



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued working on new video conference options for board meetings with sound and video consultant, prepared for 7/25 Select Board meeting, continued work on DES matters concerning the Transfer Station and the Septage Lagoons, continued meetings with Town Counsel on Fire Department union certification request and prepared documents for PELRB hearings, continued preparing a transition plan for incoming TA, met with incoming Town Administrator regarding transition plan and August 7th takeover, met with NHDOT staff regarding temporary RT 107 closure in Pittsfield the week of August 7th, attended meeting regarding One Sky CDBG application, issued RFP for emergency shelter generator at elementary school, reviewed draft RFP for ambulance remount with Chief Tetreault, and continued working with former tax deeded property owners regarding repurchasing options.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and attend the 7/25 Select Board meeting, continue work with vendor on upgrading the audio and visual systems in Town Hall, finalize the repurchase of one tax deeded property, continue implementation of transition plan with new TA, coordinated computer systems update with Mainstay, meet with NHDOT and public safety staff from Northwood and Pittsfield to preplan RT 107 closure beginning on August 7th for one week, review FD updated positions descriptions, and coordinate the water filter system replacement at the library with the library director. Have a great week! Be well and stay safe. Keep cool and dry!

Assessor:

No Report This Week

Building Inspector:

This week was again busy. We continue to not be able to keep up with the demand on this department. There are a few larger projects in town, plus an overflow of small projects this summer. I was out on Tuesday, however for building, we conducted 44 individual inspections (this includes multiple inspections per site), reviewed and approved 7 building permit apps, reviewed, and did not approve a few others, answered 83 emails and 18 phone calls clerically. I was able to investigate one new complaint and touched base with one other previously noticed violation. I also attended a meeting with the town attorney. I have not been able to keep up with the violations due to the high demand on the building inspector position. We are obligated to respond to both the building inquiries and permits, just like we are obligated to enforce the regulations in this town. At this point we would need another employee just to handle violations alone. On a good note, we are down to about 60 expired building permits from the original 110+-

Finance:

Last week in Finance, I processed accounts payables; created bank deposits for the Treasurer; reviewed the 2022 audit report, MS-535 form, and auditor adjustments; entered auditor adjustments into the general ledger; prepared new employee paperwork packet; completed new employee paperwork with new employee; answered the bell at the reception window as needed and assisted the public; placed orders for supplies; completed bank reconciliations for June; and attended a zoom meeting for the potential CDBG application for One Sky.

Department of Public Works:

No Report This Week

Fire Rescue:

1. This week FF Bataran completed the installation of the new dishwasher at the Narrows Station. The old dishwasher was donated to the department and has been in service for nearly two years.
2. Captain Schaub, FF Arey, and FF Conger recently completed Fire Officer 2 training at the NH Fire Academy.
3. Chief Tetreault attended a Board of Directors meeting for the NH Emergency Services Explorer Academy. This meeting was the final wrap up for the 2023 academy and we began planning for the 2024 Academy.
4. FF Arey has been working on a new radio plan for the department, this plan includes issuing portable radios to staff, reorganizing radios on apparatus and programming radios with new identifiers and features to make them more user friendly.
5. Chief Tetreault and FF McElroy completed the RFP for the ambulance remount. Request for proposals was sent out to 10 different vendors.

CHESLEY MEMORIAL LIBRARY JULY REPORT

April computer tally: 51 patrons

May computer tally: 45 patrons

June computer tally: 54 patrons

April Downloadable Audiobooks: 561 items

May Downloadable Audiobooks: 594 items

June Downloadable Audiobooks: 561 items

April circulation: 958 items

May circulation: 966 items

June circulation: 1,306 items

April new patrons: 7

May new patrons: 13

June new patrons: 14

MEETINGS

July 14 – Trustee meeting 9:00am

PROGRAMS

July 10, 17, 24, 31 – Senior Café 1:00-2:30pm

July 11, 18, 25 – Tech Tuesday 3:00-4:00pm

July 13, 20, 27 - LEGO Club 1:00-5:00pm

July 18 - Writers Group 2:00pm

July 25 – Playdough Playdate 3:00-5:00pm

July 29 - Lindsay & Her Puppet Pals 12:30-1:30pm (Northwood Athletic Field Pavilion)

LINDSAY & HER PUPPET PALS/ NORTHWOOD'S 250th ANNIVERSARY

The Chesley Memorial Library will be closed on Saturday, July 29, for Northwood's 250th Anniversary Celebration at the Northwood Athletic Fields. The Library and the Friends of the Library will have tables at the celebration so please stop by and say hello. We hope you will enjoy the program that we are co-sponsoring with Northwood Recreation, Lindsay & Her Puppet Pals! The performance will take place at the pavilion on the upper athletic field from 12:30-1:30pm and is sure to delight the entire family. "Lindsay Aucella's comedic animation and timing, high energy, and uncanny knack for silly voices electrifies young crowds (and mastery of gentle crowd control will bring them back!) She believes the visual and interactive nature of puppetry can access the imaginations of even the youngest children. Through thoughtful storytelling she hopes to inspire creative play and pro social behavior. She also believes the experience of shared joy and laughter can strengthen a community!"

SUMMER READING PROGRAM: "ALL TOGETHER NOW"

It's not too late to sign up for Chesley Memorial Library's 2023 "All Together Now" Summer Reading Program! Our theme this year invites readers of all ages to join together as a community to celebrate the joy of reading through activities, programs, and all kinds of books. You will have the chance to earn prizes and connect with others through the power of stories. All readers will be part of one giant team this year with the challenge to read as many books as possible before the program ends. Special reading challenge: The first 125 participants under 18 to read ten books will receive a free pass to Altitude Trampoline Park in Concord!

SUMMER READING PROGRAM SCHEDULE (ALL SESSIONS 2:00pm5:00pm)

WEDNESDAY, JULY 12

You are an important piece of the puzzle at the library! Decorate puzzle pieces with us

WEDNESDAY, JULY 19

Plant seeds and make a beautiful flower bouquet

WEDNESDAY, JULY 26

Make your own reading badge

WEDNESDAY, AUGUST 2

Paint a kindness rock

WEDNESDAY, AUGUST 9

Summer Reading Program Finale

SUMMER READING PROGRAM SPECIAL EVENTS

SATURDAY, JULY 29 @ 12:30pm

Lindsay & Her Puppet Pals

Northwood Athletic Fields Pavilion

FRIDAY, AUGUST 25 @ 6:00pm

Flying Dogs

Northwood Athletic Fields

SENIOR CAFÉ

Summer weather is here, and the air conditioning is on when it's hot, so get together with your friends and neighbors at the Chesley Memorial Library! The Senior Café meets on Mondays from 1:00-2:30 p.m. Are you looking for a chance to get out and make new friends? Would you like to enjoy some home baked goodies and a glass of lemonade or iced tea while you socialize? If so, drop in and spend some time at the Senior Café!

PLAYDOUGH PLAYDATE

Are you looking for a cool place to hang out with something fun to do? Join us at the library on Tuesday, July 25, from 3:00-5:00 p.m. for the next monthly Playdough Playdate! Children and their parents can drop in anytime during the two hours to play with our playdough, mats, and molds. Playing with playdough develops fine motor skills, enhances hand-eye coordination, and encourages creativity... plus it can be a great way to relax at the end of the day.

BOOK DISCUSSIONS

We will be taking a “book discussion vacation” in July, but we know you will not be taking a “reading vacation” so let us know what books are keeping you turning the pages this summer. We will be back in August so take a peek below to see what our groups will be discussing. New members welcome! Let a library staff member know if you would like to join one of the book discussion groups. The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, August 2, at 2:00 p.m. to discuss “Tolstoy and the Purple Chair: My Year of Magical Reading” by Nina Sankovitch. The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, August 16, at 7:00 p.m. to discuss “Lost Girls Of Paris” by Pam Jenoff.

Police Department:

No Report This Week

Town Clerk/Tax Collector:

No Report This Week

Land Use:

Review Land Use minutes

Conservation, Planning and Budget procedures update with Lisa Weaver

Prepare for and attend Police Commission Meeting

Meet with Town Counsel and Zoning Board

Followed up via email and phone to all incoming Land Use inquiries

Recreation:

No Report This Week

Northwood EMD's report for week prior to 07/24/2023

No Report This Week