



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 1, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, prepared for and attended the 4/25 Select Board meeting, prepared staff performance evaluations, finalized agreements and performance bond surety with developers for improvements to a section of Upper Camp Road and Old Canterbury Road, continued discussion regarding new SRO agreement with Coe Brown Northwood Academy with Chief Drolet, Finance Director and Coe Brown, continue work on a tax deeded property repurchase with former owner, reviewed existing policies on use of town facilities and policies regarding the recreation department and completed ARPA funds required reporting to Department of Treasury.

This week's activities include: review status of ongoing projects with the DPW Foreman, research new video conference options for board meetings, finalize new SRO agreement with Coe Brown, attend preconstruction meeting for senior housing development off Old Canterbury Road, meet with apparent low bidder for town hall painting project to start in June, meet with Pleasant Lake Association representative regarding improvements to Gulf Rd along lake, meet with school AV person regarding improvements to AV for meetings in town hall, coordinate the formation of an Adopt-a-Spot program with Rec Director and volunteers and attend the NH Government Finance Officials Association conference. Have a great week! Be well and stay safe.

Assessor:

No Report this week

Building Inspector:

This week was busy in the building inspector seat. I conducted 16 building inspection, answered 22 phone calls about building codes and permits, reviewed, and issued 15 building permits, and spoke to a handful of residents at the door of the town hall about their projects and building code. The health officer role was quiet, only answering 2 phone calls for health officer related questions. I reviewed and approved 2 septic permits. The Code Officer Role was moderately busy. I answered 6 phone calls about Zoning questions and attended one meeting with a resident about zoning and planning for their project. I attended a Zoning training seminar through the NH Office of Planning Development and denied 2 building applications due to Zoning regulations. I also answered 54 emails this week correlating to the same Building, Health, and Zoning related business above.

Finance:

Last week in Finance, I processed Accounts Payables; prepared bank deposits for the Treasurer; worked with Town Administrator on researching options for employee health insurance; attended the Board of Selectmen meeting and presented health insurance options to the Board; worked with Town Administrator and our HealthTrust representative to begin the process of changing health insurance plans for our July 1 renewal date; purged old files that had passed their purge date; and worked with Town Administrator on final adjustments to the proposed agreement for the SRO position with Coe Brown.

Department of Public Works:

No Report this week

Fire Rescue:

No Report this week

CHESLEY MEMORIAL LIBRARY MAY REPORT

February computer tally: 47 patrons

March computer tally: 49 patrons

April computer tally: 51 patrons

February Downloadable Audiobooks: 489 items

March Downloadable Audiobooks: 546 items

April Downloadable Audiobooks: 561 items

February circulation: 791 items

March circulation: 992 items

April circulation: 958 items

February new patrons: 9

March new patrons: 14

April new patrons: 7

MEETINGS

May 12 – Trustee meeting 9:00am

PROGRAMS

May 1, 8, 15, 22 - Senior Café 1:00-2:30pm

May 2, 9, 16, 23, 30 - Writers Group 2:00pm

May 2, 9, 16, 23, 30 - Tech Tuesday 3-4pm

May 3, 10, 17, 24, 31 - Story Time 10:30am

May 3 - Afternoon Book Discussion 2:00pm

May 4, 11, 18, 25 - LEGO Club 1:00-5:00pm

May 6 – Library of Things Game Station@ Food Truck Festival 1:00-5:00pm

May 17 – Evening Book Discussion 7:00pm

May 30 – Playdough Playdate 3:00-5:00pm

CHOCO TACOS

Celebrate Cinco de Mayo at the Chesley Memorial Library! Join us for our annual Choco Taco feast (back by popular demand!) on Thursday, May 4, from 3:00-5:00 p.m. and enjoy a homemade Choco Taco. Cinco de Mayo is observed on May 5, the anniversary of the 1862 victory by Mexican forces in the fight for independence from French forces. It is now celebrated as a festival of Mexican pride and heritage in the United States. All ages welcome!

FOOD TRUCK FESTIVAL

Are you planning to visit the Food Truck Festival at the Route 4 Athletic Fields on Saturday, May 6, from 1:00-5:00 p.m.? If so, stop by the Chesley Memorial Library's game station! We will be there with outdoor games from our Library of Things like Giant Game Set 4-To-Score and Towerball. Learn more about our awesome Library of Things collection during your visit.

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, May 3, at 2:00 p.m. to discuss "Tell Me More: Stories About the 12 Hardest Things I'm Learning To Say" by Kelly Corrigan. From Amazon: *"It's a crazy idea: trying to name the phrases that make love and connection possible. But that's just what Kelly Corrigan has set out to do here. In her New York Times bestselling memoirs, Corrigan distilled our core relationships to their essences, showcasing a warm, easy storytelling style. Now she's back with a deeply personal, unfailingly honest, and often hilarious*

examination of the essential phrases that turn the wheel of life.”

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, May 17, at 7:00 p.m. to discuss “Fly Girl” by Ann Hood. From Amazon: *“In 1978, in the tailwind of the golden age of air travel, flight attendants were the epitome of glamor and sophistication. Fresh out of college and hungry to experience the world—and maybe, one day, write about it—Ann Hood joined their ranks. After a grueling job search, Hood survived TWA’s rigorous Breech Training Academy and learned to evacuate seven kinds of aircraft, deliver a baby, mix proper cocktails, administer oxygen, and stay calm no matter what the situation. As the airline industry changed around her, Hood began to write—even drafting snatches of her first novel from the jump-seat. She reveals how the job empowered her, despite its roots in sexist standards. Packed with funny, moving, and shocking stories of life as a flight attendant, Fly Girl captures the nostalgia and magic of air travel at its height, and the thrill that remains with every takeoff.”*

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

PLAYDOUGH PLAYDATE

Join us for the start of a new program! We will be holding our first “Playdough Playdate” on Tuesday, May 30, from 3:00-5:00 p.m. Children and their parents can drop in anytime during the two hours to play with our homemade playdough with mats and molds. Playing with playdough develops fine motor skills, enhances hand-eye coordination, and encourages creativity... plus it can be calming too so a perfect way to unwind after a busy day at school!

CUPCAKE WAR WINNERS

Congratulations to our Cupcake War winners! Chase Felch won the youth division and Jennifer Murphy won the adult division. It was a tough competition with all of the decorated cupcakes receiving their fair share of votes so congratulations to all of the participants for making the Cupcake war so successful this year.

MEETINGS

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, May 12, at 9:00 a.m.

MEMORIAL DAY

The library will be closed Saturday, May 27, through Monday, May 29, to observe Memorial Day.

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

Communications with CMA Engineers for bonding & inspection of conditionally approved projects
Communicate with applicants proceeding to construction phase to process escrow accounts
Prepare for and attend Planning Board and Zoning Board meetings
Update Escrow Accounts
Followed up via email and phone to all incoming land use inquiries

Recreation:

Northwood Recreation Department is very excited to offer the Food Truck Festival this Saturday at the athletic field. This first of its kind event in Northwood will offer 10 food trucks, live music, 40 craft vendors and Derti Development will also be attending with their mobile obstacle course elements. Volunteers are needed to assist with parking and registration. This event should be well attended.

Youth soccer begins this week with 157 players.

PreK-kinder - 65

1/2 grade - 30

3/4 grade - 28

5/8 grade - 34

Total revenue generated \$ 6,710 from registration fees and all teams have been sponsored by local businesses to cover the cost of uniforms, equipment, and officials.

Annual trout fishing derby is scheduled for Saturday, May 13th at Saddleback Campground. This free event offers lots of prizes and fun memories.

Town wide yard sale day will be held on Saturday, June 3. Details on registration will be available soon.

Northwood EMD's report for week prior to 05/01/2023

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 (69%) in New England (XBB 1.16 aka "Arcturus" is now at 12%). Tick season has begun. Expect a vicious spring tick season.
2. EMPG application is moving through HSEM. They created a new finance document and moved our Historical and Environmental document up to the state review board. No word from HSEM or FEMA on final acceptance as yet.
3. Last week's needed rain lowered the local fire danger level back to "low," but this weekend's rain caused serious erosion on several town roads and flooding around the Route 202 electric substation,

again. HSEM was made aware that the same areas FEMA visited with our earlier rain event were impacted again with this weekend's heavy rain.

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