



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 6, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, the town hall lobby project is complete, prepared for and attended the 2/28 Select Board meeting, finalized draft voters' guide, met with representatives from NHDES regarding matters at the lagoon facility, continued to coordinate the requirements of the NHDES regarding permit issues and compliance matters at the transfer station including preparing to close out the former burn pits, worked with the town auditors on the FY22 audit as needed, investigated citizen's claims of Northwood Fire Department deficiencies, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and direct the monthly department head meeting, review and prepare performance evaluation, coordinate the plans for election and voting day St. Joseph's Parish Hall, respond to additional information provided by NHDES regarding the septic lagoon facility and continue to investigate the possible closure options of the facility, continue work on a developer's request to upgrade a small portion of Upper Camp Road, continue investigation of claims of deficiencies within the Northwood Fire Department and warrant article proposal to refurbish an existing ambulance finding the claims unfounded at this time, and continue to work on requests for human services assistance. Have a great week! Be well and stay safe.

Assessor:

No Report this Week.

Building Inspector:

During this week I was mixed between Building, Code Enforcement and Health Officer. For Code Enforcement I spoke with one resident about violations on their lot and brought 2 prior violations into conformance. For the Building Inspector role, I conducted 4 building inspections, and reviewed and issued 10 building permits. Clerically I answered 27 phone calls about various questions for building and zoning and responded to 56 emails likewise. These responses were mostly for zoning and building questions.

Finance:

Last week in Finance, I assisted the auditors with their annual audit by answering questions, pulling documents for review, and running requested reports; processed accounts payable checks; created bank deposits for the Treasurer; worked on reconciling bank statements; cleaned up boxed files for storage when auditors were done.

Department of Public Works:

No Report this Week.

Fire Rescue:

1. NH Bureau of Emergency Communications has notified us they will be updating our 9-1-1 map over the next year.
2. Zoll Medical was at the fire station to conduct annual servicing and testing of our cardiac monitor/defibrillators and our ventilators. Both passed and are ready to go for another year.
3. Our two new part-time paramedics have submitted the required background checks and will be starting orientation in the next couple weeks.
4. Unfortunately, one of our long-term part-time paramedics suffered a neck injury and he will be out of work for an unknown period of time.

CHESLEY MEMORIAL LIBRARY MARCH REPORT

December computer tally: 23 patrons

January computer tally: 45 patrons

February computer tally: 47 patrons

December Downloadable Audiobooks: 479 items

January Downloadable Audiobooks: 522 items

February Downloadable Audiobooks: 489 items

December circulation: 770 items

January circulation: 848 items

February circulation: 791 items

December new patrons: 3

January new patrons: 10

February new patrons: 9

Total number of registered library card holders: 2,800

MEETINGS

March 10 – Trustee meeting 9:00am

PROGRAMS

March 1 - Afternoon Book Discussion 2:00pm

March 1, 8, 15, 22, 29 - Story Time 10:30am

March 2, 9, 16, 23, 30 - LEGO Club 1:00-5:00pm

March 6, 13, 27 - Senior Café 1:00-2:30pm

March 7, 14, 21, 28 - Writers Group 2:00pm

March 7, 14, 21, 28 - Tech Tuesday 3-4pm

March 8 – The Cat in the Hat Visit 10:30am

March 15 – Evening Book Discussion 7:00pm

March 23 – Cookbook Club 1:00-2:30pm

March 25 – Grano Children’s Initiative: Faberge Eggs 10am-1pm

CAT IN THE HAT

The Cat in the Hat will be making a special visit to the Chesley Memorial Library at 10:30 a.m. on Wednesday, March 8. Come meet the Cat, listen to some Dr. Seuss stories, make a craft, and have fun...and maybe take your picture with the Cat!

GRANO CHILDREN’S INITIATIVE: FABERGE EGGS

“Faberge Eggs: From Fine Art to Fine Craft” (storytelling and hands-on painting workshop) will be held
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at the Chesley Memorial Library on Saturday, March 25, from 10:00am-1:00pm. This is a special multigenerational program for children ages six and up with their families and/or caregivers...parents, grandparents, teens all welcome. Bring your inner child!

This program combines a beautifully illustrated presentation on the life and remarkable work of Master jeweled egg artist, Peter Carl Faberge, with a hands-on workshop where participants will learn how to render a variety of delightful images on wooden eggs. Inspired by a spectacular photo-tour of the Faberge collections at world famous museums and private collectors around the world, program participants will have a unique opportunity to use their creativity and imagination to produce their own authentic pieces of collectible folk art on wood. Traditional painting techniques and floral and berry designs are introduced. Throughout the workshop portion of the program, participants will be listening to traditional music.

Registration required! Program is limited to 25 participants. Please register at the library or call 603-942-5472 to sign up. The materials fee which covers the cost of the wooden egg and a wooden stand as well as the use of paints for painting on wood and brushes for the workshop will be covered by the library for participants under the age of eighteen. All other participants will need to cover the \$10.00 materials fee themselves.

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.

TAKE AND MAKE ST. PATRICK'S DAY CRAFT

Take a St. Patrick's Day craft to make at home! The craft kits to make your own leprechaun door hanger will be available starting Monday, March 6, while supplies last. Happy St. Patrick's Day!

COOKBOOK CLUB

We are going to try a daytime version of the Cookbook Club. All cooks (ages eighteen and up) from beginner to advanced are welcome to join. Once the club is established, we will choose a new cookbook every month for taste testing, recipe swapping, and kitchen table collaboration. Sign up at the library, call 942-5472, or email chesleylib@gmail.com to let us know you want to participate. The first meeting will be on Thursday, March 23, from 1:00-2:30 p.m.

LEGO CLUB @ YOUR LIBRARY/MAGFORMERS/BRAINFLAKES

The LEGOs are out every Thursday from 1:00-5:00 p.m. for your enjoyment. Why have a LEGO Club at the library? LEGO Clubs give children a chance to learn from play. We also have Magformers and Brainflakes available to build with so let your imagination be your guide.

LOCAL WRITERS

Join your fellow local writers — whether beginner, much published, or somewhere in between — on Tuesdays 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.

SENIOR CAFÉ

Spring weather is getting closer so (hopefully!) 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!

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet on Wednesday, April 5, at 2:00 p.m. to discuss "Florence Gordon" by Brian Morton.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 15, at 7:00 to discuss "Sisters of Mokama" by Jyoti Thottam.

Looking ahead to April: The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, April 19, at 7:00 p.m. to discuss "The 100-Year-Old Man Who Climbed Out the Window and Disappeared" by Jonas Jonasson.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the Chesley Memorial Library on Friday, March 10, at 9:00 a.m.

Police Department:

No Report this Week.

Town Clerk/Tax Collector:

No Report this Week.

Weekly Report from Linda Smith, Land Use Specialist

- Met with property owner of conditionally approved major site plan regarding final signing of plans
- Completed legal inquiry regarding condominium documents
- Met with property owner regarding ZBA application to address zoning complaint
- Reviewed Accessory Dwelling Unit regulations with Building Inspector
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

Recreation:

No Report this Week.

Northwood EMD's report for week prior to 03/06/2023

1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows all New Hampshire counties low levels of both Covid-19 and influenza transmission.
2. EMPG paperwork in progress. NIMS cast, EHP sent along with MOU, SAM and Town Audit.
3. Items awaiting completion:
 - a. Transitioning Emergency Operations Center (EOC) to the Town Hall.
 - b. Purchase Laptop for EMD/EOC compatible with town finance and operating software.
 - c. Develop a 2023 exercise plan to evaluate EOP, ICS and local communication.

- d. Emergency planning for next Tuesday's town election.
- e. Transition to private cell phone.
- f. Transitioning Emergency Operations Center (EOC) to the Town Hall.
- g. Purchase Laptop for EMD/EOC compatible with town finance and operating software.
- h. Procure FEMA funding for generator at the Northwood School. Application process begun.
- i. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director