



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 22, 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, prepared for the 5/23 Select Board meeting, attended the Primex training conference, review the final first issue property tax warrant for Select Board signatures, attended the monthly Municipal Managers Assoc. monthly meeting, met with Town Counsel on pending legal matters and process human services request.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and attend the 5/23 Select Board meeting, continue work with vendor on upgrading the audio and visual systems in town hall, meet with Town Counsel on fire department union certification request, meet with Capital Alarm on Town Hall system upgrade options, connect with architect regarding town hall meeting space changes, continue work on DES matters concerning the transfer station and the septage lagoons, review existing recreation department policies, meet with representatives of Sky One Community Services, 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:

This week was busy again for the building department. I am away from the office and cannot provide specific numbers on tasks completed, however there is a large uptick in permit applications this spring and their associated inspections, as well as an increase in overall inquiries for potential projects. The lack of available developed property for sale are likely the force behind attempts to develop vacant and non-conforming lots in Northwood and is keeping us very busy due to zoning inquiries for these lots. I attended training for private roads and class VI roads through the NHMA which is essential for proper Zoning administration here in Town. I took care of the PWS water test for the town hall this week.

Finance:

Last week in Finance, I processed payroll; prepared bank deposits for the Treasurer; created and sent invoices for Special Details worked; prepared and entered miscellaneous journal entries; prepared hiring paperwork for new employees; verified payroll system records with personnel files to ensure accuracy and compliance with laws; general filing and file maintenance; submitted information for FEMA survey regarding May 1 flooding; prepared and sent information regarding open enrollment for health/dental insurances to all eligible employees; processed open enrollment applications; answered general open enrollment questions.

Department of Public Works:

No Report This Week

Fire Rescue:

1. Chief Tetreault and FF McGinn attended a BOD for the NH Explorer Academy.
2. FF DeGrace started EMT, we are applying for Grant Money to cover the cost of this course.
3. We did some PM on Ambulance 2. We changed the oil and fuel filters, we also put new tires on the front. Typically, we get about six months out of tires on the front of the primary ambulance. This time we put a higher quality tire on, and we will track the milage and longevity to see if it is more economical to get the higher quality tires, both tires are on the state bid list.
4. EMTA Verzi and EMT Cherry are both enrolled in a Firefighter 1 class in Loudon. The class is scheduled to start in August.
5. As of April, we have collected more than \$60,000 in ambulance revenue. This is slightly less than 2022 but still double what we had budgeted for ambulance Revenue.
6. Chief Tetreault attended a meeting of the Safety Facilities Committee.
7. Chief Tetreault worked with the Building Inspector to get his new to him tablet up and running with Verizon.
8. Car 1 went to Northwood Garage for an oil and cabin filter change. Advised that the front tires will not pass state inspection so we will be scheduling to replace the front tires.
9. Drafted two new policies regarding training requests and paid leave time. The goal is to ensure station coverage.

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:

No Report This Week

Town Clerk/Tax Collector:

No Report This Week

Weekly Report from Linda Smith, Land Use Specialist

Prepared for and attended Police Commission Meeting

Completed Police Commission Minutes

Reviewed Land Use Minutes

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

Recreation:

On May 6th, Northwood Parks & Recreation department hosted a Food Truck festival that attracted 1,000+ attendees to the Athletic field complex on route 4. The list of food vendors included: Crank Pullers Snowmobile Club, Bungalows Island BBQ, Smoking Gun BBQ, Curb Appeal tacos, Kona Ice, Whippoorwill Dairy Farm, Clyde's Cupcakes, and Sugar Mamma Bakery. This was the perfect blend of savory and sweet for all to enjoy.

In addition to the food, Derti Development obstacle course and over 40 craft vendors were also on hand selling everything from jewelry to artwork to handmade signs and decorations. Music was provided by Hal & Susan as the opening act and Redemption, the reggae band, completed the rest of the afternoon. This event not only brought in a bit over \$10,000, but it also brought the greater Northwood community out to enjoy a perfect event on a spectacular day.

To say the parking was tight would be an understatement, but it was a great opportunity for us to learn what is truly needed for that facility going forward with our planning and development. As this was truly a success in most aspects, volunteerism needs to be encouraged and promoted within the community if events like this are the expectation going forward. Many hands make light work!

I am beyond excited for the turnout of this event and extremely happy that not only did the Recreation department make considerable profit, but also the Crank Puller snowmobile club! I look forward to much success at the upcoming June Jam music and vendor festival to be held on Saturday, June 24th at the same location.

Northwood EMD's report for week prior to 05/22/2023

No Report This Week