



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 15, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued researching new video conference options for board meetings, continued coordination of the formation of an Adopt-a-Spot program with Rec Director and volunteers, met with facilities cleaning contractor, met with volunteers on adopt a spot program, attended the cable TV franchise agreement renewal consortium, prepared for and attended the 5/9 Select Board meeting, reviewed and prepared a bid tab summary for the paving and road improvements projects, prepared for and attended the monthly department head meeting, and coordinated town hall painting project with the contractor.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for the 5/23 Select Board meeting, continued work with vendor on upgrading the audio and visual systems in town hall, attend the Primex training conference, meet with Town Counsel on pending legal matters, attend the monthly Municipal Managers Assoc. monthly meeting, review the final first issue property tax warrant for Select Board signatures and process human services request. Have a great week! Be well and stay safe.

Assessor:

Cross Country Appraisal Group is out in town Collecting Cyclical Data - Vehicle is Marked. License Plate CCAG4.

Building Inspector:

Once again, this week was busy for the building inspector position with building 10 permit applications approved (many others denied for zoning concerns and or lack of a complete application), and 20 building inspections. This week I attended an energy code training through the NHBOA. For Code Enforcement I issued a Cease and Desist for a deck being installed next to the lake with no permits and followed up on 2 previously issued violations. The Health Officer hat was quiet this week where I was only able to monitor one failed septic and its associated pumping documentation. Clerically I responded to 78 emails and answered 33 phone calls.

Finance:

Last week in Finance, I processed accounts payables; created bank deposits for the Treasurer; completed and distributed the April expense reports; created and entered miscellaneous journal entries; performed bank reconciliations on escrow fund accounts; submitted April NH Retirement report; prepared open enrollment materials to be distributed to all eligible employees; miscellaneous filing and file maintenance; prepared and sent reimbursement requests to the Trustees of the Trust Funds; attended the Budget Committee quarterly meeting; attended the HealthTrust Wellness Coordinators meeting.

Department of Public Works:

Transfer station is running smoothly. Busy doing road repairs and various other projects.

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

Review minutes for 3 boards

Update Land Use regulations

Attended Planning Board site walk

Prepare site walk minutes

Attended Department Head meeting

Attended Planning Board meeting

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

Recreation:

Northwood Recreation Department hosted the annual kids trout fishing derby over the weekend held at Saddleback Campground. We had an amazing group of young anglers catch a variety of trout, catfish and even some turtles! Trophies were awarded for first fish, last fish, biggest fish and smallest fish and everyone was in the drawing for an assortment of other prizes like new poles, tackle boxes, nets, and hats. Special thanks to Carl at Saddleback Campground for his continued support for recreation!

160 future stars are participating in youth soccer this spring season. Stop up to the Athletic Fields most evenings and Saturday to watch these youngsters at play. Northwood has amazing coaches dedicated to the betterment of our youth!

Help wanted: Recreation Department needs seasonal help at the beaches and athletic facilities. Open to all ages 16 and up

Northwood EMD's report for week prior to 05/15/2023

1. The Federal Covid-19 Public Health Emergency declaration ended on May 11, 2023.
2. Our EMPG application for a grant to fund an emergency generator at Northwood School is moving through HSEM. HSEM sent an authorization agreement to the Town. The Select Board is anticipated to sign that document at their 5/23 meeting. Northwood School will be installing a new boiler system at the end of school. There is a possibility of utilizing the same trench and conduit into the school for both projects should the timing permit. EMD will be contacting the initial contractor and seeking an additional bid for the project.
3. Last Friday, HSEM indicated that based upon ours and others' flooding experience May 1, they will now seek documentation to see if New Hampshire meets the State Damage Indicator Threshold in preparation for the Governor seeking a Major Disaster Declaration. Equipment hours for pumper at 202, DPW operations during the event and all reconstruction costs should be considered. This form is due May 17th by the end of business hours.

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