

**Town of Moultonborough  
Board of Selectmen  
Revised Meeting Agenda  
Tuesday, July 15, 2025  
5:00 P.M.  
6 Holland St. Moultonborough, NH**

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. PUBLIC HEARING**

- A. Docking & Tournament Fees

**IV. REVIEW / APPROVAL OF MINUTES**

- A. 7/01/25 + 7/01/25 NP

**V. CONSENT AGENDA**

- A. Abatement Credit Refund –
  - MBLU #172-021 MBLU #235-005 MBLU #254-024-000-CG0-019
  - MBLU #213-017-000-CG0-019 MBLU #213-017-000-CG0-106
  - MBLU #213-017-000-CG0-00A MBLU #143-016-000
  - MBLU #222-011-000 MBLU #174/065
- B. Disposal Agreement – 37 Airport Road

**VI. NEW BUSINESS**

- A. Introduction & Swearing In of New Staff/Promotions:
  - i. Pamela Heath - Case Review Officer P/T
  - ii. Jennifer Jackunas - Communications Specialist/Dispatch
  - iii. Christina Kelleher – Administrative Assistant Land Use
  - iv. Christian Cloutier - Promotion to Master Patrol Officer
  - v. Abbi Gillis - Promotion to Master Patrol Officer
- B. Presentation: FY25 Q4 Report
- C. Presentation: Public Safety “Cadet” Program & Recruitment Issues
- D. Action Re: Temporary Use Permit Re: 950 Whittier Highway
- E. Action Re: Request for Use Community Substance Abuse Funds (ETF 136)
- F. Action Re: DRA Form PA-28 – 2026 Inventory of Taxable Property
- G. Action Re: Application for a Permit to Conduct a Raffle
  - i. Moultonborough Police Benevolent Association Local #52, “National Night Out” August 5, 2025, at Castle in the Clouds

**VII. OLD BUSINESS**

- A. Action Re: 81 Whittier Highway (Crucon) (Tabled from 7/1/25)

**VIII. OTHER BUSINESS**

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.*

**IX. CITIZEN INPUT**

**X. NON-PUBLIC SESSION**

A. RSA 91-A: 3, II (b,d)

**XI. ADJOURNMENT**

*Any person with a disabling condition who would like to attend this public meeting and needs to be provided reasonable accommodations to participate please contact the Moultonborough Town Hall at 603-476-2347 so accommodations can be made. Interested parties may view this meeting by going to Town Hall Streams.*



**Town of Moultonborough  
Notice of Public Hearing  
Docking & Tournament Fees  
Tuesday, July 15, 2025**

A public hearing will be held by the Board of Selectmen at 5:00 p.m., or as soon thereafter as the agenda permits, on July 15, 2025, in the Ernest Davis Meeting Room at 6 Holland Street, Moultonborough, NH on the matter of possible rate increases the Town charges for its legacy boat docks at Lees Mills and launch fees associated with fishing tournaments.

You may find an initial package of information on this matter contained within the Board of Selectmen packet for 06.03.25 (pages 22-24) on the town's website at [www.moultonboroughnh.gov](http://www.moultonboroughnh.gov) then click on Agendas & Minutes, Board of Selectmen Agenda Packet 06.03.25.

For those who cannot attend the public hearing, written comments and questions may be submitted in writing by mail to Carter Terenzini, Interim Town Administrator, PO Box 139, Moultonborough, NH 03254, or email [cterenzini@moultonboroughnh.gov](mailto:cterenzini@moultonboroughnh.gov), or fax 603-476-5835, but must be received no later than 4 p.m. on the day of the hearing.

Posted this 20th day of June 2025.

/s/ Carter Terenzini  
Interim Town Administrator

Posted:      Meredith News 6/19/25 & 6/26/25  
                  Town Web & Bulletin Boards (7)

Mailed:      Lees Mills Dock Lessee(s)  
                  Fishing Tournament Distribution List

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**MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR**

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**TO:** Carter Terenzini, Interim Town Administrator  
**FROM:** Alanna Schiller- Administrative Assistant  
**RE:** Boat Dock Rental Market Survey  
**DATE:** June 3<sup>rd</sup>, 2025  
**CC:** N/A



**Recommended Motion:** "I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15<sup>th</sup>, on the matter of notes for our dock rental at Lees Mills."

**Background:** At your request, a market survey was conducted to examine boat dock rental policies and pricing at surrounding marinas to determine how, if at all, we should adjust our fees at Lee's Mills. This study focused on the following key elements:

- Seasonal dock rental availability
- Pricing structure and lease terms
- Amenities and services offered (e.g., fueling, maintenance, storage)
- Waitlist or reservation processes

**Findings:** The findings from the marinas that provided information are summarized below:

**Ambrose Cove Marina** has a dock rental program, though it currently has no availability. The cost is approximately \$185 per foot (around \$3,700+ for the season), and amenities include bathrooms and on-site trash removal.

**Paugus Bay Marina** does not offer dock rentals but provides a valet program from Memorial Day weekend through Columbus Day. This program includes unlimited launches during the season and costs around \$6,000 annually. Winter storage is included, but winterization is not. There is a waiting list for this program.

**Melvin Village Marina** offers dock rentals exclusively to its customers. A slip accommodating a 22-foot boat is approximately \$3,250 per season, with a one-year rental term. Current renters have the right of first refusal each year. The marina offers a full-service department for maintenance and repair, a fuel dock, and storage (available at an additional cost). Electrical and water hookups, as well as parking, are included in the rental.

The above notes compare to our fees of \$900 per lease since 2020 for certain legacy island property owners.

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## MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

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**TO:** Carter Terenzini, Interim Town Administrator  
**FROM:** Alanna Schiller- Administrative Assistant  
**RE:** Fishing Derby Market Survey  
**DATE:** June 3<sup>rd</sup>, 2025  
**CC:** N/A



**Recommended Motion:** "I move to instruct the Town Administrator to schedule a public hearing for the Board Meeting of July 15<sup>th</sup>, on the matter of notes for our Fishing Derby process.

**Background:** At your request, a market survey of fishing derby policies in surrounding towns was conducted. The objective was to gain a clearer understanding of how nearby communities managed and regulated fishing derbies, with the goal of identifying the best practices and assessing potential implications for our own local events. The analysis included a review of the following elements:

- If the Town/City allows Fishing Tournaments or Derby's to be held
- The Town/City process for organizing a Fishing Tournament or Derby
- Does the Town/City rent out boat ramps/ launch sites for said events
- Are there rental fees or additional costs?
- Does the Town/City charge per boat

Towns were selected based on their proximity to Moultonborough, proximity to Lake Winnipesaukee, and demographic relevance. Information was gathered through municipal websites, direct communication with town offices, and publicly available documents. The following Towns/Cities provided information on these types of events: Center Harbor, Laconia, & Wolfeboro.

**Findings:** Many surrounding towns did not offer an option for Fishing Derby's/Tournaments. Those that did offered a variety of ways on how they handle it.

**Center Harbor:** All clubs must fill out a Facility Request Application outlining all details of their event, depending on the needs of the event, additional fees may be applied. For fishing tournaments there is a \$25 per boat/launch fee. *"Memorial Day through Labor Day there shall be NO tournaments on weekends. A limit of ten (10) boats mid-week with the exception of the 4th of July, where there shall be NO tournaments. Parking is first-come, first-serve and is limited to NO more than twenty-five (25) vehicles."*  
[https://www.centerharbornh.gov/sites/g/files/vyhlif4246/f/uploads/facility\\_request\\_application\\_v09.20.24\\_0.pdf](https://www.centerharbornh.gov/sites/g/files/vyhlif4246/f/uploads/facility_request_application_v09.20.24_0.pdf)

***Laconia:*** There are no Fishing Derby's/ Tournaments in the City of Laconia. The renting out of boat ramps is prohibited by a City Ordinance. Citizens can request to use the ramps with the approval of the City Council.

***Wolfeboro:*** The town of Wolfeboro has what is called a 'Temporary Event Ordinance' which allows nonprofits such as those who want to run a fishing derby off the Town Dock area, there is no fee currently. Groups must fill out a 'Temporary *Outdoor Event Permit Application- Chapter 156- Town Ordinance*'.

[https://www.wolfeboronh.us/sites/g/files/vyhli8406/f/uploads/event\\_application\\_0.pdf](https://www.wolfeboronh.us/sites/g/files/vyhli8406/f/uploads/event_application_0.pdf)

The Town of Wolfeboro also has a 'Commercial Vessel Landing Permit Ordinance' that has a small fee attached.

<https://www.wolfeboronh.us/sites/g/files/vyhli8406/f/uploads/cvlpapp.pdf>

In the current policy, only tournaments permitted by the New Hampshire Department of Fish & Game may launch from Town facilities. These events must take place between the hours of 7:00 a.m. and 7:00 p.m. and are not allowed on holidays or weekends between Memorial Day and Labor Day. Each launch site has specific limits on the number of boats permitted during tournaments, and any group violating these time or size restrictions may lose future access privileges. Parking at Long Island Beach and States Landing Beach is by permit only; any additional or off-site parking must be arranged in advance with the Board of Selectmen. Parking at Harilla Landing is limited to the State right-of-way, as surrounding property is privately owned.

All users must comply with state boating laws, including established "No Wake" regulations. Power loading is strictly prohibited and subject to a minimum fine of \$100. Individuals or groups found power loading may be banned from future use of Town facilities. Commercial use of any launch site is allowed by permit only, following a written request that outlines proposed dates, times, scope of activity, and an acknowledgment of responsibility for any damage. The Board of Selectmen will review each request and may issue a one-time, multiple-use, or seasonal permit at their discretion. Commercial users must not block public access beyond the approved time and must comply with all other rules set forth in the policy.

A fee of \$150 applies to each permitted tournament. This policy was originally adopted in June 1999 and was most recently revised in March 2025.

Town of Moultonborough  
Board of Selectmen  
July 1, 2025

MEETING MINUTES

**Present:** Chairman of the Board Kevin D. Quinlan and members present were Selectman Jonathan W. Tolman, Selectman Karel A. Crawford, Selectman James F. Gray, Selectman Charles M. McGee. Interim Town Administrator, Carter Terenzini, Executive Assistant, Alison Kepple.

- I. **CALL TO ORDER:** Chairman of the Board called the meeting to order at 5:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:** The Board recited the Pledge of Allegiance.
- II. **REVIEW APPROVAL OF MINUTES:**
  - A. 6/17/25 + 6/17/25 NP

**Motion:** Selectman Crawford  
*To approve the minutes of 6/17/25 and 6/17/25 NP*  
**Seconded:** Selectman McGee  
**Vote:** 5-0  
**Motion passed.**

- IV. **CONSENT AGENDA:**
  - A. Abatement Credit Refund(s):

MBLU 117-016	MBLU 117-016-004	MBLU 408-002-001
MBLU 052-013	MBLU 202-006	
  - B. Charitable Exemption MBLU 141-003
  - C. Solar Exemption MBLU 146-028
  - D. Solar Exemption MBLU 167-003
  - E. Shannon Cemetery Lot Purchase #307

**Motion:** Selectman McGee  
*To approve the consent agenda items.*  
**Seconded:** Selectman Gray  
**Vote:** 5-0  
**Motion passed.**

- V. **NEW BUSINESS:**
  - A. Introduction of New Staff:
    - i. Abbi Gillis Promotion to Master Patrol Officers
    - ii. Pamela Heath - Case Review Officer P/T

The Interim Town Administrator stated that the introductions have been tabled to the next meeting on 7.15.25 so that the Chief can attend.

B. Action Re: Lakes Region Planning Commission TAC Member (2-year term)

**Motion:** Selectman Crawford

*To reappoint Dari Sassan as Moultonborough's representative to the LRPC Transportation Advisory Committee (TAC) for a 2-year term.*

**Seconded:** Selectman Tolman

**Vote:** 5-0

**Motion passed.**

C. Action Re: Tax Deeding – A. Pouliot

Tax Collector Pouliot stated that given the success that we had with our recent Tax Deeded Properties, she would like to visit the upcoming Tax Deeded Cycle(s). There are four parcels that were ready to be tax deeded in 2020. Tax deed waivers were signed because the board didn't really want to take ownership, but Ms. Pouliot feels that with the success that they had with the last sale that she would like to revisit this.

**Motion:** Selectman Tolman

*To approve the process of the tax deeding process for the four parcels that are eligible for tax deeding for outstanding 2020 taxes, and, without reasonable cause, give the tax collector authority to begin the process of tax deeding for outstanding 2022 taxes in a timeline she shall so determine as reasonable.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

D. Action Re: 81 Whittier Highway (Crucon)

Detailed discussion regarding potential acquisition of the CruCon building for municipal use. Board members and public attendees expressed their thoughts.

Fred Van Magness, 37 Blackey Cove Road – emphasized acquiring the CruCon building as an opportunity of a lifetime and would hate to see the town pass on it.

Joe Cormier, Moultonboro Neck Road – agrees with Mr. Van Magness.

*It was the consensus of the Board to table this until the board members could have a chance to tour the building.*

E. Action Re: Meals Program Re: MSC/OCC

Betsy Staber gave a brief overview/background of the donation property in question.

**Motion:** Selectman Tolman

*To table the acceptance of property until the matter is resolved between the site Counsel and OCC and we get clear authorization from both to proceed with it.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

**Motion:** Selectman Tolman

*To authorize the T.A. to send his response to the OCC under the chairman's signature.*

**Seconded:** Selectman Gray

**Vote:** 5-0

**Motion passed.**

F. Action Re: FY26 Replacement of Truck #11. One-Ton 4x4 Platform w/Dump Body, Plow, and Sander

**Motion:** Selectman Tolman

*To purchase the One-Ton 4x4 Platform Dump Body Truck, as specified, from Hight Chrysler Dodge Jeep, and body from Messer Truck and Van, including extended warranties, emergency lights, radio, and other upfitting requirements in the amount of #103,601 and authorize the Town Administrator to sign all related documents and to further allow the Interim Town Administrator to research whether the \$8,000 trade-in value was part of the requirement, and if not, to authorize them to put it out to bid.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

**VI. OLD BUSINESS:** None

**VII. OTHER BUSINESS:**

Chairman Quinlan read 4 announcements:

1. 4<sup>th</sup> of July Parade, "Spirit of America" theme will take place on 7/4/25 the parade starts at 11:00am from Blake Road, ends at the Function Hall with a BBQ.
2. Notice of Public Hearing: Docking & Tournament Fees will be held on Tuesday, July 15<sup>th</sup> at 5:00 p.m. at Town Hall
3. LRPC Kevin Kelly award the Ayers Cotton Environmental Service Award – this is the first time that someone from Moultonborough received this award which was established in 1988 and is a significant accomplishment.
4. The Supreme Court of NH released a 48-page Opinion Issued: July 1, 2025. Rockingham Case No. 2024-0121. Citation: Contoocook Valley Sch. Dist. v. State, 2025 N.H. 29. Click here to view the Opinion.

**VIII. CITIZEN INPUT:** None

**IX. NON-PUBLIC SESSION:** Entered into non-public session

A. RSA 91-A:3, II (b,c)

**Motion:** Selectman Tolman

*To enter into non-public session at 5:50 p.m. coming out only to adjourn.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

**X. ADJOURNMENT:** Meeting Adjourned at 6:20 p.m.

**Motion:** Selectman McGee

*To adjourn the meeting.*

**Seconded:** Selectman Crawford

**Vote:** 5-0

**Motion passed.**

*Written on behalf of the Selectmen by Alison Kepple, Executive Assistant.*

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Approved

Kevin D. Quinlan, Chairman

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Date

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: P. Beede, MPD Chief & D. Bengtson, MFD Chief

FROM: Carter Terenzini, Interim Town Administrator

RE: Public Safety “Cadet” Program

DATE: July 8, 2025

CC: SB; R. Reade; File



*Requested Motion: I move to support the consideration of a Public Safety “Cadet” Program (aka “Learn to Earn”) as generally outlined in the Interim Town Administrator’s Memorandum of July 8, 2025 and to request a report back on this matter – and other possible recruitment and retention tools for public safety employees - from the staff by November 15, 2025.*

This memo has the support of the Chiefs - in terms of its general concepts – for further exploration.

As discussed in our conversation of last Thursday, we are not alone in the challenge of recruiting public safety personnel and the need to enhance our recruitment tools for the same. We were very lucky in filling the most recent Firefighter (FF) position with a Call FF who was ready, willing, and even excited, about moving into a career position. However, in the several weeks since we posted the position of Police Officer position no-one has applied. That is right; Zero applicants!

In his memo of June 10<sup>th</sup>, Chief Beede did an excellent job of laying out potential recruitment tools that we might consider adding to our tool kit. While those were tabled for additional research by the Chief, during the current recruitment process, I fear that – even if adopted in full - they may not enough in addressing the statewide – nay nationwide – recruitment problems for this profession. Personally, I was impressed by the Michigan program requiring an Associate Degree in Criminal Justice with Police Academy elements – such as Firearms and Emergency Vehicle Operation – blended together by the local community college. If I recall correctly, they may even have split the academy over the two summers.

On the FF front, it is my understanding that the Associates in Fire Science offered by Lakes Region Community College results in graduating with both FF1 and FF2 certification(s) leaving us only to put them through EMT training. While LRCC does not offer a degree in Criminal Justice, this is offered not too far away at the New Hampshire Technical Institute. It may even be possible, in order to reduce travel times, for the common baseline courses (English, Social Science electives, Ethics, and the like) to be taken at LRCC while being incorporated into the NHTI program. It is my belief that we should establish a local - perhaps even with Interlakes and Governor Wentworth Regional - program to encourage local high school students to enter our “Public Safety Cadet” program with the following elements:

Re: Public Safety “Cadet” Program

July 8, 2025

Page 2

- Scholarship support to one of these programs to cover tuition and fees;
- Employment during school vacations and summers;
- Employment upon graduation.

During their employment with us they would be exposed to BOTH sides of the Public Safety house. On the MPD side they could serve as Community Service Officers (which we already budget for as Summer Park Rangers), start learning all of our local streets, procedures and begin Field Training (which many departments try to do before they enter the Police Academy). We could approach Police Standards and Training to see what – if any – elements of the academy it might be willing to make available to the “Cadets” (as in Michigan). I’m not exactly sure how the MFD would use them but I’m sure much could be sorted out for them as well.

Starting with citizen academies, buttressed by an Explorer Post and collaboration from the two colleges and Police Standards and Training we might even be viewed as a statewide model!

I know there are many issues to work out and normally I would like to be a bit deeper into the details before approaching the Select Board but, in this instance since I think it best to approach them at this level to get a “Heck, No!” or “sounds complicated but let’s explore”.

## Carter Terenzini

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**From:** David Bengtson  
**Sent:** Thursday, July 10, 2025 12:12 PM  
**To:** Carter Terenzini; Peter Beede  
**Subject:** RE: Attached-Cadet Memo

Carter

I'd like to express my full support for establishing a seasonal Fire Cadet Program in Moultonborough that would create valuable opportunities for high school and college students to gain experience, training, and employment in the fire service. This "Learn & Earn" Initiative could run from mid-May through early September and treat participants as seasonal employees, as defined in the Town Employee Manual.

By aligning the cadet role with the seasonal classification (under 700 hours in a six-month period), we can structure 90 days of 8-hour shifts during the busiest season—while allowing for flexibility during school vacations, holidays, and spring breaks.

To ensure this effort contributes meaningfully to recruitment, the program would be contingent on student enrollment in either the LRCC Fire Science degree program or the NH Fire Academy's "On My Time" certification pathway.

The NH Fire Academy "On MY Time" program offers:

- Self-paced online coursework
- Hands-on skills training with certified instructors
- No department affiliation required
- Free digital access
- Eligibility for nationally recognized Firefighter I & II certification

This structure is especially advantageous in rural towns like ours—it removes traditional entry barriers, supports career advancement, and builds a pipeline of qualified prospects rooted in our community.

From a cost-benefit perspective, the LRCC program costs roughly \$10,622 in tuition, while our seasonal compensation (\$15/hour over 90 days) provides about \$10,800 in earnings for each cadet. This arrangement offers students a direct opportunity to fund their education while completing critical certifications. This would require additional funding in our budget.

On our end, the Fire Department is equipped to support pre-hiring evaluations including CPAT prep (using our gym), NFPA-compliant medicals, interview coaching, and ladder safety practice in collaboration with Meredith Fire Department. We're ready to make this program work—and I believe it will position Moultonborough as a forward-thinking employer and training ground.

If the Select Board supports this initiative, we can move forward with developing the necessary framework, outreach, and onboarding plan. It's a meaningful step toward strengthening recruitment, retention, and local workforce development.

David Bengtson  
Fire Chief/Fire Warden/Emergency Management Director/Deputy Health Officer



Town of Moultonborough  
OFFICE OF SELECTMEN  
6 Holland Street • PO Box 139 • Moultonborough, NH 03254 08 2025  
PHONE 603.476.2347 FAX 603.476.5835



## TOWN OF MOULTONBOROUGH TEMPORARY USE PERMIT-COMMERCIAL USE

The undersigned hereby makes APPLICATION FOR TEMPORARY USE up to a maximum of three (3) consecutive days over a thirty day period for the following (describe commercial use):

for a makers market with local makers and artists. Renng tattoos, art by mboro artists, upcycled clothing, reworked furniture, mocktail bar, + craft station! I had over 40 applicants, but had to narrow it down! :)

Location of Event: the parking lot of 950 whittier hwy, moultonborough, nh 03254

Map/Lot: \_\_\_\_\_

Date(s) of Event: sunday Aug 3<sup>rd</sup>, 2025

Expected Number of Participants: 10 vendors with 10 x10 tent setups

\*\* This application must be submitted fourteen (14) days before the date of the event.\*\*

PROPERTY OWNER'S SIGNATURE: lu \_\_\_\_\_

MAILING ADDRESS: 179 Eagle shore rd, moultonborough NH 03254 TEL. # 703 483 1823

This is to certify that we have examined the within detailed statement and find the application to be in accordance with the provisions of the Moultonborough Zoning Ordinance Article XI-H-(2), relating to Temporary Use-Commercial and that the application has been approved with the listed requirements and entered in the records, this 7th day of JULY, 2025.

Chairman-Board of Selectmen  
Town of Moultonborough

REQUIREMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Fee Charged \$25.00

Check #: \_\_\_\_\_

Date Received: \_\_\_\_\_

**From:** Alanna Schiller <aschiller@moultonboroughnh.gov>  
**Sent:** Wednesday, July 9, 2025 2:07 PM  
**To:** David Bengtson <dbengtson@moultonboroughnh.gov>; Peter Beede <pbeede@moultonboroughnh.gov>  
**Subject:** Temp. Use Permit-Commercial Use- Comments & Concerns

Good afternoon Chiefs!

Please see the attached Temporary Use Permit- Commerical Use for August 3<sup>rd</sup> at 950 Whittier Highway. Please let me know if you have any comments or concerns by 4pm tomorrow.

Let me know if you have any questions!

Best,

Alanna

*Alanna Schiller*  
Administrative Assistant  
Town of Moultonborough  
(603) 476-2347  
P.O. Box 139  
Moultonborough, NH 03254





## RE: Temp. Use Permit-Commercial Use- Comments & Concerns

From Peter Beede <pbeede@moultonboroughnh.gov>

Date Wed 7/9/2025 3:18 PM

To Alanna Schiller <aschiller@moultonboroughnh.gov>; David Bengtson <dbengtson@moultonboroughnh.gov>

My concern is that if the parking overflows onto Whittier Highway (Route 25), that will have an impact on the normal flow of traffic, which will already be heavy due to summer traffic.

Peter W. Beede, Jr.  
Chief of Police  
Moultonborough Police Department  
P.O. Box 121  
1035 Whittier Highway  
Moultonborough, NH 03254  
Dispatch (603)476-2305  
Business (603)476-2400  
Fax (603)476-2657  
pbeede@moultonboroughnh.gov



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**From:** Alanna Schiller <aschiller@moultonboroughnh.gov>  
**Sent:** Wednesday, July 9, 2025 2:07 PM  
**To:** David Bengtson <dbengtson@moultonboroughnh.gov>; Peter Beede <pbeede@moultonboroughnh.gov>  
**Subject:** Temp. Use Permit-Commercial Use- Comments & Concerns

Good afternoon Chiefs!



Outlook

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## RE: Temp. Use Permit-Commercial Use- Comments & Concerns

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From David Bengtson <dbengtson@moultonboroughnh.gov>

Date Thu 7/10/2025 8:04 AM

To Alanna Schiller <aschiller@moultonboroughnh.gov>; Peter Beede <pbeede@moultonboroughnh.gov>

### **Fire Dept. Comments:**

In reviewing the application for the proposed Makers Market at 950 Whittier Highway scheduled for Sunday, August 3rd, several public safety concerns have been identified by the Fire Department and must be addressed prior to event approval:

- Site Plan & Traffic Flow: The applicant must submit a detailed site plan indicating the setup location of vendor tents and delineating vehicular traffic flow within the parking lot. This is crucial to ensure unobstructed access for emergency vehicles and to manage pedestrian and vehicle movement safely.
- Fire Safety Provisions: Any vendor tents engaging in food service or cooking must include fire protection measures, such as fire extinguishers and appropriate separation from combustibles, in compliance with fire code standards.
- Tent Separation Requirements: The application lists ten 10' x 10' tents, totaling 1,000 square feet. For fire and life safety compliance, a minimum of 10 feet of separation is required between tents unless they are physically joined together without spacing. This must be clarified and reflected in the submitted site plan.
- Parking & Traffic Hazards: Parking arrangements must be thoroughly reevaluated. The site is approximately 350 feet from the intersection of Blake Road and Dollar General—a location that experiences heavy seasonal traffic, particularly boat trailers entering and exiting Blake Road. Additional parking along Whittier Highway presents risks by obstructing sight lines and increasing the likelihood of vehicular accidents in an already high-incidence area.

Alternative Parking Opportunities: Consideration should be given to collaborating with 954 Whittier Highway for overflow parking, particularly given the event's Sunday timing when additional spaces may be available.

David Bengtson  
Fire Chief/Fire Warden/Emergency Management Director/Deputy Health Officer  
Town of Moultonborough  
P.O. Box 446  
Moultonborough, NH 03254-0446  
Office: 603-476-5658  
Fax: 603-476-2738  
Email: dbengtson@moultonboroughnh.gov



## Moultonborough Prevention Funds

### Proposed Usage and Rationale

#### 1. Introductions

- a. **Heidi Ritter Kremser, MSN, APRN** —Nurse Practitioner in Addiction Recovery.  
School board member sitting on health and wellness, policy, and technology committees.
- b. **Jen Thomas M.Ed. CPS** – Substance and suicide Prevention Coordinator for Carroll County Coalition for Public Health; Granite United Way
  - i. Master's in Health Promotion/Health Education
  - ii. Certified substance Prevention Specialist

#### 2. Objectives

- a. Reestablish usage plan for Drug Prevention Funds that have not been utilized for several years.
- b. Request funds on a yearly basis for prevention initiatives
- c. When queried, school admin cited ability to contract with LDAC as top priority for students that demonstrate highest risk need for prevention
- d. Other usages ideas are listed within this proposal

#### 3. Prevention Brief – Flyer included

- a. What prevention is
  - i. Use of Multimodal proven strategies to reduce the chances of substance misuse and subsequent consequences through proven SAMHSA strategies:
    1. Increasing knowledge and skills
    2. Make Valid reliable information attainable
    3. Collaboration/coalition building
    4. Providing healthy alternatives and hobbies to substances
    5. Creating policies and regulations that support healthy choices
    6. Creating ways to find and support those who need it most
  - ii. Aim is to build capacity, of all types, and increase resilience in communities and individuals. By increasing protective factors and reducing risk factors
- b. Importance of prevention



- i. Reduces the financial and time burden of substances on communities and families – **See Table 2**
- ii. Boosts factors that improve quality of life for everyone
- iii. Attends to mental and physical health which is critical to many community health improvement plans, including Carroll County's and State of New Hampshire's
- c. Usage aligns with Moultonborough values and goals
  - i. Select Board mission
    - 1. To Represent the voice of the local people on all matters
    - 2. Community partners are concerned about substance misuse and the impact
  - ii. Objective of CR 136 Article 29 will be met
  - iii. Moultonborough School District mission and vision
    - 1. VISION is to prepare and empower each student to shape their future with knowledge, attitudes, and skills necessary to thrive in a changing world. MISSION is to provide a safe and caring culture of rigorous and relevant learning experiences. We model and promote ethical ideals of respect, responsibility, integrity, compassion, and moral courage
    - 2. The proposed use will provide the knowledge and skills necessary to thrive. The community is creating a caring environment as well as demonstrating responsibility, compassion and moral courage for addressing substance misuse early through prevention as well as toward those who are already struggling with a substance use disorder that is difficult to overcome on one's own.

#### 4. Budget usage proposal – Table 1

- a. Multi -modal approach
- b. To be used over-time or all at once
- c. Can be modified
- d. Most viable and impactful options are:
  - i. LADC and speaker on substance misuse

Table 1

**CARROLL COUNTY COALITION  
FOR  
PUBLIC HEALTH**

 An Initiative of Granite United Way

Item	Amount	Time	Notes
Contracted LADC – at School	\$14,000.00	One School Year	Available 1 day per week in the school for 5 hours Universal, select and indicated levels of prevention and treatment Collaborate with appropriate staff to incorporate suicide and substance prevention
Camp Scholarships	\$6,000.00	To be used by end of Summer 2026	\$750.00 Available to eight kids Eligibility – enrolled in Moultonborough School District; grade K-12; Assessed as selective or indicated levels of substance misuse risk or poor mental health
Speaker on Substance misuse ie: <u>TRIGGERED - TIGER   Plymouth State University</u>	\$950.00 + Round trip milage from Plymouth, NH	To be booked by end of school year 2027	1 performance up to 300 kids. Recommend this for students transitioning out of elementary school into middle school. Average age of substance trials is 13 yo. Best to do prevention before hand.
Vape detectors for MS/HS	\$4500.00 approx.	To be ordered and installed by January 2, 2026	For 10 detectors to be installed in bathrooms and other high probability areas. <b>Would not recommend this without having a vaping restorative justice plan in place for discipline.</b> In-school discipline policies should be in place. Ie: tiered plan based on which offense – maybe they develop an anti-nicotine PSA or produce a research paper on impact of vaping compounds or they intern with a prevention specialist or LADC for 5 hours. <u>SoPo Unite   South Portland, ME</u> has a great restorative plan to use as a model.
Prevention / Resources booklet printing	\$550.00	To be produced and completed for dissemination by June 2026	Will be produced using evidence-based strategies and most up to date data. <b>Would suggest this cost might be able to be deferred or covered in a different manner to free up funds for prevention programming.</b>
<b>Additional Option:</b> Prevention Program aimed at whole families	Approximate range for curricula \$2000 - \$3000	To be implemented by School year 2026-2027	Multiple options, some are a one time purchase only that you can use multiple times. To be implemented at the school or Parks and Rec. either after school or in collab. With Health Ed. Examples curricula should cover: 1. Communication 2. Conflict Resolution 3. Caregiver monitoring 4. Household management 5. Caregiver self-care 6. Alcohol and other drug (ATOD) facts, information and risk 7. Social norming of ATOD 8. Safe storage 9. Safety planning 10. Poor mental health red flags

Table 2

# CARROLL COUNTY COALITION FOR PUBLIC HEALTH

 An Initiative of Granite United Way

## Impacts of Alcohol Misuse on Individuals, Family/Relationships, and Communities/ Society<sup>9, 71, 76-78</sup>

Individual Morbidity and Mortality	Family/Relationships	Communities/ Society
<ul style="list-style-type: none"> <li>Unintentional injuries such as motor vehicle crashes, falls, drownings, and burns</li> <li>Alcohol poisoning</li> <li>Risky sexual behaviors</li> <li>Effects on pregnant people and their babies, including miscarriage and stillbirth</li> <li>Cardiac issues, such as high blood pressure, heart disease, and stroke</li> <li>Liver disease, gastritis, pancreatitis, and digestive issues</li> <li>Several different types of cancer, including mouth, throat, larynx, esophagus, liver, breast, colon, pancreatic, and rectum</li> <li>Neurological issues, including learning and memory problems, poor school performance, difficulty walking (ataxia), blindness, encephalopathy, and dementia</li> <li>A weakened immune system</li> <li>Weight and blood sugar level changes</li> <li>Behavioral health conditions, such as depression, anxiety, concurrent substance misuse, AUD, and suicide</li> <li>Fertility issues affecting both males and females</li> </ul>	<p><b>Partners</b></p> <ul style="list-style-type: none"> <li>Intentional injuries and violence, like sexual assault, homicide, domestic/intimate partner violence</li> <li>Decreased quality of life</li> <li>Physical and mental health problems</li> <li>Divorce and/or separation</li> </ul> <p><b>Children</b></p> <ul style="list-style-type: none"> <li>Poor school performance</li> <li>Negative effects on infants, children, and adults whose mothers drank during pregnancy, like pre-term birth, low birth weight, and fetal alcohol spectrum disorders</li> <li>Abuse and neglect</li> <li>Riding with driver under the influence</li> <li>Adverse childhood experiences</li> </ul>	<p><b>Workplace</b></p> <ul style="list-style-type: none"> <li>Unemployment</li> <li>Decreased productivity and career advancement and/or opportunities</li> <li>Workplace problems (e.g., harassment)</li> </ul> <p><b>Public Safety</b></p> <ul style="list-style-type: none"> <li>Motor vehicle crashes</li> <li>Violent crime (e.g., assault, homicide)</li> <li>Disruptive behavior (e.g., threats, disorderly conduct)</li> <li>Incarceration and penal costs</li> </ul>

\*from SAMHSA evidence-based resource guide series - Implementing Community-Level Policies to Prevent Alcohol Misuse – released 2022



***Town of Moultonborough***

*Office of Assessor*

6 Holland Street – P. O. Box 139

Moultonborough, NH 03254

(603) 476-2347 - Fax (603) 476-5835

e-mail: [thughes@moultonboroughnh.gov](mailto:thughes@moultonboroughnh.gov)

**M E M O R A N D U M**

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TO: Board of Selectmen

FROM: Thomas Hughes, Town Assessor *(TH)*

RE: DRA Form PA-28 – 2026 Inventory of Taxable Property

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DATE: July 2, 2025

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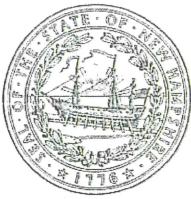
Attached is a Department of Revenue Administration letter, requesting confirmation on whether or not the Town will be using DRA Form PA-28 – Inventory of Taxable Property. The Town has not used this form in a number of years. I have filled out the form accordingly and have attached it for your signature.

Background:

The election on whether or not to utilize this form is decided annually by vote of the board of selectmen. If the inventory form is used, it is distributed to every property owner within the municipality on or before March 25 and must be returned by the property owner on or before April 15, or not later than June 1 if prevented from meeting the earlier date due to accident, mistake or misfortune. A penalty of up to \$50 may apply for failure to file.

The majority of municipalities do not elect to use the form. Per DRA records, in 2023, 206 of the state's 234 cities and towns reported that they would not be using the form.

As always, please don't hesitate to contact me with any questions, concerns or comments.



# State of New Hampshire Department of Revenue Administration



Lindsey M. Stepp  
Commissioner

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov

June 25, 2025

TOWN OF MOULTONBOROUGH  
OFFICE OF SELECTMEN  
6 HOLLAND STREET, PO BOX 139  
MOULTONBOROUGH NH 03254

MUNICIPAL AND PROPERTY  
DIVISION  
Samuel T. Greene  
Director  
Adam A. Denoncour  
Assistant Director



Re: PA-28 Inventory of Taxable Property Form for 2026

Dear Assessing Official,

This is our annual request to municipalities to determine whether the municipality will be utilizing the Form PA-28, Taxpayer Inventory Blank in accordance with RSA 74:4 for **2026**. If Yes, please check the "**WILL**" Box below and indicate the number of forms needed. If your municipality has elected Not to use the Inventory form, in accordance with RSA 74:4-a, please check the "**WILL NOT**" Box below.

Please return this entire form with the section below completed and *signed* no later than **August 27, 2025** to the Department of Revenue Administration, PO Box 487, Concord, NH 03302-0487 or e-mail to [equalization@dra.nh.gov](mailto:equalization@dra.nh.gov).

If you are electing to use the form, it is our suggestion that you indicate your municipality's telephone number on your return-mailing label, should the taxpayers need to contact your municipality.

Please feel free to contact Cindy Paige at (603) 230-5971 if you require additional information.

Sincerely,  
Municipal & Property Division

**WILL NOT** be using the PA-28 Form in 2026

Or

**WILL** be using the PA-28 Form in 2026

Number of PA-28 Forms Requested by the Municipality for 2026 # \_\_\_\_\_  
(Our print order is based upon what is needed, so please be sure to order an adequate amount.)

Thomas Hughes, Town Assessor  
Print Name of Contact Person

7/2/25  
Date

603-476-2347  
Contact Telephone #

Signature of Assessing Official

Date

Signature of Assessing Official

Date

Signature of Assessing Official

Date

TDD Access: Relay NH 1-800-735-2964

Individuals who need auxiliary aids for effective communication in programs and services of the  
Department of Revenue Administration are invited to make their needs and preferences known to the Department



TOWN OF MOULTONBOROUGH  
APPLICATION FOR A PERMIT  
TO CONDUCT A RAFFLE

ATTACHMENT A  
RECEIVED  
JUL 14 2025  
By \_\_\_\_\_

NOTICE: Application Must be Filled Out Completely to be Processed

1. Name and address of the organization: Police Benevolent Association Local #52  
Moultonborough

2. Name, address and capacity of the person requesting the permit: Christen Cloutier  
602-622-5005 (president)

3. The organization is organized under the laws of the State of New Hampshire as a non-profit organization: Yes  No \_\_\_\_\_

4. Date of organization: Aug 5, 2005 11/11/2011

5. The organization is registered to do business within the State of New Hampshire as a non-profit organization: Yes  No \_\_\_\_\_

6. The organization was registered on 8/31/12

7. The organization's IRS non-profit Federal ID number: 677345

8. Names and address of the organization's principal officers:  
Christen Cloutier President 1085 Whittier Hwy Moultonborough  
Jonathan Muchalski treasurer 1035 Whittier Hwy Moultonborough

9. Location, date and time where the raffle is to be conducted: Castle in the clouds  
"National Night Out" August 5, 2025

10. Name and address of the owner of the property where the raffle is to be conducted:  
Castle in the clouds

12. A sample of the raffle ticket must be submitted for review. Yes \_\_\_\_\_ No \_\_\_\_\_

13. List the last time a permit was issued to the applicant for a raffle within the Town of Moultonborough:  
Unknown

The applicant hereby swears and takes oath that the information contained in this application is true and accurate and acknowledges having received and read a copy of the rules and regulations of the Town of Moultonborough and agrees to abide by the provisions thereof in all respects.

Dated: 7/14/25 Applicant's Name: Christen Cloutier

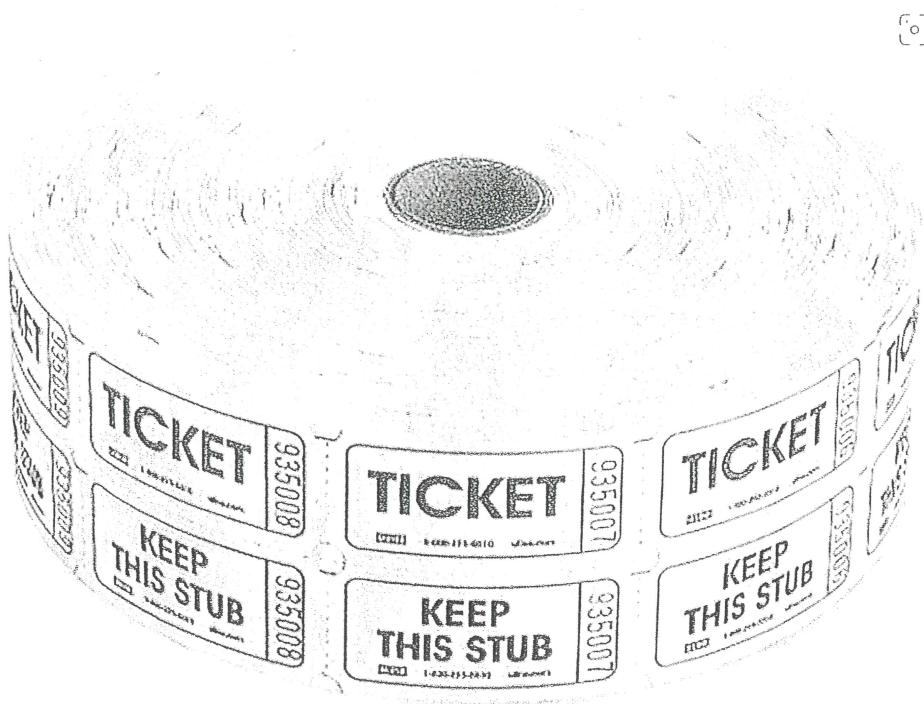
Date Received: 7/14/25

Date Processed: 7/15/25

Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Town Administrator or Designee

cc: Board of Selectmen  
Chief of Police



General raffle tickets like this.

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Select Board

**FROM:** Carter Terenzini, Interim Town Administrator

**RE:** 81 Whittier Highway – aka “CruCon”

**DATE:** June 27, 2025

**CC:** file

*Carter*



I have been approached directly by the realtor for the so-called CruCon building to determine if the Town has interest in purchasing it given it is “... looking to build a new Town Hall...”. While I did explain to him that we were not actively engaged in any such effort I did accept his packet of information on this 28,000 s.f. building (in your read folder).

While the asking price is currently \$4.950M, the realtor has presented that the owner has suggested it would sell the property to the Town at a “substantial discount” (*my term*). There having been a number of previous times when it was suggested that the Town buy the building for a variety of purposes, I was advised by the Chair and others that it was time to put the issue before the Board in public session to either put the issue to rest or to proceed in some exploratory manner to give it further consideration.