



**MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 10, 2023

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**Town Administrator:**

No additional updates from the TA Report provided at meeting of 10/10/2023

**Finance:**

Last week in Finance, I processed payroll; created bank deposits for the treasurer; prepared month-end reports for the Recreation department; worked on 3<sup>rd</sup> quarter 941 report; reconciled bank statements; entered A/P invoices in advance of the Monday holiday; created and entered miscellaneous general journal entries; performed miscellaneous filing and file maintenance; and continued work on the proposed 2024 budget for submission to the Board of Selectmen on Tuesday, Oct 10.

**Land Use:**

- Followed up via email and phone to all incoming land use inquiries
- Met with abutters to Elderly Housing development regarding their questions/concerns
- Review potential zoning ordinances
- Process escrow invoices
- Site walk with Planning & Zoning at Daniels property
- Staff meeting with Lisa Weaver to review current work tasks

**Fire Rescue:**

1. Chief Tetreault, FF Arey, FF Tasker and FF Marden participated in the memorial service for Barnstead Retired Deputy Chief Boyd.
2. We experienced two challenging calls this week involving a bariatric patient. Chief Tetreault is investigating what if any additional equipment we might need, any additional training, and any available grants for equipment or training that might be available.
3. Car 1 has returned from the body shop and just needs new graphics on the door.
4. Our Ambulance revenue is still falling short of last year, likely due to staffing shortages over the summer. However, as of the end of September, revenue continues to exceed the anticipated budgeted amount.

2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355	\$18,166	\$7,961
2022 Actual	\$22,391	\$13,885	\$20,444	\$11,088	\$14,616	\$17,100	\$12,649	\$14,442
2023 Actual	\$17,956	\$11,510	\$20,199	\$10,726	\$10,356	\$10,314	\$11,867	\$26,684
2023 Cumulative	\$17,956	\$29,466	\$49,665	\$60,391	\$70,747	\$80,788	\$92,655	\$119,613
2023 monthly budget	\$12,000	\$24,000	\$36,000	\$48,000	\$60,000	\$72,000	\$84,000	\$96,000

### **Town Clerk/Tax Collector:**

- We were CLOSED Thursday October 5 to attend a demo and information session in New London with 1 of the 2 tabulators that could be used in future elections per SOS (Secretary of States) office
- We were OPEN on Sat. Oct. 7, 2023, and did over \$13,000 in 3 hours
- We were CLOSED Mon. Oct. 9 Columbus Day
- We are CLOSED Thursday October 12, 2023 (Missy can attend conference as well)-I kept office open 2 of the 4 days of conference-Resume of normal hours Mon. 10/16- until notice of said change (later in Nov. 2023)
- We are OPEN Sat. Oct. 21, 2023, 8:30am-11:30am
- Processed 558 renewals that were sent to residents in the mail or by email for birth months ending in November
- Processed 58 online transactions from 10/1/23-10/9/23 totaling \$12,221.77
- Processed 272 transactions in lobby between 10/1/23-10/10/23 totaling \$50,058.20  
this number is broken down by Motor Vehicles (qty. 260/amount \$49,975.20), Dog Licenses (qty. 12/amount \$83.00)
- Collected \$9,676.17 in taxes from 10/1-10/10
  
- Deadline has passed to change your party affiliation or to register as new voter in my office!  
YOU now must register to vote at the Primary Election sometime in January 2024 (SOS has no date yet as of 10/10/23)

### **Department of Public Works:**

No Report This Week

### **CHESLEY MEMORIAL LIBRARY**

#### **OCTOBER REPORT**

July computer tally: 43 patrons

August computer tally: 48 patrons

**September computer tally: 45 patrons**

July Downloadable Audiobooks: 576 items

August Downloadable Audiobooks: 578 items

**September Downloadable Audiobooks: 617 items**

July circulation: 1,316 items

August circulation: 1,415 items

**September circulation: 942 items**

July new patrons: 19

August new patrons: 16

**September new patrons: 8**

**Total number of registered library card holders: 2,254**

#### **MEETINGS**

October 13 – Trustee Meeting 9:00am

October 23 – Friends of the Libraries Meeting 4:30pm

#### **PROGRAMS**

October 2, 16, 23, 30 – Senior Café 1:00-2:30pm

October 4 – Afternoon Book Discussion 2:00pm

October 4, 11, 18, 25 - Story Time 10:30am

October 10, 24 - Writers Group 2:00pm

October 18 – Forensic Genealogy & DNA Testing 6:00pm

October 24 – Playdough Playdate 3:00-5:00pm  
October 25 – Author Visit: John Doelman “Quetico Connection” 6:00pm  
October 26 – Punkin’ Junkin’ (Lights On Afterschool) 3:00-5:00pm  
October 27 – Soup’s On 4:00-6:30pm (Northwood Congregational Church)  
November 1 – Big Read Book Discussion “The Bear” by John Krivak 7:00pm

### **FORENSIC GENEALOGY & DNA TESTING**

Are you interested in using AncestryDNA or 23andMe to test your DNA? Or maybe you have already tested. You can learn where your ancestors originated from, receive health reports, even determine relationships with other users based on their submitted sample. You might be excited to receive your results, but maybe those results contain information that you did not expect. You might also be surprised to learn what else the data from DNA tests can be used for. Did you know that forensic genealogists use DNA profiles from crime scenes to identify close genetic DNA profiles which can be used for generating investigative leads? Kip Riel will be at the Chesley Memorial Library on Wednesday, October 18 at 6:00 p.m. to talk about forensic genealogy and DNA testing.

### **QUETICO CONNECTION**

The Chesley Memorial Library will host a book reading/presentation featuring John Doelman, author of “Quetico Connection” on Wednesday, October 25, at 6:00 p.m. This presentation takes the audience on a journey through introspective poetry and captivating photography, inspired by a lifetime of wilderness canoe tripping. If you love the outdoors, poetry, and photography, this is a program that you will not want to miss. The presentation will last about an hour with time for questions at the end. Copies of the book will be on sale for \$25.

### **PUNKIN’ JUNKIN’**

You’ve heard of Pumpkin Chucking...have you heard of Punkin’ Junkin’ (pumpkin junking) yet?!! Come to the Chesley Memorial Library on Thursday, October 26, from 3:00-5:00pm and decorate a pumpkin here with our supplies. Let your imagination run wild and see what kind of a masterpiece you can create. It's a great way to decorate for Halloween. We will have thirty pumpkins (donated by Tim Jandebour) so please come early if you want to decorate one of our pumpkins. You can also bring your own pumpkin to decorate.

### **STORY TIME**

Story Time is in session so join the fun with Miss Diane and/or Miss Katherine on Wednesday mornings at 10:30 a.m.! Preschoolers of all ages can listen to a story and make a craft to take home. Please call the library at 942-5472 or check out our web site ([www.chesleylib.com](http://www.chesleylib.com)) for more information.

### **SENIOR CAFÉ**

According to the Hopeful Neighborhood Project Blog, there is an epidemic of loneliness in the United States, and it is serious! You can make connections to combat loneliness at the Chesley Memorial Library’s Senior Café. The Senior Café meets on Mondays from 1:00-2:30 p.m. and is the perfect opportunity for seniors of all ages to connect. Come prepared to enjoy a cup of coffee or tea, assorted refreshments, and of course some lively conversation!

### **LOCAL WRITERS**

Local writers — whether beginner, much published, or somewhere in between — are invited to attend free writers’ workshop at the Chesley Memorial Library. This month sessions will be held on Tuesday, October 10, and Tuesday, October 24, from 2:00-3:30 p.m. Sessions include group critique, writing

exercises, and craft discussion. Some participants may want to come early or stay late for some quiet writing time. All genres welcome. Get some writing done this year, learn from each other, and have some fun, too!

### **PLAYDOUGH PLAYDATE**

The next Playdough Playdate will be on Tuesday, October 24, from 3:00-5:00 p.m. 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... it's also a great way to relax at the end of the day.

### **BOOK DISCUSSIONS**

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, October 4, at 2:00 p.m. to discuss "Breaking Night" by Liz Murray. From Amazon: *"Liz Murray was born to loving but drug-addicted parents in the Bronx. In school she was taunted for her dirty clothing and lice-infested hair, eventually skipping so many classes that she was put into a girls' home. At age fifteen, Liz found herself on the streets. She learned to scrape by, foraging for food and riding subways all night to have a warm place to sleep. When Liz's mother died of AIDS, she decided to take control of her own destiny and go back to high school, often completing her assignments in the hallways and subway stations where she slept. Liz squeezed four years of high school into two, while homeless; won a New York Times scholarship; and made it into the Ivy League. Breaking Night is an unforgettable and beautifully written story of one young woman's indomitable spirit to survive and prevail, against all odds."*

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, November 1, at 7:00 p.m. to discuss "The Bear" by Andrew Krivak as part of the statewide Big Read program. More details about the Big Read program are listed below.

### **BIG READ**

The Chesley Memorial Library, in partnership with New Hampshire Humanities (NHH), will support the statewide NEA Big Read of *The Bear* by Andrew Krivak. Our local book discussion will be held here at the Chesley Memorial Library on Wednesday, November 1, at 7:00 p.m. Stop by to pick up a copy of the book if you would like to attend the discussion. The book discussion is co-sponsored by the Friends of the Northwood Libraries, and they will be providing refreshments.

**NEA Big Read is a program of the National Endowment for the Arts in partnership with Arts Midwest.**

#### **Building Inspector:**

No Report This Week

#### **Recreation:**

No Report This Week

#### **Assessor:**

No Report This Week

#### **Police Department:**

No Report This Week

#### **Northwood EMD's report for week prior to 10/10/2023**

No Report This Week