



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: August 21, 2023

Town Administrator:

This week's planned activities include: Reviewing & approving payroll for processing, following up with CMA re: the septage lagoons and beginning a dialogue re; a formal closure plan for the landfill site. Reviewing the MS-434 (Revised Revenues) with Finance Director for submission to DRA. Meeting with Jamie Cavarretta to confirm all documentation / surety bond is in place for the removal of the Center School to begin. Meeting with Chief Drolet for a 1-1. Reviewing the 2023 DPW Project List with DPW Foreman and preparing for BoS meeting on 08/22. Finalizing agreement for "Hosted" meeting service by CSS and initiating a review of current policies to determine appropriate action (revocation/updating etc.)

Assessor:

No Report This Week

Building Inspector:

Building permits and inspections held strong this week, however through solid determination we were able to catch up slightly on email and phone call responses, as well as previously dropped off permit application reviews. During this week there were quite a few inquiries on new construction and zoning as there is still a real need for undeveloped lots to be built upon in the industry. Our Zoning ordinance, being quite restrictive, requires that many of these requests be denied. There are still many violations within the town that this department has not had an opportunity to follow up on nor investigate due to the business. Hopefully, the typical winter slowdown will allow for more time to be proactive on that front. This week we reviewed and approved 10 building permit applications, conducted 34 building inspections, met with 2 residents and their reps about projects coming up, pulled the water sample for the town hall and delivered it to the state lab, and conducted the yearly inspection at Coe Brown.

Finance:

Last week in Finance, I processed accounts payable; created bank deposits for the Treasurer; reviewed investment policy for change recommendations; finished bank reconciliation for the general fund account; prepared for and attended the Budget Committee quarterly meeting; created and entered general ledger journal entries; completed expense and revenue reports as of July 31; review the budget process and procedures and created a schedule for the upcoming budget season with Town Administrator; started to prepare for the FY2024 budget season with software company to set up files and bring historical data forward; prepared reports for Department heads to help in their budget preparation; assisted employees with HR related questions; and miscellaneous filing and file maintenance.

Department of Public Works:

No Report This Week

Fire Rescue:

1. Chief Tetreault participated in the Rotary Farmers Market and a roadside clean up on Bow Lake Road.
2. Captain Schaub has returned to work on light duty as of 8/21/2023. He is working on a building inventory and calculating response times.
3. FF Arey met with Capital area mutual aid, a productive meeting was held, and all agreed that simplifying Northwood's response districts would be beneficial to all concerned. They agreed to implement this new response criteria as the new Computer Aided Dispatch system goes online.
4. Chief Tetreault and Town Administrator Irvine toured the town as Chief Tetreault pointed out the areas of concern and high hazards.

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:

- 8/1/23-8/21/23 we have processed 137 transactions from online totaling \$28,544.05
- Since 1/1/2023 to 8/21/2023 we have collector from 2107-2022 taxes (late payments) to 2023 part 1 a total of \$6,294,502.14
- From 8/13/23-8/19/23 we have processed 178 transactions in our lobby for a total collected of \$33,366.09. From those transactions we had 2 boats, 3 dogs, 173 motor vehicles
- Since 1/1/2023 to 8/19/2023 we have 1,214 dogs now registered

Land Use:

- Followed up via email and phone to all incoming Land Use inquiries
- Prepare for and attend Police Commission meeting
- Prepare for and attend Zoning Board meeting
- Staff meeting with Lisa Weaver to review current work tasks
- Communicated with CMA Engineer J. Strickland regarding various ongoing projects
- Communicated with CMA Engineer J. Strickland regarding pending task orders

Police Department:

No Report This Week

Recreation:

No Report This Week

Northwood EMD's report for week prior to 08/21/2023

No Report This Week