

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

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

**RE:** Weekly Report

**DATE:** November 15, 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 Administrator:** This week I would like to extend a sincere thank you to the Board of Selectmen, Town Clerk, Town Moderator, Supervisors of the Checklist, Ballot Clerks, and other staff who participated in last week's election. A significant amount of work goes into holding our elections from training to setup to the end of day procedures, all must be done while adhering to strict election laws. Overall, it is not an easy process and from your commitment and dedication to our elections we are able to hold fair and transparent elections. Therefore, I know I speak on behalf of many by saying we appreciate all that you do. Thanks again.

### 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 and 5 containers of construction and demolition = 25 tons. The brush pile was burned, and compost pile turned.

Car counts Monday 322, Tuesday 342, Friday 333, Saturday 436, Sunday 185 total 1618 residents served.

### Public Safety

#### **Moultonborough Police Department: 11/07/22 to 11/13/22**

Activity	This Week	Last Week	Year-to-Date	Last Year-to-Date	% +/-
Log Entries	237	243	11255	10946	+2.74%
Calls For Service	123	127	5740	5710	+0.52%
M/V Accidents	2	2	148	144	+2.70%
Arrests	0	3	109	106	+2.75%
Offense Reports Taken	4	3	121	150	-23.96%

Domestic Disturbances	1	0	20	34	-70%
Alarms-Commercial	0	1	56	56	0%
Alarms-Residential	7	4	173	217	-25.43%
Assist Citizens	48	47	549	372	+32.24%
Assist Fire/EMS	9	6	553	536	+3.07%
Assist Other Agency	6	7	209	167	+20.09%
Directed Patrols	4	7	92	65	+29.34%
Dog Complaints	4	0	119	95	+20.16%
M/V Complaints	3	4	164	182	-10.97%
M/V Stops	5	3	853	1009	-18.28%
M/V Unlocks	2	0	51	50	+1.96%
Welfare Checks	1	3	86	89	-3.48%

**Community Policing:** School Resource Officer Cloutier was present at Moultonborough Academy on Tuesday, November 8<sup>th</sup> from 7 a.m. to 7 p.m. for the Elections.

**Training:** Officers attended Firearms Qualifications at Winnepesaukee Sportsmen's Club in Moultonborough on Wednesday, November 9<sup>th</sup>. The Moultonborough Police Department would like to thank the members of the Winnepesaukee Sportsmen's Club for their continued support and use of their facility.

**Upcoming Events:** Department Civil Liability Training is scheduled for Wednesday, November 30<sup>th</sup>.

**Moultonborough Fire Rescue Department:** For the period of 10/31/2022 to 11/13/2022, there were thirty-six calls for service: There was: 1 Woods fire, 18 EMS incidents, 1 Motor vehicle accident with injuries, 1 Lock-in, 4 Assist the police, 4 Public service assistance, 2 Unauthorized burning, 2 Dispatched and cancelled en-route, 1 Alarm system sounded due to malfunction, 1 Smoke detector activation, no fire, unintentional, 1 Alarm system activation, no fire, unintentional. **Total 2022 Incidents: 914. Automatic Aid:** received four times from Stewart's Ambulance and once each from Center Harbor, Sandwich and Tuftonboro. **Mutual Aid:** once given to Sandwich and once given to Tuftonboro. **Overlapping Incidents: 3 Year to Date: 160 Percentage of Call Volume: 17.5%.** Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2.6 firefighters
Average Night	3.1 firefighters
Weekend	2.8 firefighters

### **Response Times**

Average Daytime (7 AM-5 PM, Mon-Fri) response time	07:56 mins/sec.
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Average Night  
Weekend

13:43 mins/sec.  
15:23 mins/sec.

**Operations:** 10/31- Day Shift worked with probationary firefighter to review equipment and test on Module 1. Replaced batteries on Rescue 3. Performed an inspection of oil burning equipment

**11/1** - Day Shift tested 1-3/4" & 2" hose.

**11/2** - New thermal imaging camera installed in Engine 1. Chief Bengtson issued a new E-911 address for a Cottage Road parcel. The Day Shift conducted roll-up drills with the probationary firefighters at the Transfer Station. The probationary firefighters were drilled on arriving on scene, establishing a water supply, stretching hose lines, and flowing water.

**11/3** - Day Shift tested smoke detectors and replaced batteries for senior citizens. Chief Bengtson and Lt. Frangelli conducted a chimney throat inspection for new construction.

**11/7** - The Day Shift consulted on the new fire alarm system at 130 Whittier Highway for the new NH Boat Museum. Day Shift provided smoke detector assistance for a senior citizen. Chief Bengtson followed up on a fire permit complaint. Call Company Officer meeting.

**11/8** - Chief Bengtson consulted with the school nurse on a student health matter. Chief provided fire code information on place of assembly seating capacities, and attended a webinar on CivicReady, a community notification system being considered by the Town. The Day Shift installed a new Supra box and changed batteries in smoke detectors for senior citizens.

**11/9** - Chief Bengtson and firefighter Houghton attended a training session on fire dynamic for structural firefighting at the NH Fire Academy.

**11/10** - Lt. Frangelli and firefighter Brown attended the first session of the Fire Officer 1 class being held in Campton. This is a hybrid class with in-person and on-line classes. Call Company Department meeting.

**11/11** - Firefighters Bassett and Houghton tested a controlled access gate at a Wellswood residence.

**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](http://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. No fire permits are required when the ground is covered by snow.

### **Moultonborough Recreation Department**

Moultonborough Recreation Department (MRD) is currently accepting registrations for Youth Basketball. Athletes in Pre-K thru 6<sup>th</sup> grade can register until November 29. Pre-K children must

have turned 4 years old by January 3, 2023. Youth Basketball season will begin the week of January 3. Schedules will be determined by registration numbers and rosters. Register online or in the Recreation office. Call MRD for more info 603/476-8868

MRD and Moultonborough Public Library have teamed up to offer Moultonborough residents a Merry & Bright Family Fun Night. Join us on Friday, December 9 for this free festive family fun event. Start your evening at 5:30pm at Moultonborough Recreation Department for a crock pot variety dinner, Bingo, photos, scavenger hunt and Happy Holi-games. Then, make your way over to the library for dessert, games, crafts, lighted holiday stroll and the man himself: Santa! One festive night – two free fun events. Call MRD for more info 603/476-8868.

MRD's Brighten the Borough Holiday lights challenge is back! Many people celebrate the season with outdoor lights and festive decorations. Once you've finished decorating your home, yard, or business, enter our Brighten the Borough challenge by registering online or in the Recreation office. Our jolly judges will visit registered locations to view each display and will name winners in several categories as well as Best in Show for the top Business and top Residential entries. Registration deadline is December 9. Judging will take place the week of December 12. Call MRD for more info 603/476-8868

MRD is pleased to present a holiday concert for all to enjoy! Deep Blue C Studio Orchestra will perform classic, new, and traditional Christmas favorites on Sunday December 18, 3:00pm at the Moultonborough Academy Community Auditorium. Deep Blue C is a 17-piece orchestra with 4 vocalists, directed by "Doc" Vose. Advance purchase online or in the Recreation office by noon on December 16. Advance price is \$15 per person. The price at the door will be \$20 per person, cash only. Call MRD for more info 603/476-8868

Holiday Happenings posters and marketing materials were sent to the printer last week. MRD wishes to thank Meredith Village Savings Bank for once again sponsoring this festive project.

The Upper Crust Championship is back! Moultonborough Recreation staff invites everyone to vote in our Thanksgiving Pie Sweet Sixteen Dessert Brackets. Rounds will be posted on our Facebook page.

Reminders: MRD is actively seeking to hire After School Counselors for our Beyond the Bell program. Call MRD for more information 603/476-8868. Youth Beatz Percussion Enrichment program continues this week. MRD Youth Volleyball program continues this week. Session 2 of Beyond the Bell, MRD's after school program continues this week. Yoga and Tone & Stretch classes with Felicia continue this month. The bathrooms at Kraine Meadow Park will close for the season soon. Logistics and planning are ongoing for holiday and winter programming.

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 if you have one. 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](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**

Reminder the library will be closed on Thursday, Nov. 25 & Friday, Nov. 26 for the Thanksgiving Holiday. The library will be OPEN on Saturday, Nov. 26 from 9am – 1pm.

There is still time to sign up for Matter of Balance run by the Granite VNA. It runs on Thursdays from 10am-12pm through December 29. [REGISTRATION LINK](#)

Looking for a creative way to do your holiday cards this year? Join Josianne on Fri. Nov 18 at 10am to learn how to use CANVA during her monthly Tech Workshop.

Friends of the Library is sponsoring a program about the Mt. Kearsarge Indian Museum on Thur. Nov 17 at 6:30pm. Come learn about Native American culture through a presentation of the Mt. Kearsarge Indian Museum, its mission, hands-on artifact examinations and a Q&A time. This program is in person. [REGISTRATION LINK](#)

There are 2 more weeks left of Music & Movement for the younger kids – Mondays, Nov 21 & 28 at 9am. This is a drop-in program. The next 4 week series will start on Jan 9, 2023.

Upcoming Programs:

Mark your calendars now for Merry & Bright Family Fun Night! We are partnering once again with the Moultonborough Recreation Department to host a free, fun evening for families. It will be held on Friday, Dec. 9 from 5:30pm-7:30pm. More details are coming.

As always, please check the library's website, [www.moultonboroughlibrary.org](http://www.moultonboroughlibrary.org), [Facebook](#) and [Instagram](#) pages, and [sign up](#) for our monthly email newsletter and email updates.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, December 1, 2022 at 4:00 pm
  - Thursday, December 15, 2022 at 4:00 pm
- Holiday Closure
  - Thursday AND Friday, November 24 & 25, 2022 - All Town Offices, Transfer Station and Library will be closed in observance of the Thanksgiving Holiday.
- Open Positions: The Town is currently seeking applicants for the following open positions:
  - Full-Time Police Officer(s)
  - Public Works Mechanic
  - Part-time Code Enforcement Officer – Land Use Office
  - Part-time Transfer Station Attendant
  - Part-time Park Ranger/Enforcement Officer
  - Public Works Seasonal Laborers