

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

FROM: Charles F. Smith, MPA
Town Administrator

RE: Weekly Report

DATE: October 2, 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

Town Clerk: THE TOWN CLERK'S OFFICE WILL BE **CLOSED THURSDAY, OCT. 13TH** TO ATTEND A STATEWIDE CLERK TRAINING.

Many transactions can be [done online](#), through the mail, or through the drop box on the wall just outside Town Hall's front door. [Applications for absentee ballots](#) can be found online and submitted by email, fax, mail, or drop box (the ballots themselves can NOT be returned through the drop box).

Please call the Town Clerk's office at (603) 476-2347 or TownClerk@MoultonboroughNH.gov with any questions.

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, 7 containers of construction and demolition = 35 tons and 1 container of mixed scrap metal. 69 Freon containing units were evacuated, compost pile was turned, and brush pile was burned.

Car counts Monday 373, Tuesday 333, Friday 427, Saturday 348, Sunday 309 total 1790 residents served.

Public Safety

Moultonborough Fire Department: For the period of 09/26/2022 to 10/02/2022, there were thirty-one calls for service: There was: 19 EMS incidents, 1 Motor vehicle accident with injuries, 1 Motor vehicle accident with no injuries, 1 Assist the police or other government agency, 2 Public assistance, 1 Assist the physically disabled, 1 Good intent call, 2 Dispatched & cancelled en-route, 2 No incident found upon arrival at dispatched location, 1 Alarm system activation due to malfunction. **Total 2022 Incidents: 819.** **Automatic Aid:** received five times from Stewart's Ambulance. **Mutual Aid:** received once from Center Harbor. **Overlapping Incidents: 9.** **Year**

to Date: 154. **Percentage of Call Volume:** 19%. Overlapping incidents are where two or more incidents are occurring simultaneously.

Staffing

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3 firefighters
Average Night	1.8 firefighters
Weekend	1.6 firefighters

Response Times

Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:16 mins/sec.
Average Night	10:12 mins/sec.
Weekend	12:45 mins/sec.

Operations: 9/26 - Lt. Frangelli conducted a training session on the Fire Department's new UTV. Personnel assembled at the Moultonboro Neck fire station to review the unloading and loading of the machine. Personnel then drove the UTV on a course laid out on the grounds of Camp Tecumseh. This training session is the first of several scheduled in the coming weeks to familiarize our personnel with the capabilities and limitations of the machine. The UTV has already been deployed for three incidents.

9/30 - Fire Tech & Safety-New England performed annual flow testing of the Department's self-contained breathing apparatus. All units passed the tests and are NFPA compliant. Last week the Department's ladders were tested by New England Ladder Testing.

Friday, September 30th marked the end of Deputy Chief Richard Buckler service with the Fire Department. Deputy Buckler retires after serving for 47 years which included serving as chief of the volunteer fire department. At the end of the day shift, personnel gave Deputy Buckler a ride home in Engine 4. The Deputy was a member of the truck committee that developed the specifications for this engine and oversaw its production and delivery to the fire department. The Fire Department will be honoring Deputy Chief Buckler at a retirement party on Saturday.

CodeRed: With recent storms and hurricanes and winter pending, residents are advised to subscribe to receive community notifications and weather alerts by clicking on the CodeRed icon on the Town's website.

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. 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.

Moultonborough Recreation Department

Moultonborough Recreation Department (MRD), Castle in the Clouds & Lakes Region Conservation Trust have partnered to offer a free family friendly Halloween stroll through the woods at Castle in the Clouds. Join us on Friday, October 14, 5:30-7:00pm at Shannon Pond on the Castle grounds for Jack o Lantern Lane. The trail around the pond will be lit with Jack o

Lanterns and you'll see some not so scary surprises along the way. After the hike, warm up by the fire pit and enjoy some goodies. Costumes are encouraged, but not required. Proper footwear and headlamps are recommended. This free event is open to the public. This is a child and family friendly event. The Halloween decorations and surprises will not be scary or gory – this is not a “haunted walk.” Donations of pumpkins are welcome. Uncarved pumpkins can be dropped off at MRD until October 12 at noon. Carved pumpkin donations can be dropped off at MRD no earlier than Oct. 12 and no later than Oct. 13 at noon. Call MRD for more information 603/476-8868

MRD, Moultonborough Public Library and Moultonborough United Methodist Church have teamed up to offer Moultonborough residents a free, family friendly Halloween event. Gather up your little pumpkins, ghouls, and goblins thru grade 5 (toddlers & preschoolers too!) and join us on Saturday October 29 at Kraine Meadow Park, 4:30-6:00 pm for our Halloween Boo-Levard Bash! Our frightfully fun time will feature a costume contest, Trunk or Treat, games, goodies, food, fun and prizes. Children's costumes will be judged by our jovial judges from 4:30-5:30pm. This family friendly event will also include a costume parade and “Witch Way” a slightly spooky (optional) passage. Volunteer students, older sibling & adults are needed to help out! MA students can earn volunteer hours. Please contact the Recreation Department if you can help. Donations of bagged candy will be happily accepted at MRD & MPL until October 26. Call MRD for more info! 603/476-8868

Registrations are open for Co-Ed youth volleyball for students in grades K-6. Sessions will run Oct.27-Dec.15 on Thursday evenings @ MCS. Pre-registration is required. Sign up online or in the Recreation office.

MRD is actively seeking to hire After School Counselors for our Beyond the Bell program. General work hours are 2:45-5:15pm Monday-Friday during the school year (Sept.-June) Additional hours for events and trips may be available throughout the year. See our ad on Indeed or call MRD for more information 603/476-8868

Planning and logistics continue for the Annual Halloween event with MPL & MUMC. Halloween Boo-Levard Bash will take place on Saturday, Oct. 29 at Kraine Meadow Park, 4:30-6:00pm. More details to come.

Reminders: MRD Youth Soccer program continues this week. Session 1 of Beyond the Bell, MRD's after school program continues. MRD's Outdoor pickleball program concluded last week. The bathrooms at Kraine Meadow Park are open for the season. Logistics and planning are ongoing for fall and winter programming. Moultonborough Recreation will be closed on Monday, October 10.

Drop-in Bridge Mondays 10:00am-2:00pm at MRD. This is a drop-in group. No registration required and no fee.

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.

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

It's October and we are gearing up for the spooky season at the library. Mark your calendars for Saturday, Oct 29 for the Halloween Boo-levard! This is becoming an annual event for the Moultonborough Recreation Department and the library. This event will be held at Kraine Meadow Park at 4:30pm. There will be a costume contest and parade, games, and a "Witchy Way" tent for those who want a little extra spookiness. Joining us this year is the Methodist Church and they will have food and hold their Trunk or Treat event at the same time at the park. This is a free event for Moultonborough families.

Programs this week include: Wed. Oct 5 at 3pm – Anime Club for Tweens & Teens: Creating with Origami [REGISTRATION LINK](#)

Thu. Oct 6 at 5:30pm – **Special Book Discussion of *Night of the Living Rez*** (One Book One Valley title). This book discussion will be held at the Foothills Café in Sandwich. Please [REGISTER](#) so we can make reservations at the restaurant.

Fri. Oct 7 at 11:00am – **Beginning Mah Jongg**. We are starting back up with this beginning class. Anyone is welcome to join, however we do want you to register so the instructor knows how many people will be attending. [REGISTRATION LINK](#)

Tue. Oct 11 at 3:15pm – Crafting with Kids – Haunted House. Join the fun creating a haunted seasonal decoration. Start your haunted house at home using a small box and complete it here! The library will provide a variety of crafts supplies to help you finish it.

For a complete listing of all the events happening at the library, please go to the library's website at www.moultonboroughlibrary.org

The library will be closed on Monday, Oct 10 for Columbus/Indigenous Peoples' Day.

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, October 6, 2022 at 4:00 pm
 - Thursday, October 20, 2022 at 4:00 pm
- Holiday Closure
 - Columbus Day – Monday, October 10, 2022 - All Town Offices, Library and Transfer Station CLOSED

- Open Positions: The Town is currently seeking applicants for the following open positions:
 - Chief of Police
 - Public Works Mechanic
 - Full-Time Police Officer (s)
 - Part-time Transfer Station Attendant
 - Public Works Seasonal Laborers
 - Part-time Park Ranger/Enforcement Officer
 - Part-time Office Clerk – Tax Collectors Office
 - Part-time Building Clerk – Land Use Office