

## MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

**TO:** Board of Selectmen

**FROM:** Charles F. Smith, MPA, ICMA-CM  
Town Administrator

**RE:** Weekly Report

**DATE:** February 7, 2023



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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**

**Town Administrator:** Prior to the end of last year my municipal management organization (MMANH) appointed me as our New Hampshire representative with ICMA's 2023 Annual Conference Educational Planning Committee. This past weekend I had the opportunity to travel to Austin, Texas, the location of this year's conference, and join fellow municipal managers from across the country and internationally, where we completed our recommendations for conference educational sessions. In total I reviewed over 300+ presentations from various presenters who submitted to ICMA for inclusion with our conference. Topics ranged from communication, finance/budgeting, career development, HR management, infrastructure, and technology. As we progress through the year, I will continue to work with the committee and presenters for their educational presentations at the conference.

### **Department of Public Works**

**Fleet:** TRK11 2016 F350 retighten plow a frame bolts plow was loose. Clean up electrical connectors and reseal. Replace r.r. mudflap. TRK7 2020 Western Star 4700SF checked out DEF issue with quality sensor. Checked out system. Stripped truck to take to dealer for warranty work on the system. TRK15 2020 Ram 5500 replaced spinner chute. Checked wiring. TRK24 2009 Freightliner 916A3 replaced driver side reversing piston due to seal ruptured. Repair sander stand leg pads. Readjusted and tightened up on spot units. EQ56 power eagle pressure washer replaced wheel assemblies and repaired axles. CAR181 2018 Ford Police Utility driver reported check engine light on. Scanned system found evap issue. Cleaned fill neck and reset the system. EQ23 2009 John Deere 772GP set up engine heater. Install battery trickle charger. Check over unit for other issues.

Clean shop area, clean up TRK5 to go to Viking-Cives to get set up with equipment. Took TRK7 to Western Star of Maine for warranty work and retrieved after unit was done. Pick up parts at Viking-Cives for TRK15. 15-E-4 2001 H.M.E. pumper diagnose pump housing fan issue. Ordered parts.

**Transfer Station:** This week we shipped out 1 container of municipal solid waste = 12 tons, 1 container of single stream recycle = 5 tons, 2 containers of construction and demolition = 24 tons and 1 container of mixed scrap metal.

Attendants Bruce Purinton and Jim Nave fabricated a guard for the front-end loader to protect a vulnerable sensitive component with materials that were recycled at the facility at no cost to the town.

Car counts Monday 228, Tuesday 225, Friday 170, Saturday 140, Sunday 262 total 1025 residents served.

### **Public Safety**

#### **Moultonborough Police Department: 01/30/2023 – 02/05/2023**

<b>Activity</b>	<b>Last Week</b>	<b>This Week</b>	<b>Weekly Difference</b>	<b>Last Year-To-Date</b>	<b>This Year-to-Date</b>	<b>Yearly Difference</b>
<b>Log Entries</b>	216	228	13%	1184	1074	-9%
<b>Calls for Service</b>	131	148	13%	619	642	4%
<b>Arrests</b>	1	0	-100%	12	7	50%
<b>MV Accidents</b>	3	2	-33%	6	15	150%
<b>MV Stops</b>	20	1	30%	82	65	-21%
<b>Offense Reports Taken</b>	3	1	200%	11	12	9%

#### **Calls For Service Breakdown 01/30/23 – 02/05/23**

<b>Activity</b>	<b>This Week</b>	<b>Activity</b>	<b>This Week</b>
911 Hang Up	1	Good Morning Program	4
Abandoned MV	0	Grand Jury	0
Admin Services	15	Gunshot Report	0
Assist Fire/EMS	7	IEA	0
Alarm Commercial	7	Juvenile Matter	1
Alarm Residential	14	MV Complaint	2
Animal Complaint	4	MV Unlock	0
Assist Citizen	32	Noise Complaint	0
Assist Motorist	1	Police Info	3
Assist Other Agency	12	Pistol Permit	0
BOLO	2	Found/Lost Property	1
CAC Interview	0	Parking Complaint	0
Business Check	0	Paperwork Service	2
House Check	0	Relay	0
Unsecured Premises	0	Repossession	0
Civil Matter	1	Road Hazard	1

Community Policing	0	ERO/TRO/RO Service	0
Complaint	0	Scam Attempt	0
Court	0	School Zone	3
Civil Standby	2	SO Registration	0
Death Investigation	0	Suspicious Activity	0
Directed Patrol	0	TO Violation	0
Disabled M/V	0	Training	0
Dog Complaint	0	VIN Verification	3
Domestic Disturbance	1	Vehicle Off Road	0
Fingerprinting	0	Warrant Service	0
Fire Permits	0	Warrant Check	0
Follow Up	2	Welfare Check	1

**Moultonborough Fire Department:** For the period of 01/30/2023 to 02/05/2023, there were twenty-three calls for service: There was: 11 EMS incidents, 2 Water leaks, 1 Assist the Police or other government agency, 1 Police matter, 1 Dispatched & cancelled en-route, 1 No incident found upon arrival at dispatched address, 1 Hazardous materials investigation with no Haz-Mat found, 2 Smoke detector activation due to malfunction, 2 Alarm system activation due to malfunction, 1 Alarm system activation, no fire, unintentional. **Total YTD 2023 Incidents: 99. Automatic Aid:** received four times from Center Harbor and five times from Stewart's Ambulance. **Mutual Aid:** none. **Overlapping Incidents: 4 Year to Date: 21. Percentage of Call Volume: 21%.** Overlapping incidents are where two or more incidents are occurring simultaneously.

### **Staffing**

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	2.2 firefighters.
Average Night	1.0 firefighters
Weekend	3.0 firefighters

### **Response Times**

Average Daytime (7 AM-5 PM, Mon-Fri) response time	06:53 mins/sec.
Average Night	11:30 mins/sec.
Weekend	10:42 mins/sec.

**Operations:** **2/1** - Chief Bengtson participated again in an online TEAMs meeting with a committee of fellow Directors of the Lakes Region Mutual Fire Aid communications center to assess modifications to the community assessment formula. The Committee will survey other communications centers serving similar fire dispatching center in the state, in the region and in the country. The committee is tasked with making a recommendation to the LRMFA Board of Directors on whether the current formula is equitable to all member communities or if it needs to be modified.

**2/2** - Chief Bengtson participated in a TEAM's conference call with NH Homeland Security & Emergency Management for the severe cold weather forecasted to impact the State on 2/4 and 2/5.

**2/4** - Firefighters responded to Moultonborough Academy for a fire alarm activation with fire pump activation. It was discovered that a leak in piping caused a drop in pressure triggering activation of the fire pump and fire alarm system. The custodial staff was on site, no damage

occurred. Activities scheduled in the building for the day were cancelled and Fire Watch plans were implemented until the problem can be fixed. Firefighters joined the custodial staff in checking the Central School as a precaution due to the extreme cold, no problems were found.

**2/5** - Moultonborough and Center Harbor firefighters responded to two incidents on Whittier Highway and High Haith Road for water leaks due to frozen, burst pipes.

**Burning Permits:** Property owners are not required to obtain fire permits when the ground is covered by snow. RSA 125-N:4 prohibits the residential 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. The term does not include untreated wood, leaves, brush, or paper products generated at a residence.

New Category 1 & 2 fire permits are required for 2023. Fire Permits for 2023 may be obtained at the Public Safety Building from 8a.m. to 5p.m. Monday through Friday or online at <https://nh.burnsafeamerica.com/>

### **Moultonborough Recreation Department**

Moultonborough Recreation Department's free Winter Concert Series continues! Awesome local talent to chase the winter blues away! Concerts will take place Wednesday evenings, 6:00-7:30pm at the Moultonborough Academy Community Auditorium. Concerts are free and open to the public. Wednesday, February 15<sup>th</sup> concert will feature Another Story with Felicia Steriti, performing pop rock hits from the 70's thru today. Many songs by popular artists such as Fleetwood Mac, Bonnie Raitt, and The Pretenders. Call MRD for more info 603/476-8868. Call MRD for more info 603/476-8868.

MRD is pleased to offer Adult Billiards & Games Nights. Beginning on Tuesday, February 21, join us at Moultonborough Recreation Department (10 Holland Street) 6-8pm for poker, cribbage, air hockey, billiards/pool, skeeball, foosball and more. Have a favorite card game or board game? Bring it along! This is a "drop in" activity – no registration needed and no charge. Call MRD for more info 603/476-8868.

**Updates/Reminders:** MRD is actively seeking to hire After School Counselors for our Beyond the Bell program as well as our summer camp program. Call MRD for more information 603/476-8868. Teen Games Nights continue on Thursdays, 6-8pm. Youth Learn to Skate program continues as possible with rink conditions. Session 3 of Beyond the Bell, MRD's after school program continues this week. Logistics and planning continue for the Memorial Day Parade and Remembrance Ceremony. Logistics and planning are ongoing for winter, spring and summer programming and events.

Youth basketball programs continue this week. Games for this past weekend were canceled and rescheduled due to sprinkler issues at Moultonborough Academy. An updated schedule has been emailed to parents.

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.

Warm temperatures, precipitation and poor ice conditions can temporarily close the Ice Rink at Kraine Meadow Park. Moultonborough's DPW staff's hard work and efforts to provide a quality skating surface are very much appreciated. But we need the public's help for the ice to stay in good condition. Kindly stay off the rink when it is posted as "Closed" to avoid further degradation or damage to the skating surface. Please see the Ice Rink tab on our website for schedules, updates, and rink condition information.

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**

Congratulations to all who joined us for the Winter Reading Challenge. We reached our goal of 30,000 minutes and in fact, you all read 30,580 minutes all in one month! The theme was "All the Feels" using emojis to say how the book made you feel. Stay tuned for the Summer Reading Challenge, "All Together Now" coming in June

#### Upcoming Adult Programs:

- Tuesday, Feb 7 from 10am-2pm: **Granite VNA Foot Clinic**. This will be held every 1<sup>st</sup> Tuesday of the month. For an appointment call (800) 926-8620, ext. 85815, to make an appointment.
- Tuesdays from 5pm-6pm: **Craft and Chat**. BYOC (Bring Your Own Craft) project and join others for a little social time as you knit, crochet, scrapbook, quilt, etc.
- Thursday, Feb 9 at 5:30pm: **Movie Night**. This month's movie is *Ticket to Paradise* with Julia Roberts and George Clooney. We serve pizza, popcorn, and soda. [REGISTRATION LINK](#)
- Tuesday, Feb 14 from 2pm-3:30pm and Friday, Feb 17 from 10am-11:30am: **Tech Workshop – Gmail on your Phone**. [REGISTRATION LINK](#)
- Tuesday, Feb 21 from 1:30pm-2:30pm: **Castle in the Clouds presents Upstairs/Downstairs**. Join Castle Curator, Robin Sherman, for a discussion of domestic service at Lucknow. Together, we will examine the servant experience by exploring the living quarters and workspaces of the estate staff, and share what we know about the individuals who once worked here. [REGISTRATION LINK](#)

#### Upcoming Youth Programs:

- Wednesday, Feb 8 at 11:00am: **Toddlers Messy Art – Fingerpainting**. Leave the mess to us.
- Friday at 10:30am: **Story Time**. Every Friday, join Mrs. Gulla or Ms. Calista for stories, music, and fun!

- Monday, Feb 13 at 9:30am: **Toddler Playtime**. Every Monday, bring the young ones to play in our children's area.

### **Important Dates to Remember**

- Board of Selectmen Meetings
  - Thursday, February 9, 2023, at 4:00 pm (Budget discussion)
  - Thursday, February 16, 2023, at 4:00 pm
- Holiday Closure:
  - Monday, February 20, 2023 in observance of Presidents Day
- Open Positions: The Town is currently seeking applicants for the following open positions:
  - Police Lieutenant
  - Full-Time Police Officer (s)
  - DPW Laborer / Truck Driver
  - Part-time Transfer Station Attendant
  - Part-time Park Ranger/Enforcement Officer
  - Public Works Seasonal Laborers
  - Part-time Code Enforcement Officer – Land Use Office
  - Part-time Building Clerk – Land Use Office