



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: August 14, 2023

Town Administrator:

This past week's activities included: continuing the handover from TA Johnson of open items, meeting with individual staff, Boards and Department Heads, and preparing for the Selectboard meeting on 08/08. Confirmed necessary logins and access for assorted systems that support the functions of the Town Administrator.

This week's activities include: review status of ongoing projects with the DPW Foreman, in particular the status of the Backhoe. Continued the work of TA Johnson reviewing accumulated files in the TA Office. Met with the Town Clerk & Moderator to assess options for the September election. Scheduled a meeting with vendor on upgrading the audio and visual systems in Town Hall, met with successful bidder for Center School building to confirm required documentation to proceed with relocation. Attended the Facilities Committee meeting to review next steps regarding the PSB initiative. Continuing work on a number of open projects and attending a meeting of Municipal Managers.

Assessor:

No Report This Week

Building Inspector:

This week was filled yet again with permit applications and inspections. Some of this was backloaded from last week when I was on vacation. However, it continues to be difficult to keep up. If this rate of development continues, there will be no way to keep up. We continue to be behind on our responses by about a week. Hopefully, the winter will slow things back down when that time comes. This week I reviewed and approved 18 building permits and denied a few others. I conducted 11 building inspections. I also met with 2 residents about their proposed projects to check against zoning and building regs. I picked up water test kits for checking if ground water is contaminated with sewage from the state of NH labs, as there are a couple sites in town that need to be checked for possible failures. Clerically I answered 70 emails and 19 Phone Calls. I also attended a half day training with the NHBOA on Wednesday.

Finance:

Last week in Finance, I process payroll and accounts payables; created invoices for special detail work performed; created bank deposits for the treasurer; continued to work on July bank statement reconciliations; attended a training webinar with NH Retirement System; created and entered miscellaneous general journal entries; met with retiring TA Walter Johnson and incoming TA Neil Irvine to review employee wage scale placements; and general file upkeep and maintenance.

Department of Public Works:

No Report This Week

Fire Rescue:

1. Chief Tetreault and Firefighter McGinn have been nominated for a Meritorious Service Award for their efforts with the NH Emergency Services Explorer Academy.
2. We have started our annual State Inspections for all Fire Department vehicles.
3. Firefighter Regan Johnson has been awarded a scholarship from the Mike Rowe Foundations. Regan will begin her studies at Lakes Region Community College this fall. Her major will be Fire Science.
4. FF Arey has been busy re-programming our portable radios and soon will be issuing each firefighter a portable radio.
5. Chief Tetreault and FF Arey will be meeting with Capital Area Mutual aid this week to revise our response cards for the community.

CHESLEY MEMORIAL LIBRARY JULY REPORT

May computer tally: 45 patrons

June computer tally: 54 patrons

July computer tally: 43 patrons

May Downloadable Audiobooks: 594 items

June Downloadable Audiobooks: 561 items

July Downloadable Audiobooks: 576 items

May circulation: 966 items

June circulation: 1,306 items

July circulation: 1,316 items

May new patrons: 13

June new patrons: 14

July new patrons: 19

Total number of registered library card holders: 2,231

NOTE: Library was closed July 3-July 8 (vacation)

NOTE: Staff worked at a library table on July 29 (250th Celebration)

NOTE: Over 100 people attended the “Lindsay & Her Puppet Pals” co-sponsored with the Recreation Department

MEETINGS

August 11 – Trustee Meeting 9:00am

August 28 – Friends of the Library Meeting 4:30pm

PROGRAMS

August 2 - Summer Reading Program Craft Session 2:00-5:00pm

August 2 – Afternoon Book Discussion 2:00pm

August 7, 14, 21, 28 – Senior Café 1:00-2:30pm

August 9 - Summer Reading Program Party 2:00-5:00pm

August 15 - Writers Group 2:00pm

August 16 – Evening Book Discussion 7:00pm

August 23 – 1000 Books Before Kindergarten Celebration 5:00pm

August 25 – Flying High Dogs 6:00pm (Northwood Recreation Fields)

August 29 – Playdough Playdate 3:00-5:00pm

FLYING HIGH DOGS

Mike Piazza and his Flying High Dogs will perform at the Northwood Athletic Fields on Friday, August 25, at 6:00 p.m. Mike Piazza is a multiple time world finalist and world record holder in the sport of K-9 frisbee and the current #1 professional K-9 frisbee performer in the world! Mike and his dogs have performed for the NFL, NBA, MLS, minor League Baseball, ESPN, Animal Planet, NESN, TV commercials, and many more events. The show is very youth and family friendly. The Flying High dogs will perform a variety of frisbee and other entertaining tricks during the performance. What sets this show apart from other acts is the heavy volume of audience participation. Mike performs with some of the most athletic Border collies on the planet to entertain audiences of all ages. It's the perfect way to end the summer before the kids head back to school the next week!

1,000 BOOKS BEFORE KINDERGARTEN CELEBRATION

It's time to celebrate the eighth year of Northwood's "1000 Books Before Kindergarten" program! There will be a special event at the Chesley Memorial Library on Wednesday, August 23, at 5:00 p.m. to congratulate participants who met their "1000 Books" goal and to recognize all participants entering kindergarten this fall.

SENIOR CAFÉ

If August is anything like July, you might be looking for a cool place to spend some time! What cooler place than the library?! The Senior Café meets on Mondays from 1:00-2:30 p.m. You can meet your friends and neighbors, socialize, enjoy refreshments, then take advantage of all the library has to offer. Pick out a book, a movie, a magazine, use our computers, whatever you are in the mood for... so drop in and spend some time at the Senior Café!

PLAYDOUGH PLAYDATE

Another fun Playdough Playdate is coming up! Join us at the library on Tuesday, August 29, 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

The Afternoon Book Discussion Group met 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.

Town Clerk/Tax Collector:

No Report This Week

Land Use:

- Meet and greet with new Town Administrator Neil Irvine
- Review and compile Land Use regulations for Planning Board discussion
- Create new escrow account
- Followed up via email and phone to all incoming Land Use inquiries
- Prepare for and attend Planning Board work session
- Staff meeting with Lisa Weaver to review current work tasks

Police Department:

No Report This Week

Recreation:

Northwood Parks & Recreation Department is very excited to welcome 130+ kiddos to the upcoming fall soccer program. We are also very thankful to all the volunteer coaches and team sponsors! The season will start in a few weeks and the athletic fields are the home for all this excitement and learning.

Only spaces remain for the Adult/Senior Archery lessons starting in September. Great for beginners and all equipment is provided.

Northwood EMD's report for week prior to 08/14/2023

No Report This Week