



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 3, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, prepared performance evaluations, and continued to work on requests for human services assistance, continued work on response to DES on transfer station and septage lagoon deficiency letters and met with Town engineers to discuss possible options to address the letter items, coordinated final preparations for voting day with town clerk, moderator and DPW foreman, monitored voting polls for any needs of the Select Board or Moderator, reviewed town voting outcome with finance director regarding budget and expenditure warrant article, continued work on staff performance evaluations, prepared for 4/11 Select Board meeting, worked on backup coverage options for the building inspector/compliance officer/health officer when needed, confirmed results of NHDOT Rt 202 culvert cleaning with NHDOT as the blockage has apparently been removed, met with mowing contractor and DPW Foreman on revised contract and work scope, met with Rec Director on summer seasonal employees, issued RFP for town hall painting and continued work a tax deeded property repurchase with former owner.

This week's activities include: review status of ongoing projects with the DPW Foreman, meet on site with town engineer regarding lagoon closure and landfill closure permit, finalize the RFPs for road improvement projects based on town meeting funding, prepare for 4/11 Select Board meeting, review agreements with developers for improvements to a section of Upper Camp Road and Old Canterbury Road, review and update new SRO agreement with Coe Brown Northwood Academy, continue work on backup coverage options for the building inspector/compliance officer/health officer when needed and continued work on a tax deeded property repurchase with former owner and continue processing human services requests. Have a great week! Be well and stay safe.

Assessor:

CCAG has completed reviewing properties with open Building Permits. Updates have been added to Avitar as needed. The deadline for applying for property tax exemptions is April 15th.

Building Inspector:

During this week I followed up on a handful of prior violation letters to validate conformance, with very little success. Violations in the town are growing faster than their corrections. We have multiple newly concerning possibly failed septic systems in the town which the Health department is working towards getting these into conformance though this process takes time. Thanks to spring, Building permits have escalated along with building inspections. There are a couple larger projects coming up in the town to make note of such as some elderly housing. This week there were quite a few correspondences with residents on future projects with questions about zoning regulations and building code and whether their projects will meet these requirements. As the Building Inspector and plan reviewer I attended a Fire Sprinkler Training in Concord.

Finance:

Last week in Finance I processed accounts payables; prepared bank deposits for the treasurer; created the Report of Appropriations form for review and signature of the Board of Selectmen; prepared payment information for the warrant articles that were approved at town meeting; entered 2023 approved budget information into the accounting software; prepared PAF forms for all employees for the 3% COLA approved by voters; calculated the retro pay amounts owed to employees as of 1-1-23 due to the 3% COLA approved by voters; updated the payroll system with new pay rates; create and enter miscellaneous journal entries; research information requested in a Right-To-Know request; worked with representative from TD Bank and financial software developers to create monthly reports to assist in bank reconciliations; general filing and file maintenance.

Department of Public Works:

No Report this week

Fire Rescue:

1. The trailer we use to transport our UTV is in need to new wheel bearings. Captain Schaub has been working to replace the bearings in house.
2. The annual Fire Departments awards ceremony was held this week. Those members recognized are as follows:
 - a. Firefighter of the Year: Dylan Andrews
 - b. Fire Officer of the Year: Captain Schaub
 - c. Medical Provider of the Year: Kaitlyn Verzi
 - d. Explorer of the Year: Regan Johnson

Years of Service:

 - a. Dylan Andrews - 5 Years of service

Chiefs Award of Excellence:

 - a. Jeff Gibson

Special Recognition as our senior Active Firefighter:

 - a. Michael Corson
3. Chief Tetreault is working on the RFP for the ambulance remount, hopefully to ensure the highest quality at the lowest cost.
4. Our Explorer Post is hosting a fund raiser Tuesday night at Applebee's in Concord. If possible, please have dinner Tuesday night at Applebee's. The Explorers are raising money for tuition for the NH Emergency Services Explorer Training Academy.

CHESLEY MEMORIAL LIBRARY APRIL REPORT

January computer tally: 45 patrons

February computer tally: 47 patrons

March computer tally: 49 patrons

January Downloadable Audiobooks: 522 items

February Downloadable Audiobooks: 489 items

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March Downloadable Audiobooks: 546 items

January circulation: 848 items

February circulation: 791 items

March circulation: 992 items

January new patrons: 10

February new patrons: 9

March new patrons: 14

MEETINGS

April 7 – Trustee meeting 9:00am

PROGRAMS

April 3, 10, 17, 24 - Senior Café 1:00-2:30pm

April 4, 11, 18, 25 - Writers Group 2:00pm

April 4, 11, 18, 25 - Tech Tuesday 3-4pm

April 5 - Afternoon Book Discussion 2:00pm

April 5, 12, 19 - Story Time 10:30am

April 5 - Afternoon Book Discussion 2:00pm

April 6, 13, 20, 27 - LEGO Club 1:00-5:00pm

April 13 – Scrabble Day

April 17, 18, 19, 20, 22, 24 – Cupcake War

April 19 – Evening Book Discussion 7:00pm

April 26 – Color Burst Play Tiles

CUPCAKE WAR

Cupcake War is back!! Bring two (undecorated) cupcakes to the library on Monday, April 17, 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 18, until Saturday, April 22. The winner will be announced on Monday, April 24. All ages welcome; registration not required.

NATIONAL SCRABBLE DAY

Round up some friends and head to the library on Thursday, April 13, to celebrate National Scrabble Day by playing Scrabble together! We will have a couple traditional boards out as well as a larger floor version to have some fun with. From the National Day Calendar web site: *“National Scrabble Day is observed annually on April 13th. Originally named Lexiko and then Criss-Cross Words, Alfred Mosher Butts eventually settled on the name Scrabble. The amateur artist and unemployed architect developed the word game in the midst of the depression. Still, it wasn’t until 1948, a final name change and a trademark that Butts finally began to produce the game. Scrabble is played with two to four players who score points by forming words from individual lettered tiles on a game board marked with a 15 x 15 grid. In the United States, the name Scrabble is a trademark of Hasbro, Inc. Scrabble is sold in 121 countries with 29 different language versions. Worldwide, over One hundred and fifty million sets have been sold with sets being found in nearly one-third of American homes.”*

VACATION WEEK PROGRAM: COLOR BURST PLAY MATS

Back by popular demand: Color Burst Play Mats return on Wednesday, April 26! They will be out all day so you can stop by whenever you have the time. Wear your favorite socks to hop around in and make plans to come in with your friends and family to have some fun. Color Burst Play Mats 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

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. New participants are always welcome at any time. Check out our web site (www.chesleylib.com) for more information.

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. Toys like Brainflakes, LEGOs, and Magformers spark children's imaginations and encourage creative expression. Creative play can help to stimulate emotional, social, and intellectual development so make some time to play before or after you pick out your books and movies at the library.

1,000 BOOKS BEFORE KINDERGARTEN

Give your child the tools to become a successful reader! Join the "1000 Books Club" sponsored by the Chesley Memorial Library with help from Northwood School teachers. The program is open to any child from birth to the start of kindergarten. Reading aloud to children at birth strengthens their language skills and builds their vocabulary – two important tools for learning to read when they enter kindergarten. Stop by the Chesley Memorial Library to register your child and learn more about the program.

LOCAL WRITERS

Local writers — whether beginner, much published, or somewhere in between — are invited to attend free weekly writers' workshop 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 year, learn from each other, and have some fun, too! Local writers will take turns leading the group sessions.

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!

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, April 5, at 2:00 p.m. to discuss "Florence Gordon" by Brian Morton. From Amazon: "Meet Florence Gordon, a blunt, brilliant feminist. At seventy-five, Florence wants to be left alone to write her memoir and shape her legacy. But when her son and his family come to visit, they embroil Florence in their dramas, threatening her coveted solitude. Marked with searing wit, sophisticated intelligence, and a tender respect for humanity, Florence Gordon is cast with a constellation of unforgettable characters. Chief among them is Florence herself, who can humble fools with a single barbed line, but who eventually finds that there are some realities even she cannot outwit."

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. From Amazon: "A reluctant centenarian much like Forrest Gump (if Gump were an explosives expert) decides it's not too late to start over . . . After a long and eventful life, Allan Karlsson ends up in a nursing home, believing it to be his last stop. The only problem is that he's still in good health,

and in one day, he turns 100. A big celebration is in the works, but Allan really isn't interested (and he'd like a bit more control over his vodka consumption). So he decides to escape. He climbs out the window in his slippers and embarks on a hilarious and entirely unexpected journey, involving, among other surprises, a suitcase stuffed with cash, some unpleasant criminals, a friendly hot-dog stand operator, and an elephant (not to mention a death by elephant). It would be the adventure of a lifetime for anyone else, but Allan has a larger-than-life backstory: Not only has he witnessed some of the most important events of the twentieth century, but he has actually played a key role in them. Starting out in munitions as a boy, he somehow finds himself involved in many of the key explosions of the twentieth century and travels the world, sharing meals and more with everyone from Stalin, Churchill, and Truman to Mao, Franco, and de Gaulle. Quirky and utterly unique.”

New members welcome! Let a library staff member know if you would like to join one of the book discussion groups.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, April 7, at 9:00 a.m.

Police Department:

1. Stats January

- a. Call for Service: 267
 - i. Business/Property Checks: 456
- b. Arrests: 11
- c. Accidents: 10
- d. Warnings: 119
- e. Summonses: 8

2. Stats February

- a. Call for Service: 243
 - i. Business/Property Checks: 458
- b. Arrests: 11
- c. Accidents: 8
- d. Warnings: 141
- e. Summonses: 8

3. Personnel:

- a. 2 New officers hire. Both will attend the academy in June.
 - i. 1 Full-time position and SRO position still open.
 - ii. 1 Officer still deployed.
- b. Officer Stagg has been promoted to the rank of Corporal.

4. Other:

- a. New uniforms have been rolled out.

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
Process escrow accounts for legal review by town counsel
Weekly staff meeting with Land Use Administrative Assistant
Police Commission minutes and filing
Prepare for and attend zoning board meeting
Digital and hard copy filing-land use files
Followed up via email and phone to all incoming land use inquiries

Recreation:

Volunteers are needed!
Opportunities for high school to Seniors!

Northwood Parks and Recreation Department has some very exciting events and projects planned for 2023 and we need your help!

Takes include:
Serving on Recreation Commission
Volunteering at specific events
Clean up/ green up recreation areas
Parking detail at events
Coaching youth sports
Leading senior activities
Leading senior trips
Painting projects at Rec areas
And much more!!

Small town- Big Plans!

Northwood EMD's report for week prior to 04/03/2023

No Report this week