



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: April 8, 2024

Town Administrator:

In addition to reviewing and approving the bi-weekly Payroll and general administrative duties, I prepared for and attended a 2-day Municipal Manager Summit, as has become the norm at these events Employee Recruitment and Retention is the primary concern facing every community regardless of size. I also attended the NHMA Legislative Policy meeting which occurs every 2 years to develop the guidance for NHMA for the upcoming legislative session in Concord. Work was also undertaken on preparing RFP's for Custodial Services and Road Surface Maintenance, in addition to the successful conveyance of tax deeded property back to the owner.

Department of Public Works:

Removed 62 trees during the recent storm, some being larger than others that took down primary lines. All town trucks and contractors were out in full force clearing roads during the storm. The Transfer Station was closed due to primary lines being taken down by a fallen tree. No cans were able to be pulled due to storm, so we are now playing catch up.

Finance:

Last week in Finance, I processed payroll; created bank deposits for the Treasurer; created and mailed out invoices for Police Special Detail work performed; continued to work with an ongoing welfare case; completed bank reconciliations on multiple bank accounts; completed quarterly 941 tax reports; created reporting file for the monthly New Hampshire Retirement System for March; created reimbursement requests from the Trust funds for the first quarter of the year and any remaining expenses carried over from 2023; created and entered miscellaneous general journal entries; created first quarter expenditure and revenue reports; and continued to work on updating the welfare guidelines.

Building Inspector:

The Building department had 10 inspections last week with one final. The department issued 6 new permits. We met with a resident over concerns of water drainage into their property. The department also went out with highway for a bit on Friday to help with cleanup. We also attended two workshops with the state involving lead training.

Land Use:

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Meetings with applicants
- Prepared for and Attended Master Plan Subcommittee Meeting
- Prepared for and Attended Conservation Commission Meeting
- Continued training Administrative Assistant

Fire Rescue:

1. This week Northwood Firefighters attended their annual awards banquet at Johnson's. Those receiving awards were:
 - a. Firefighter of the Year; Ben Arey
 - b. Fire Officer of the Year; Greg LeBlanc
 - c. Medical Provider of the Year; Kaly Cherry
 - d. Explorer of the Year; Jezia Cherry
 - e. 20 Year Service Award; Nik Bassett
 - f. 5 Year Service Award; Mark Tetreault
2. Northwood Firefighters responded to Epsom for a Second Alarm Brush Fire.
3. Northwood Firefighters responded to 35, 9-1-1 emergencies this week.
 - a. 1 Chimney Fire
 - b. 1 Brush Fire
 - c. 7 Emergency Medical Calls
 - d. 1 Motor Vehicle crash
 - e. 1 Carbon Monoxide Alarm
 - f. 7 Wires Down
 - g. 1 Lock- out
 - h. 1 Water Problem
 - i. 1 Assist Police
 - j. 1 Unauthorized Burning
 - k. 1 Good Intent
 - l. 4 Cancelled enroute
 - m. 3 Fire alarm Activations. Unintentional
 - n. 1 Alarm System Malfunction
 - o. 1 Damage Assessment

CHESLEY MEMORIAL LIBRARY

APRIL 2024

January computer tally: 32 patrons

February computer tally: 31 patrons

March computer tally: 35 patrons

January Downloadable Audiobooks: 647 items

February Downloadable Audiobooks: 611 items

March Downloadable Audiobooks: 670 items

January circulation: 1,111 items

February circulation: 1,193 items

March circulation: 1,117 items

January new patrons: 10

February new patrons: 5

March new patrons: 5

Total number of registered library card holders: 2,215

MEETINGS

April 12 – Trustee Meeting 9:00am

April 22 – Friends of the Libraries Annual Meeting 4:30pm

PROGRAMS

April 1, 8, 15, 22, 29 - Senior Café 1:00pm

April 3, 10, 17 - Story Time 10:30am

April 3 – Afternoon Book Discussion 2:00pm

April 9, 23 - Writers Group 2:00pm

April 9 – Junior Book Discussion 4:30pm

April 20 – Library Table @ Town Hall (Northwood Green Up Day) 8:00am

April 22 – Earth Day Drop-In Craft Session

April 23, 24, 25 – Knitting, Crocheting, Amigurumi 3:00-5:00pm

April 29 – Cupcake War 3:00-5:00pm

ARTIFICIAL INTELLIGENCE

Do you know what a chatbot is? Do you want to learn more about AI, artificial intelligence? James Patrick Kelly will be presenting a program with live demonstrations at the Chesley Memorial Library on Monday, April 8, at 1:00 p.m. The program will be held during our regular Senior Café program, but anyone interested is welcome to attend. James Patrick Kelly has won science fiction's Nebula, Hugo and Locus awards. Jim's most recent books are *The First Law of Thermodynamics' Plus* (2021), a collection in PM Press's Outspoken Author series, *King Of The Dogs, Queen Of The Cats* (2020), a novella from Subterranean Press. His work has been translated into eighteen languages and has appeared in many Year's Best anthologies. He writes a column on science fiction and future technologies for *Asimov's Science Fiction Magazine*. He lives just down the road in Nottingham and is a big fan of the bagels at Almolus.

CUPCAKE WAR

Cupcake War is back!! Bring two (undecorated) cupcakes to the library on Monday, April 29, from 3:00-5:00 p.m. **PLEASE NOTE: ALL CUPCAKES MUST BE DECORATED AT THE LIBRARY!**

Decorations will be available here and cupcakes will be on display once completed. Vote for your favorite cupcake during library hours from Tuesday, April 30, until Saturday, May 4. The winners will be announced on Monday, May 6. All ages welcome; registration not required.

BOOK DISCUSSIONS

In honor of Earth Day, we are participating in the Great Bay Book Club's region-wide discussion of *Small Town, Big Oil: The Untold Story of the Women Who Took on the Richest Man in the World—And Won* by David W. Moore. The story is about a local battle 50 years ago against a proposed oil shipping terminal on the Isles of Shoals, an oil refinery in Durham, and a 10-mile pipeline between the two. Had it not been defeated; this massive development would have irrevocably changed our Seacoast region. We will hold our local discussion here at the Chesley Memorial Library on Wednesday, April 3, at 2:00 p.m. There will be a regional book discussion held on Thursday, April 25, 6:30 p.m. at 3S Artspace in Portsmouth. Tickets are free but advance registration is required; see greatbaystewards.org for information.

JUNIOR BOOK DISCUSSION

The Junior Book Discussion Group will meet at the Chesley Memorial Library on Tuesday, April 16, from 4:30-5:30 p.m. to discuss "The Black Stallion" by Walter Farley.

KNITTING, CROCHETING & AMIGURUMI

Do you want to learn how to knit or crochet? Do you need help with knitting or crocheting project? Join local artisan Norma Heroux at the Chesley Memorial Library. You can even learn amigurumi, the Japanese art of knitting or crocheting small, stuffed yarn creatures. No registration required, all ages welcome. Sessions will be held from 3:00-5:00 p.m. on the following dates: Tuesday, April 23; Wednesday, April 24; and Thursday, April 25.

VACATION WEEK PROGRAM: SOCK HOP

Join us for a fun-filled sock hop at the Chesley Memorial Library on Wednesday, April 24, from 10:30-11:30 a.m. Wear your favorite socks and get ready to hop around on the Color Burst Play Tiles with lively music to accompany the festivities. Color Burst Play Tiles are interactive mats that respond to movement and pressure with bright gel liquid colors that move with every step, skip, jump, hop or hand movement.

STORY TIME

Join our Preschool Story Time 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 here so it's getting easier to get out and about...when Mother Nature cooperates! Get to know some new 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, April 9, and Tuesday, April 23, 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.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, April 12, at 9:00 a.m. The Friends of the Library will meet at the library for their annual meeting on Monday, April 22, at 4:30 p.m.

Recreation:

No Report This Week

Town Clerk/Tax Collector:

No Report This Week

Assessor:

No Report This Week

Police Department:

No Report This Week

Northwood EMD's report for week prior to 04/08/2024

No Report This Week