



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 31, 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 and attended the 7/25 Select Board meeting, continued work on DES matters concerning the Septage Lagoons, continued meetings with Town Counsel on Fire Department Union certification request and prepared for PELRB hearing on 7/31, continued implementing the transition plan for incoming TA, finalized the repurchase of one tax deeded property and continue to work on a second with the former owner, coordinated computer systems update with Mainstay, met with NHDOT and public safety staff from Northwood and Pittsfield to preplan RT 107 closure beginning on August 7th for one week, reviewed FD updated positions descriptions, coordinated the water filter system replacement at the library with the library director and addressed human services request with finance director.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for the 8/8 Select Board meeting, continue work with vendor on upgrading the audio and visual systems in Town Hall, continue implementation of transition plan with new TA. My term as full-time town administrator ended on July 30th and I am now working part time through the transition to the new Administrator Neil Irvine. It's been my honor and pleasure working with the great staff, Select Board, board and committee members, and citizens of Northwood. As you did when I came to Northwood, please welcome Neil warmly, he is an experienced and knowledgeable professional who will serve the community well. Have a great week! Be well and stay safe.

Assessor:

No Report This Week

Building Inspector:

No Report This Week

Finance:

Last week in Finance, I processed payroll; processed an accounts payable batch; prepared bank deposits for the treasurer; prepared to attend the Board of Selectmen meeting and present the 2nd quarter financial report; met with the incoming Town Administrator and discussed office procedures, policies, and workflow; attended the Board of Selectmen meeting to present Qtr.2 financial reports; entered invoices for next week's accounts payable processing; reconciled reports with the Treasurer for the 250th Committee funds; prepared NH Retirement reports for submission; assisted new employees with hiring paperwork; prepared 2nd quarter reports for the Budget Committee; created and entered general journal entries into the accounting system; and prepared reimbursement requests for the Treasurer for the Special Detail and Recreation funds.

Department of Public Works:

No Report This Week

Fire Rescue:

1. Our newest Firefighter Sean Marden started his orientation this week, we expect him to be up and running a regular shift next week. Sean has provided copies of his transcripts from the New Hampshire Fire Academy, and all required background checks.
2. Chief Tetreault attended the meeting of the Board of Selectmen to go over the state of our current roster.
3. Northwood Firefighters participated in the 250th festivities this week. Firefighters provided first aid at a cooling station while the Firefighters Association sold water.
4. Northwood Firefighters provided stand by coverage at the 250th fireworks display.
5. Chief Tetreault attended the Seacoast Fire Chiefs Breakfast, Newton Fire Department hosted the breakfast. A long discussion was had regarding our radio communications challenges.

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 2:00pm-5:00pm)

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 application/case files

Prepare for and attend Zoning Board Meeting

Prepare for and attend Planning Board Meeting

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 07/31/2023

No Report This Week