



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: March 18, 2024

Town Administrator:

In addition to the regular business of the Town including the bi-weekly review of Accounts Payable, the past week began with the Annual Town Meeting which was attended by 916 voters and concluded with my attendance at a meeting of NHMA. Between those 2 events I responded to a 91-A request, conferred with counsel regarding a conveyance of property in 1958 and started discussions with Health Insurance providers to review rates considering the projected HealthTrust increases.

Assessor:

The Assessing office processed abatements, exemptions, and credit applications, reviewed and applied Boundary line adjustments and subdivisions. In the coming weeks, those taxpayers with outstanding permits or those with work that was unfinished as of 4/1/23 should expect a visit from Rick Earls from Cross Country Appraisal. License Plate # CCAG 4 in the next month.

Finance:

Last week in Finance, accounts payables were processed by Carol; I created bank deposits for the treasurer; calculated retro pay owed to employees as a result of the passing of the warrant article for a 3% COLA; prepared new PAF forms for signature for the new pay rates; distributed the new PAF forms to the departments for the employee signatures; attended the monthly department head meeting and took notes; created and entered miscellaneous general journal entries; reconciled bank statements for February; answered citizen's questions; processed a new application for town assistance and created and mailed out necessary verification forms; miscellaneous file maintenance and upkeep.

Building Inspector:

The Building Department performed 5 inspections and attended three meetings. We finished up a few projects for the Town Administrator, one of these being the restructuring of the fee schedule. This coming week we will be reaching out to the residents to touch base on older projects. We took a ride over to the Police Station to help out with some minor repairs of the building. The truck had new rear brakes installed due to leaking cylinders and a new headlight bulb. Congratulations to Harding Metals on the new maintenance building!

Land Use:

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Meetings with applicants
- Prepared for and Attended Planning Board Meeting
- Attended Department Head Meeting
- Continued training Administrative Assistant

Recreation:

Northwood Parks & Recreation department offers weekly updates and information about upcoming events and programs!

Click here - <https://northwood.recdesk.com/Community/Member/Signup>

To create an account to important information and news in our community!

Fire Rescue:

1. This week Northwood Firefighters responded 24, 9-1-1 emergencies:
 - 15 medical emergencies
 - 1 Good Intent
 - 1 Cancelled enroute
 - 1 Car Fire
 - 1 Brush Fire
 - 1 Fire Alarm Activation
 - 2 Assist Invalid
 - 1 Carbon Monoxide Alarm
 - 1 Police Matter
2. Northwood Firefighters have begun the search for a new to us quint that will meet the needs of the community. This includes taking an inventory of our current equipment on hand and determining what if any is needed for the new truck.
3. Chief Tetreault has been on vacation this week, the other officers of the department have been holding down the fort in his absence.
4. The Northwood Firefighters would like to thank the citizens of Northwood for their support at the Town vote, although we had hoped the budget and work toward a new facility had passed, we will continue to provide the highest level of service possible and continue to work toward a solution for our obsolete facilities.

CHESLEY MEMORIAL LIBRARY

MARCH 2024 TOWN REPORT

December computer tally: 20 patrons

January computer tally: 32 patrons

February computer tally: 31 patrons

December Downloadable Audiobooks: 635 items

January Downloadable Audiobooks: 647 items

February Downloadable Audiobooks: 611 items

December circulation: 789 items

January circulation: 1,111 items

February circulation: 1,193

December new patrons: 5

January new patrons: 10

February new patrons: 5

Total number of registered library card holders: 2,211

MEETINGS

March 8 – Trustee Meeting 9:00am

March 25 – Friends of the Libraries Meeting 4:30pm

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PROGRAMS

March 2 – Cat In the Hat Story Time 10:30am

March 4, 11, 18, 25 - Senior Café 1:00pm

March 6, 13, 20, 27 - Story Time 10:30am

March 6 – Afternoon Book Discussion 2:00pm

March 9 – Open House 10:30am-noon

March 12, 26 - Writers Group 2:00pm

March 12 – Junior Book Discussion 4:30pm

March 16 – Grano Children’s Initiative: Blacksmithing/Locksmithing 11:00am

March 19 – Youth Crafts 4:00-5:30pm

March 20 – Won’t You Be My Neighbor Day

March 20 – Evening Book Discussion 7:00pm

CANDIDATES NIGHT

There will be a Candidates Night on Thursday, March 7, at Northwood Town Hall. It will begin at 6:00 p.m. This will be an opportunity for all voters and interested people to meet those running for Northwood offices in the March elections. All candidates will have an opportunity to speak briefly and answer questions from the audience.

OPEN HOUSE

The Chesley Memorial is here for you! Come find out what our library has to offer patrons of all ages. The Friends of the Northwood Libraries will sponsor an Open House on Saturday, March 9, from 10:30am until noon. Come meet the Library Friends, Staff, and Trustees and enjoy some popcorn as you browse our collections and learn about our programs and services. The Lion Sisters from Deerfield will be performing a variety of music for all ages to enjoy, and children will have the opportunity to get their faces painted.

GRANO CHILDREN’S INITIATIVE: BLACKSMITHING & LOCKSMITHING

Please join us at the Chesley Memorial Library for another exciting Grano Children’s Initiative program! Thomas Boucher from Greasy Luck Forge will talk about blacksmithing and locksmithing on Saturday, March 16, at 11:00 a.m. Children and their families will learn basic information about both trades and will discover how they differ. Mr. Boucher will discuss his background and will show examples of his work.

The Chesley Memorial Library is able to offer the program through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the Theodora Kalem Grano Memorial Wing in 1991. “Joseph Grano Children’s Initiative” programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

NATIONAL CRAFT MONTH

Get your craft on! Do you know that March is National Craft Month? Children of all ages and their families are invited to join us at the library on Tuesday, March 19, from 4:00-5:30 p.m. There will be a vast array of crafting supplies available so let your imagination run wild! Popcorn will be available for any hungry crafters!

STORY TIME

Story Time for preschoolers of all ages takes place on Wednesday mornings at 10:30 a.m. If you have not been attending Story Time, you might want to stop in and check out the program. Children can listen to a story and make a craft to take home. Registration not required; new participants are always welcome at any time.

SENIOR CAFÉ

Spring weather is getting closer so it’s getting easier to get out and about. Why not meet your friends and neighbors at the Chesley Memorial Library? The Senior Café meets every Monday from 1:00-2:30 p.m. so drop by to enjoy some delicious treats and a cup of tea or coffee while you socialize. You might even want to come early or stay later to check out the library’s books, movies, or magazines!

LOCAL WRITERS

Join your fellow local writers — whether beginner, much published, or somewhere in between — on Tuesday, March 12, and Tuesday, March 26, from 2:00 to 3:30 pm at the Chesley Memorial Library. Sessions include group critique, writing exercises, and craft discussion. Some participants may want to come early or stay late for some quiet writing time. All genres welcome. Get some writing done this spring and learn from each other.

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 6, at 2:00 p.m. to discuss “Without A Map” by Meredith Hall.

The Junior Book Discussion Group will meet at the Chesley Memorial Library on Tuesday, March 12, from 4:30-5:30 p.m. to discuss “Swindle” by Gordon Korman.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 20, at 7:00 p.m. to discuss “Foster” by Claire Keegan.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, March 8, at 9:00 a.m.

The Friends of the Library will meet at the library on Monday, March 25, at 4:30 p.m.

CAT IN THE HAT

The Cat in the Hat (and Thing One!) made a special visit to the Chesley Memorial Library on Saturday, March 2, to celebrate Read Across America Day. Children enjoyed listening to stories about the Cat and enjoyed spending time with The Cat and Thing One

Department of Public Works:

No Report – Vacation

Town Clerk/Tax Collector:

No Report This Week

Police Department:

No Report This Week

Northwood EMD’s report for week prior to 03/18/2024

No Report This Week