

MEMORANDUM – OFFICE OF TOWN ADMINISTRATOR

TO: Board of Selectmen

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

RE: Weekly Report

DATE: June 6, 2023



The following report from town departments provides an update for the Board of Selectmen on the various programs, initiatives, projects, and upcoming events.

Administration

Land Use:

Recent Moultonborough Planning Board and Zoning Board of Adjustment Cases

The following decisions were made by the Moultonborough Planning Board at their regular meeting of May 10, 2023:

- The Board conditionally approved a Site Plan for Big Dog Holdings, LLC for parcels located on Whittier Highway (Tax Map 18 Lots 37, 39 & 40) to construct and operate a bulk fuel plant including three 15,000-gallon underground tanks an adjacent fuel loading shed, an above ground 30,000-gallon propane tank, a 1,920-sf office building with an attached 4,992-sf garage building and associated parking and utilities.
- A Voluntary Merger for Steven J. Foley and Nancy M. Foley, Tax Map 130 Lots 31 & 32 (89 Spitzen Street and Spitzen Street) was approved by the Board.

The following decisions were made by the Moultonborough Planning Board at their regular meeting of May 24, 2023:

- The Board conditionally approved a Conditional Use Permit for David C. & Christine M. Hart for a parcel located on Wentworth Shores Road, Tax Map 147 Lot 26.1.
- The Board conditionally approved a Major 2-Lot Subdivision for Peter Viano for a parcel located at 357 Gov. Wentworth Hwy, Tax Map 48 Lot 9 to subdivide an existing parcel, creating one new lot of 5.12 acres with a residual lot of 83.24 acres +.
- A Voluntary Merger for Big Dog Holdings, LLC, Tax Map 18 Lots 39 & 40 (Whittier Highway) was approved by the Board.

The following decisions were made by the Moultonborough Zoning Board of Adjustment at its meeting of April 19, 2023:

- The Board granted a variance, with conditions, from Section 3.2.2.4 for David Swindell for a parcel located at 358 Redding Lane (Tax Map 198 Lot 1) to allow for the construction of an 11' x 10'8" raised deck with hot tub to be attached to an existing residence and located 41 ft. (at its closest point) from the lake setback line where 50 ft. is required.
- The Board granted the request for a Limited Special Exception/Temporary Use, with conditions, from MZO Section 11.3 for Great Waters Music Festival for a parcel located at 483 Ossipee Park Road, Tax Map 408 Lot 2.1 (Owner of Record; Castle Preservation Society) to allow six events during the summer of 2023 consisting of five music performances on July 15, 22, and 28 and August 5 and 19 (7:30 pm start times) and a gala on August 16 (6:00 pm start time).
- The Board determined that they did not have jurisdiction to hear the Appeal of Administrative Decision filed by Carla Ann and Mark Taylor regarding the February 22, 2023 Planning Board Decision conditionally approving Koss Construction, LLC's Site Plan, Conditional Use Permit (CUP), and Condominium Subdivision for parcels located on Bean Road (Tax Map 140, Lot 16 and Tax Map 170, Lot 12).

Building Permit Activity as of 6/5/2023:

Summary of BUILDING PERMIT Permits Issued With Approved Date Between 01/01/2023 And 06/05/2023

Summary of Permits:

Permit Type	Count
BUILDING PERMIT	114
<i>ADDITION</i>	11
<i>ALTERATION</i>	26
<i>OTHER</i>	6
<i>DEMOLITION</i>	3
<i>NEW CONSTRUCTION</i>	15
<i>FOUNDATION</i>	2
<i>PORCH</i>	1
<i>DECK</i>	8
<i>DOCK</i>	1
<i>GARAGE</i>	9
<i>POOL</i>	1
<i>SHED</i>	9
<i>SIGN</i>	1
<i>SOLAR</i>	2
<i>RM SOLAR</i>	4
<i>RENEWAL</i>	15
Total	114

Tax Collector: Our tax bills were mailed out on May 10, 2023. The due date for the first installment is July 3, 2023. To date, we have collected \$3,168,949.94 toward the July bill. We still have just over a month to collect the remaining \$8,421,484.56.

You are able to view your bill, pay online, and see former bill amounts and transactions by going to www.nhtaxkiosk.com. We have many taxpayers that travel during the winter months, and as mail-forwarding comes to a close, we have found that many customers have had issues receiving their first installment bill. If you have not yet received your bill, please call our office at 603-476-2347. We are able to email a copy of your bill to you.

To ensure that you do not miss your bill in the mail, we do offer Paperless Billing. You will be notified via email that your tax bill is ready, and it will include a link to the NH Tax Kiosk website to view your bill. Signing up for Paperless Billing does not mean that you must pay online either. If you wish to enroll in Paperless Billing, or if you have any questions, please contact our office by phone, or via email (taxcollector@moultonboroughnh.gov).

Department of Public Works

Highway: The highway crew is in spring road maintenance mode with ditching along several roads including Krainewood Drive, Driftwood Drive, Marvin Road, and Sheridan Rd. We have replaced a culvert on Clarks Landing as well. The team also assisted with setup, transportation, and breakdown of Town Meeting.

Facilities/Grounds: The crew continues with weekly cemetery maintenance, boat ramp and beach clean-up, and also assisted with Town Meeting setup and breakdown.

Road Program: FY2023 Road Program has now been completed by Pike Industries with finish paving and final clean-up. Crack sealing and chip sealing is anticipated to begin within the next couple of weeks.

Facilities Paving Project: GMI Asphalt has substantially completed the facilities paving project with a few minor paving adjustments needing to be done.

Lees Mill: The retaining wall project by GW Brooks is substantially complete and the island fingerling docks have been installed. Some minor landscape work remains to be completed.

States Landing: GW Brooks has completed the parking lot and rain garden project with only some warranty landscape work remaining. On Friday, June 2nd, DPW Director Theriault, Recreation Director Sturgeon, and former Rec Director Donna Kuethe presented “*States Landing Case Study: A Watershed Management Plan Success Story*” with Pat Tarpey of Lake Winnipesaukee Association at the 2023 Lakes Congress at Church Landing in Meredith. Excerpt: “Attend this session and find out how the Town of Moultonborough and the Lake Winnipesaukee Association joined forces to restore a virtually unusable boat launch and beach along Lake Winnipesaukee into an attractive, safe, and lake-friendly area. For years, the State’s Landing beach area on Lake Winnipesaukee had experienced severe runoff water problems and high levels of bacteria, sedimentation, and plant growth in the water. Between 2020 and 2021, the boat launch was reconstructed, the beach was dredged and restored, the road was re-graded, and vegetation was planted to reduce polluted runoff water. If there’s a town property in your community along the lake that needs to be restored, you won’t want to miss this session!”

Transfer Station: This week we shipped out 3 containers of municipal solid waste (36 tons), 3 containers of single stream recycling (15 tons), 9 containers of construction and demolition (45 tons). The brush pile was burned, compost pile turned, and scrap metal container shipped.

On Sunday students from the Moultonborough Academy held a fund raiser at the facility by assisting the residents in off-loading their trash and recyclables for a donation.

Car counts: Monday closed for training, Tuesday 580, Friday 635, Saturday 605, Sunday 440 Total 2260 vehicles served.

Moultonborough Public Safety

Moultonborough Police Department: 05/22/2023 – 05/28/2023

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	260	229	-13.54%	5205	4762	-9.30%
Calls for Service	152	157	+3.18%	2718	2782	+2.30%
Arrests	3	1	-200%	48	43	-11.63%
MV Accidents	1	1	0%	70	48	-45.83%
MV Stops	29	20	-45%	569	471	-20.81%
Offense Reports	1	1	0%	61	43	-41.86%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up	0	Good Morning Program	1
Abandoned MV	0	Grand Jury	0
Admin Services	1	Gunshot Report	0
Assist Fire/EMS	8	IEA	0
Alarm Commercial	0	Juvenile Matter	0
Alarm Residential	6	MV Complaint	2
Animal Complaint	5	MV Unlock	0
Assist Citizen	34	Noise Complaint	5
Assist Motorist	1	Police Info	3
Assist Other Agency	4	Pistol Permit	1
BOLO	0	Found/Lost Property	4
CAC Interview	0	Parking Complaint	4
Business Check	0	Paperwork Service	2
House Check	0	Relay	0
Unsecured Premises	0	Repossession	0
Civil Matter	0	Restraining Order Service	0
Community Policing	2	Road Hazard	0
Complaint	2	Scam Attempt	1
Court	1	School Zone	1
Civil Standby	0	Sex Offender Registration	0
Death Investigation	0	Suspicious Activity	6

Directed Patrol	3	Town Ordinance Violation	0
Disabled M/V	0	Training	1
Dog Complaint	1	VIN Verification	4
Domestic Disturbance	0	Vehicle Off Road	0
Fingerprinting	1	Warrant Service	1
Fire Permits	0	Warrant Check	0
Follow Up	5	Welfare Check	6

Community Policing: 05/22/23 Chief Beede attended New Hampshire Police Cadet Training Academy meeting at NHTI in Concord. 05/27/23 Sergeant Balser was requested to play his bagpipes at Lee USA Speedway in Lee.

Training: 05/25/23 Department Firearms Training at Winnipesaukee Sportsman's Club

Moultonborough Police Department: 05/29/2023 – 06/04/2023

Activity	Last Week	This Week	Weekly Difference	Last Year-To-Date	This Year-to-Date	Yearly Difference
Log Entries	229	203	-12.81%	5517	5001	-10.32%
Calls for Service	157	132	-18.94%	2845	2914	+2.37%
Arrests	1	4	+75%	49	48	-2.08%
MV Accidents	1	1	0%	72	49	-46.94%
MV Stops	20	8	-150%	583	483	-20.70%
Offense Reports	1	1	0%	66	44	-50%

Calls For Service Breakdown

Activity	This Week	Activity	This Week
911 Hang Up	1	Good Morning Program	1
Abandoned MV	0	Grand Jury	0
Admin Services	2	Gunshot Report	0
Assist Fire/EMS	11	IEA	1
Alarm Commercial	0	Juvenile Matter	1
Alarm Residential	3	MV Complaint	4
Animal Complaint	5	MV Unlock	0
Assist Citizen	8	Noise Complaint	1
Assist Motorist	1	Police Info	0
Assist Other Agency	5	Pistol Permit	0
BOLO	0	Found/Lost Property	2
CAC Interview	0	Parking Complaint	1
Business Check	0	Paperwork Service	2
House Check	0	Relay	0
Unsecured Premises	0	Repossession	0
Civil Matter	0	Restraining Order Service	1
Community Policing	2	Road Hazard	1
Complaint	4	Scam Attempt	1

Court	0	School Zone	0
Civil Standby	0	Sex Offender Registration	2
Death Investigation	0	Suspicious Activity	0
Directed Patrol	0	Town Ordinance Violation	0
Disabled M/V	0	Training	3
Dog Complaint	4	VIN Verification	2
Domestic Disturbance	1	Vehicle Off Road	0
Fingerprinting	0	Warrant Service	0
Fire Permits	0	Warrant Check	1
Follow Up	9	Welfare Check	2

Community Policing: 05/29/23 Chief Beede, Sergeant Balser and SRO Cloutier participated in Memorial Day Parade. 05/30/23 SRO Cloutier attended Moultonborough Academy Awards Night. 06/01/23 Chief Beede, Sergeant Balser, SRO Cloutier and Officer Gillis handled traffic and crowd control for Town Meeting.

Training: 06/01/23 - 06/02/23 MPO Michalski and Officer Curran attended firearms training at Ridgeline in Dalton, NH.

Moultonborough Fire Rescue:

For the period of 05/29/2023 to 06/04/2023, there were twenty (20) calls for service:

Fires	0
Overpressure, Explosion, Overheat – No Fire	0
EMS & Rescue Incidents	9
Hazardous Conditions – No Fire	0
Service Calls	2
Good Intent	7*
False Alarms & False Calls	2
Severe Weather & Natural Disaster	0
Special Incident Type	0

*5 – Dispatched, No Fire Department Response – EMS

Total YTD 2023 Incidents: 409

Percent of increased from 2022 16.5%

Automatic Aid: Five times (5) from Stewart's Ambulance, twice (2) from Tuftonboro and once (1) from Center Harbor.

Mutual Aid: None

Overlapping Incidents: 6 Year to Date: 47 Percentage of Call Volume: 11.5%

Overlapping incidents are where two or more incidents are occurring simultaneously.

Staffing

Average Daytime (7 AM-5 PM, Mon-Fri) staffing	3.5 firefighters.
Average Night	2.0 firefighters*
Weekend	2.5 firefighters.

Response Times

Average Daytime (7 AM-5 PM, Mon-Fri) response time	09:30 mins/sec.
Average Night	08:00 mins/sec.*
Weekend	17:40 mins/sec.
* Dispatched, No Fire Department Response – EMS	

Operations

5/29 Firefighters Chris Bassett, Caleb Beede, Tim Gatherum, David Houghton and Chief Bengtson participated in the Memorial Day parade and observances at Town Hall following the parade. Firefighters Bassett, Beede and Gatherum marched in the Honor Guard with Sergeant Balser of Moultonborough Police Department.

5/30 Chief Bengtson joined Moultonborough Volunteer Firefighters Association President, Lt. Barbara Beede to present four scholarships to Moultonborough Academy graduating seniors Abigail Bryant, Ryan Finnegan, Tyler McPhail, and Olivia Tatro.

Firefighters conducted pump training by flushing dry hydrant on Moultonborough Neck and Long Island.

5/31 The Day Shift installed two Supra key safe boxes at two residential occupancies.

6/1 The Department planned for special operations during Town Meeting. Expected large numbers of voters were anticipated and temperatures in the 90°s were contributing factor to warrant staffing of fire and EMS personnel to serve as crowd managers in the auditorium, Gym, and cafeteria. Stewart's Ambulance provided an ambulance on stand-by during the meeting. No incidents occurred at the meeting, but mutual aid from Stewart's, Center Harbor and Tuftonboro responded to one medical incident during the meeting.

Town Meeting marked significant milestone for the operations of the fire department. The voters approved a petition warrant article adding three full-time firefighter/EMS providers to the three the Select Board included in the budget, bringing a total of six new fulltime personnel to the two currently employed working days. The additional personnel will enable the fire department to have two firefighters on duty, twenty-four hours a day, 365 days a year.

6/2 The Day Shift installed a Supra key safe at a residential occupancy.

Burning Permits: Despite the increasing leaf cover, the fire danger has been fluctuating between “Moderate and High” Permit holders are advised to use caution when kindling fires. Fire permits are required for open burning, including campfires, and burning brush. Fire Permits may be obtained at the Public Safety Building located at 1035 Whittier Highway or online at www.NHFire-Permit.com. Or a <https://nh.burnsafeamerica.com/>

The Daily Fire Danger forecast can be obtained by calling the Division of Forests and Lands wild-fire information line (toll free): 1-866-NH-FIRES (866-643-4737). The Daily Fire Danger is also posted on the Smokey Bear sign outside the Public Safety Building.



Moultonborough Recreation Department

Moultonborough Recreation Department (MRD) invites you to join us for some Classic Summer Fun!

Our Adult Cornhole League will be back this summer. No experience necessary. Our Corn Hole League will bring friends together and deliver a ton of exciting fun for adults of all ages. Each team must consist of at least two (2) players with a maximum of four (4) members. If you are interested in playing, but do not have a partner, please reach out to MRD and we will do our best to find one for you. Games will be played to 21 points using standard cornhole scoring. Teams will play three (3) matches each week. Standings will be recorded throughout the season. The top team receives a champion t-shirt and bragging rights for the year! Our Corn Hole program will run on Tuesday evenings, July 11- August 29 at 6:00pm in Kraine Meadow Park (KMP). Participants must be 18 years or older. Pre-registration is required, and space is limited. Register online or in the Recreation office or call MRD for more information. 603/476-8868

MRD is pleased to offer RECsploration – a teen summer trip program! Participants ages 12-15 who are looking to have a blast this summer can choose from six (6) different day trips! Trips begin on July 11 and run through July 27, taking place on Tuesdays and Thursdays. From Sky Zone to Cranmore Outdoor Adventure Park to Whales Tale and more! Each trip has its own registration deadline – so don’t miss out! Sign up today! Our trips offer a variety of venues and activities and can be registered for individually online or at the Recreation office. See our website for details and more information or call MRD at 603/476-8868.

MRD’s free Summer Concert Series returns! Join us Wednesday evenings, June 28 through August 23, at the Moultonborough Function Hall gazebo 6:00-7:30pm. We have lined up some awesome local talent to entertain you all summer long – there’s something for everyone! June 28 will feature Mr. Aaron, described by NH Magazine as a multi-instrumentalist performer and composer, making music for kids and their grown-ups. Mr. Aaron is a longtime professional musician with a career playing in bands, musical theater and more. Bring a picnic dinner and lawn chairs or a blanket.

Relax and enjoy the show. All concerts are free and open to the public. The Moultonborough Function Hall is located at 139 Old Route 109. A complete schedule of performers is available on our website or call MRD for more information 603/476-8868.

MRD's Summer Staff attended the Wink Tapply Playground Leaders Workshop over the weekend to kick off our summer staff training program.

Updates/Reminders

- Youth T Ball and Softball programs continue this week. Granite State Track program continues this week. Moultonborough will host a track meet on Monday, June 12 at Moultonborough Academy.
- Adult Outdoor Pickleball is scheduled to begin this week at KMP. Portsmouth Cruise trip is scheduled for Saturday June 10. Chair Yoga continues. Guitar group lessons continue. Session 5 of Beyond the Bell, MRD's After School Program, concludes next week. Logistics and planning are ongoing for summer programming and events.
- Drop-in Mah Jong continues Wednesdays at 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.
- Drop in Bridge returns on Monday June 26, 10 am-noon. This is a drop-in group-no registration and no fee.

For more information on our current events, programs, cancelations, and other upcoming MRD activities please visit our website, Facebook page or call us at 603/476-8868.

Upcoming Public Meetings

Board of Selectmen

- Thursday, June 15, 2023, at 5:00 p.m. at Town Hall
- Thursday July 6, 2023 at 5:00 p.m. at Town Hall
- Thursday July 20, 2023 at 5:00 p.m. at Town Hall

Employment Opportunities

The Town is currently seeking applicants for the following open positions.

- Full-Time Police Officer(s)
- Full-Time Firefighter – EMS Provider(s)
- Full-Time Transfer Station Facility Attendant