



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 10, 2023

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### **Town Administrator:**

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued work on response to DES on transfer station and septage lagoon deficiency letters and continued discussions with Town engineers on options to address the letter items, attended site visit with engineer on both facilities, prepared for 4/11 Select Board meeting, met with IT folks on remaining issues with server and possible relocation of IT equipment in building, reviewed first quarter budget report, finalized contract with lawn maintenance contractor, and continued work on a tax deeded property repurchase with former owner.

This week's activities include: review status of ongoing projects with the DPW Foreman, continued work with town engineer regarding lagoon closure and landfill closure permit, finalize the RFPs for road improvement projects based on town meeting funding, prepare for and attend 4/11 Select Board meeting, finalize 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 with Chief Drolet, continue work on backup coverage options for the building inspector/compliance officer/health officer when needed, continued work on a tax deeded property repurchase with former owner, prepare for and attend the monthly department head meeting, developed rules and regulations for park and ride to address issues with misuse, and supervised the final backfilling of the burn pits at the transfer station per DES orders. Have a great week! Be well and stay safe.

### **Assessor:**

No Report this week

### **Building Inspector:**

No Report this week

### **Finance:**

Last week in Finance I processed payroll after updating all employees rates of pay to include the town approved 3% COLA and calculated retro pay owed; prepared bank deposits for the Treasurer; created and sent out invoices for Police special detail work performed; created and entered miscellaneous journal entries; updated employee personnel files; researched answers to an employee inquiry about medical insurance; met with new employees to complete hiring paperwork; completed several bank reconciliations for the March statements; created and submitted the March NH Retirement reports; prepared and entered A/P invoices into the system for next week's check run; completed and submitted the quarterly 941 reports and unemployment reports; answered questions from the auditors and supplied requested copies of additional information; prepared Qtr. 1 financial reports for inclusion in the Board of Selectmen's packet for the meeting next Tuesday; worked with software developers to resolve a quirky PO issue.

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

No Report this week

## **Fire Rescue:**

1. Firefighter EMTA Kevin Bataran has been accepted into the Paramedic Bridge Program.
2. This week we had the annual testing completed on all our hose and ladders. All our ladders passed the test. A few pieces of hose failed including 3 lengths of 4" hose (\$450.00 ea.) 1 length of 2-1/2" hose (\$300 ea.) and 1 length of 1-3/4" hose (\$250 ea.). Hopefully we can recycle the 4" hose and make it into 25' or 50' short lengths. Over the past 3 years we have lost a few lengths and had enough hose in stock. After this year we don't have the stock of spare hose to replace failed lengths.
3. Chief Tetreault and FF McGinn attended the monthly meeting of the Explorer Academy Board of Directors.
4. Our Explorer Post had a very successful fund raiser at Applebee's and will be able to fund all four explorers to attend the NH Emergency Services Explorer Training Academy in June.
5. Chief Tetreault will be on Vacation from April 20,2023 to May 2, 2023. He is going to San Antonio Texas to see his son Matthew graduate from Space Force Basic Training. The Chief will be available via Cell Phone and Email during that time. Deputy Chief LeBlanc will be acting Chief and Kayla Tasker will be filling in doing Payroll and Accounts payable.

## **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

**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 of 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](http://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:**

Prepared and mailed out on April 5 certified tax late notices due 5.18 lien at 2pm

Emailed and prepared May Registration Renewals (657 of them)

Election results are NOW finalized and write ins were done and posted

Dogs are DUE by April 30<sup>th</sup>

(in office by Monday May 1, 2023 for dogs)

Late fees start in June and mid-June Civil Forfeitures are sent out

Office is opened Saturday: 4/15, 5/6, & 5/20 8:30am-11:30am

## **Weekly Report from Linda Smith, Land Use Specialist**

Send documents to CMA Engineers for bonding & inspection of conditionally approved projects

Communicate with applicants proceeding to construction phase to process escrow accounts

Complete employee evaluation and have weekly staff meeting with Land Use Administrative Assistant

Prepare for and attend conservation meeting

Prepare documents for conservation meeting with BOS

Followed up via email and phone to all incoming land use inquiries

## **Recreation:**

Northwood Recreation Easter egg hunts were a huge success with 55 Adults eagerly participating Friday night and 200+ kids hunting for 4,000 eggs Saturday morning!

150 vehicles were able to park comfortably onsite giving us confidence about the expected crowds at the community events happening this May, June, and July.

135 youth are currently registered for Spring Soccer starting in May. Archery lesson information will be available soon with classes designed for seniors. Adult league softball will be played at the athletic field this spring/summer.

The Recreation department has openings for summer staff and swim instructors. All town beaches will be open for the season Memorial Day weekend.

### **Northwood EMD's report for week prior to 04/10/2023**

1. EMD continued to monitor infectious disease within Northwood and surrounding towns. CDC reports low levels of both Covid-19 and influenza transmission. A new variant, XBB 1.16, is posing a threat in India. CDC and NHDHHS released a HAN regarding the Ebola like virus, Marburg. With the warming weather, tick season has begun.
2. EMPG application for the school generator and all supporting documentation have been submitted. No word from HSEM or FEMA as yet.
3. This weekend the fire danger level was raised to "high" in Fire Danger Reporting Areas 3-6. Northwood is in FDRA 5.
4. 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. Transition to private cell phone. Transition to new EMD
  - e. Develop a document specific for Emergency Planning in the Gulf Area of Northwood.
  - f. Victim support during emergency events (structure fires, flooding, mass evacuations)

Bob Young, Northwood Emergency Management Director