



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 24, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, prepared for the 4/25 Select Board meeting, prepared and reviewed staff performance evaluations, finalized and sent response to DES regarding and landfill closure and transfer station operations, continued work on agreements and performance bond surety with developers for improvements to a section of Upper Camp Road and Old Canterbury Road, finalized and issued the RFPs for road improvement projects, reviewed and updated new SRO agreement with Coe Brown Northwood Academy with Chief Drolet and Finance Director, continued work on backup coverage options for the building inspector/compliance officer/health officer when needed, continue work on a tax deeded property repurchase with former owner, attend the monthly municipal managers association meeting, and attend the monthly NH Homeland Security and Emergency Management briefing.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and attend the 4/25 Select Board meeting, review bids for town hall painting and secure contract with low bidder, work with finance Director and Health Trust on implementing a new employee health insurance plan for July 1st, research and review existing Rec Commission, prepare staff performance evaluation, documents and policies, research new video conference options for board meetings, finalize agreements and secure performance bond surety with developers for improvements to a section of Upper Camp Road and Old Canterbury Road, complete ARPA funds required reporting to Department of Treasury, finalize new SRO agreement with Coe Brown. Have a great week! Be well and stay safe.

Assessor:

No Report this week

Building Inspector:

Construction projects in the Town are multiplying as I attended 15 building inspections this week. This week I was inundated with new permit applications and have a stack that I was not able to review. As the health officer I was tasked with 3 septic failures this week. One of which I was able to make some headway into getting into conformance, one I was refused by the owner in conducting an appropriate dye test to confirm failure and the other I have not had time to address. I was not able to gain any ground on current zoning violations in the town this week. During this week I returned 64 emails and answered 35 phone calls for various questions and concerns, but mostly for building code and zoning. I attended one meeting with a resident with zoning questions. I conducted the water test at the town hall and delivered it to the state lab. I reviewed and approved 17 building permit applications. In a nutshell, spring is here and so is the business associated with it.

Finance:

Last week in Finance, I processed payroll; prepared bank deposits for the Treasurer; created and mailed invoices for Police Special Detail work performed; updated employee personnel files with newly hired employees and updated wage forms for all employees; attended the Board of Selectmen meeting and presented the quarter 1 financial report; prepared reports for the upcoming Budget Committee Quarter 1 meeting.

Department of Public Works:

No Report this week

Fire Rescue:

No Report this week

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) 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

No Report this week

Recreation:

Northwood Parks & Recreation

Trout Fishing Derby for Kids

Saturday, May 13th 8:30am-11:00am

Saddleback Campground

[41 Campground rd, Northwood, NH](#)

Registration is open!

Click Here - <https://northwood.recdesk.com/Community/Home>

free & open to all ages 16 yrs and younger

****BRING YOUR OWN BAIT****

Prizes! Prizes! Prizes!

Northwood EMD's report for week prior to 04/24/2023

1. EMD continued to monitor infectious disease within Northwood and surrounding towns. CDC reports low levels of Covid-19 with XBB 1.5 is the current dominant strain (83%) in New England. Also, tick season has begun.
2. EMPG application for the school generator and all supporting documentation have been submitted and "looks to be fine" per HSEM. No word from HSEM or FEMA on final acceptance as yet. Worked with Northwood School administration and safety group regarding "after hours" emergency planning.
3. Much needed rain has lowered the local fire danger level back to "low."
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)
- g. Develop a volunteer shelter management team

Bob Young, Northwood Emergency Management Director