



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 20, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, prepared for and directed the monthly department head meeting, prepared performance evaluations, finalized the details and schedule for the town hall server replacement that was completed on 3/17, continued work on an agreement to upgrade a portion of Upper Camp Road with a developer and Town Counsel, met with the Town Moderator and public safety officials regarding postponing town voting, attended the monthly NHHSEM briefing call, attended the monthly MMANH board meeting, coordinated the St. Joseph's Parish Hall use on 3/28 for the postponed town voting, attended a ARPA reporting training webinar, continued work a tax deeded property repurchase with former owner.

This week's activities include: review status of ongoing projects with the DPW Foreman, finalized outstanding items with the town hall server replacement, attend the Joint Loss Management Committee meeting, attend a state budget and municipal aid webinar, meet with Town Counsel regarding a pending legal matter, prepare for and attend the 3/21 Select Board meeting, meet with a representative from Primex, and continue to work on requests for human services assistance, continue work on response to DES on transfer station and septage lagoon deficiency letters, prepare RFPs for road improvement projects and town hall painting, continued work a tax deeded property repurchase with former owner. 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 issued one violation notice that started with a complaint from a resident. For the Health Officer, I issued one Order for septic repairs, picked up health supplies from DHHS and submitted the town hall water sample to the State lab. For the Building Inspector role, I conducted 4 building inspections, reviewed and issued 4 building permits and issued one Certificate of Completion. Clerically I answered 20 phone calls about various questions for building and zoning and responded to 29 emails likewise. These responses were mostly for zoning and building questions, but some were for the Health Officer.

Finance:

Last week in Finance, Accounts Payables were processed by Carol; requested NH Retirement System audit information was submitted; vacation time accruals were updated based on longevity dates.

Department of Public Works:

No Report this Week.

Fire Rescue:

1. Ambulance 2 went to Tilton Nucar Ram this week. We called the Concord Ram Dealer, and they told us they could not do a front-end alignment because their equipment could not accommodate such a large vehicle. The Chief asked who could do an alignment and we were told Tilton. Unfortunately, after being assured Tilton could accommodate the truck, we found their alignment equipment could not accommodate our truck either. We do have an appointment with Patsey Truck in Concord to do the alignment on Thursday. While in Tilton we had them diagnose a check engine light, diagnosed, and repaired under warrantee. They also changed fuel filters as that was due. They also recommended the rear brakes be replaced, we have ordered parts and they will be replaced in house.
2. Firefighter Paramedic Kyle Haas started his training with Northwood this week. As he is an experienced FF/EMT-P he will only require minimal training before we put him on shift. Welcome Kyle.
3. We are happy to report our EMS Coordinator Joe Lipshetz's injury was much less severe than we thought and is back to work.
4. One of our Explorers Kyle Degrace turns 18 this week and has applied to become a call firefighter in Northwood. Happy Birthday Kyle.
5. We have ordered new batteries for ambulance 1. The batteries are only 3.5 years old so we will see if there is any warrantee.
6. The Selectboard Chair Mr. Kreider, Selectboard member Mr. Guzofski and Chief Tetreault had a breakfast meeting at Northwood Diner to answer any questions regarding the recent letter sent to citizens regarding the fire department. A number of citizens were engaged and provided with factual information.

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 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

- Send documents to CMA Engineers for bonding & inspection of conditionally approved projects
- Weekly staff meeting with Land Use Administrative Assistant
- Review/update all pending conditionally approved planning board cases with Ms. Weaver
- Digital and hard copy filing-land use files
- 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 03/20/2023

1. Spring Equinox will be at 5:24 pm today, Monday 3/20/23
2. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows nearly all of New England is reporting low levels of both Covid-19 and influenza transmission (Moderate levels in western VT and far northern ME.)
3. EMPG paperwork completed except for final page of FEMA application. (Awaiting completed lobbying and assurance documents for inclusion.)
4. EMD worked with town and election officials regarding weather postponement of election.
5. 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.

Bob Young, Northwood Emergency Management Director