



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 25, 2024

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### **Town Administrator:**

In addition to reviewing and approving payroll, this week had an off-cycle Selectboard meeting to consider accepting the Default Budget or calling a Special Town Meeting to take up a revised budget. The decision to accept the Default Budget was accompanied by requests for additional research and information which would inform the discussion on where cuts would have to be made. The week began with the unanticipated road work on Route 4 and the need for improved communications between the State and the Town was communicated. Research following a question about when newly elected officials could be seated highlighted that the decades old practice in Town was not required and creating some confusion. Changes to our internal process were implemented to ensure proper adherence to statute. The week finished with preparation of the agenda and supporting documents for the Board meeting of 3/26.

### **Assessor:**

The Assessing office processed yield taxes, exemptions, 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, I processed payroll including retro pay amounts granted for the 3% COLA article voted at town meeting; created bank deposits for the treasurer; continued to work with an ongoing public assistance case and process a new application; create and enter miscellaneous general journal entries; prepare budget reports and expense reports to assist the Board in allocating the default budget; miscellaneous file upkeep and maintenance.

### **Town Clerk/Tax Collector:**

- Our office registered 66 dogs in the past week

April is the last MONTH TO REGISTER/RENEW- LETTERS WILL GO out IN MAY FOR ANY DOG STILL WITHOUT HIS/HER TAG FOR THIS year

\$6.50 spayed/neutered  
\$9.00 not fixed  
\$20 for Kennel 5+dogs and  
\$2.00 if the owner is 65+ for 1<sup>st</sup> dog only

- We collected a total of \$9,895 in taxes

April 11, I will be sending out “certified impending lien notices to owners”  
Lien Execution will be on May 13 at 2pm “unpaid 2023 taxes”  
Unpaid taxes still owed to date is \$749,056.51 (this is from 2017-current)

- We registered 126 vehicles in person
- We processed 191 online transactions (3 boats, 62 dog tags and 126 motor vehicle)
- Our office will be OPEN Saturday April 6 and April 20 from 8:30am-11:30am

### **Building Inspector:**

The Building Dept performed 8 inspections and attended one meeting. We attended a webinar for Health Officers on Cyanobacteria. We performed two site visits in regard to complaints. We are down to 265 open projects in the system, we have about 90 more projects to touch base with property owners on and the department will be up to date on all ongoing projects in town.

### **Recreation:**

Northwood Parks and Recreation is very excited for the upcoming Adult Easter Egg Hunt and Kids Easter Egg Hunt this Friday and Saturday. Please come and join us for these spectacular community events. Volunteers are always needed to help distribute thousands of eggs, special thank you to our Coe Brown student volunteers and Hannaford Supermarket for their time and donation towards these annual events. We are also excited to share that we have 140 kids registered for Spring Soccer. Each season our numbers continue to increase which is a representation of the satisfaction of our programs. Additional programs available for registration are the Yard Sale day, the first of many community Cleanup Days, our Fishing Derby held at Saddleback Campground and our Food Truck Festival.

### **Land Use:**

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

### **Fire Rescue:**

1. This week Northwood Firefighters responded to 30, 9-1-1 emergencies.
  - a. 16 Medical emergency
  - b. 1 Electrical Problem
  - c. 8 Power line down
  - d. 2 Assist Invalid
  - e. 2 Cancelled enroute
  - f. 1 No incident found.
  - g. 1 Carbon monoxide alarm

### **Department of Public Works:**

The DPW worked diligently to keep up with the most recent storm. Two vehicles went out of service during the storm needing maintenance. This left us with only 3 smaller vehicles to continue clearing roads. There were many trees down that needed removal.

The Transfer Station closed Saturday in advance of the storm and was forced to close again on Sunday due to lack of power. It reopened on Monday with extended hours.

### **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

2 Weekly Report to BOS 03 11 2024

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

## **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

## **Police Department:**

No Report This Week

## **Northwood EMD's report for week prior to 03/25/2024**

No Report This Week