - Alarm system activations due to malfunction, 1 - Alarm system activation, no fire, unintentional, 1 - Public service. **Total 2022 Incidents:** 236. **Automatic Aid:** received once from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents:** 3 **Year to Date:** 24. **Percentage of Call Volume:** 10.1%. Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

|   |                  |
|---|------------------|
| Overall average staffing per incident         | 3.6 firefighters |
| Average Daytime (7 AM-5 PM, Mon-Fri) staffing | 2.5 firefighters |
| Average Night                                 | 3 firefighters   |
| Weekend                                       | 5.2 firefighters |

### **Response Times**

|  |                 |
|--|-----------------|
| Overall average response time of first arriving unit | 09:21 mins/sec. |
| Average Daytime (7 AM-5 PM, Mon-Fri) response time   | 06:00 mins/sec. |
| Average Night  | 11:40 mins/sec. |
| Weekend  | 15:24 mins/sec. |

**Operations:** 4/25 - Moultonborough firefighters joined Center Harbor firefighters in training for calling a May Day. A May Day is a situation in which a firefighter becomes disoriented, lost, injured, trapped, or develops a problem with their protective equipment and needs assistance. The intent of the training was to train personnel to recognize those situations and how to summon assistance and communicate with the rescuers.

The fire Chief and the Day crew met with members of the Suissevale Property Owners Association to propose changing the location of the dry hydrant at Suissevale Beach. If approved the work will be scheduled in the fall. The new location will provide better access and be less susceptible to ice damage during the winter.

4/27 - Chief Bengtson performed an oil burner inspection at an Edgewater Drive residence. Throughout the weekend the Day Crew and Call firefighters performed spring hydrant service.

**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](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.

- Category 1: fire permits are for fires not larger than 2-feet in diameter, at least 25-feet from and structure and ringed by non-combustible material. They may be kindled at any time of the day.
- Category 2: fire permits are for fires not larger than 4-feet in diameter, at least 50-feet from and structure and ringed by non-combustible material. They may be only kindled between 5pm to 9am.
- Category 3: fire permits are typically for burning brush. They must be at least 50-feet from and structure and ringed by non-combustible material. They may be only kindled between 5pm to 9am.

All fire permit holders are required to be able to control the fire and have a means for extinguishing the fire. If you are unable to control or extinguish the fire, call 9-1-1.

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/dncr\\_fpb/?p=subscribe&id=11](https://maillist.nh.gov/list/dncr_fpb/?p=subscribe&id=11). Moultonborough is in Zone #3

### **Moultonborough Recreation Department**

Moultonborough Recreation is pleased to welcome Brandon Pare as our new Recreation and Leisure Coordinator. Brandon comes to us with a strong background in program and event development, supervision, and management as well as the enthusiasm and positive, can-do attitude essential to successful teams. Welcome Brandon!

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 Mondays thru Fridays 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! 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 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 this week with registrations at capacity.

MRD and Meredith Parks and Recreation's Indoor Pickleball program at the Meredith Community Center concludes at the end of May 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.

The bathrooms at Kraine Meadow Park have opened for the season.

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**

**Upcoming Adult Programs:** **Thursday Movie Night**, May 5 at 6pm ([registration link](#)). We are showing *Florence Foster Jenkins* (2016). Pizza (\$2/slice donation) and popcorn are available. **Culinary Adventures**, Mon. May 9 at 6pm ([registration link](#)). This month we are making Mexican. Come to the library and checkout a cookbook for inspiration. Make the recipe and bring

to the library to share with the group. Starting on May 13, we are starting a **Beginning Mah Jong Class**. They will meet on Fridays from 11am-1pm ([registration link](#)). There are 7 spots available each week.

**Save the Date:** Pontine Theatre will be presenting Isles of Shoals: The Eternal Sound of the Sea on Mon. May 16 at 1pm. Pontine Theatre's artistic directors, Marguerite Mathews, and Greg Gathers, bring the stories of Nathaniel Hawthorne and Celia Thaxter to life onstage through storytelling, shadow puppetry and tabletop theatre. They have been performing for the past thirty years throughout New England. This program is sponsored by the Friends of the Moultonborough Public Library.

Upcoming Youth Programs: **Friday Story Time** happens each week at 10:30am. Come and listen to stories, sing songs, and learn new fingerplays and nursery rhymes. On Mondays, the **Toddler Playtime** group meets at 9:30am. On Tuesdays, there is a **PJ Story Time** at 6pm. All these programs are drop-in, and all are welcome.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, May 5, 2022 at 4:00 pm
  - Thursday, May 19, 2022 at 4:00 pm
  - Thursday, May 26, 2022 - Work Session (if needed)
- Other Important Dates
  - 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
  - Town Reports are available at Town Hall