



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 16, 2023

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### **Town Administrator:**

This past week I reviewed and approved the bi-weekly Accounts Payable and attended the Board of Selectmen meeting of 10/10 and subsequently worked with the BSA to reach an agreement regarding their late filing of paperwork for tax exempt status. I also attended the Safety Facilities Committee meeting on 10/11 and followed up on requests from the committee on coverage maps, ISO ratings and impact on tax rate of a bond based on current rates. I had a meeting with a groundwater specialist from GZA Environmental for a second opinion regarding the septage lagoons and landfill. A productive Department Head meeting was held on the 12<sup>th</sup>. Additional work was required on the draft 2024 budget as a 'logic error' in the MTS budget software is not allowing us to compare the '23 Operating Budget to the proposed Operating Budget. MTS is working on a solution, delivery time currently unknown.

### **Assessor:**

Last week the MS-1 was prepared for submission to the Board of Selectmen. We continue to do cyclical reviews and updates. Processed two Administrative Abatements for BOS approval. Responded to emails and voicemails as needed.

### **Building Inspector:**

The Building Inspector and Code Enforcement Office was open two days due to the Monday holiday during the week of October 9-13, 2023. Normally, the office is staffed Mondays, Tuesdays, and Thursdays by part time temporary staff doing inspections from 9:00am-2:00pm. The two-day week was quite busy with a total 15 inspections and 4 building construction consultations, catching up on voicemail, emails, and new applications as quickly as possible. We processed 23 new applications, reviewed/approved several septic designs, and investigated a possible violation.

### **Finance:**

Last week in Finance, I processed accounts payables; prepared bank deposits for the Treasurer; finalized the draft budget to go to the Board of Selectmen Tuesday night; attended the monthly department head meeting and took notes; processed an application for assistance; filed the monthly retirement report; worked on setting up log in credentials for the new reporting system for NH Retirement System and uploading new format monthly reports; created and entered miscellaneous general journal entries; reconciled bank accounts; created and submitted quarterly reports for the Budget Committee; updated personnel files as necessary; worked with the Treasurer to resolve a bank account issue in coordination with our RecDesk software; started a project of researching and analyzing retirement reports and creating correction files to be uploaded as needed.

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

Completed Paving for this year. Shoulder gravel to be done this week. Doing equipment maintenance to prepare vehicles for winter. Transfer Station running smoothly.

### **Land Use:**

- Followed up via email and phone to all incoming land use inquiries
- Processing of escrow invoices and filing
- Purging/Updating files
- Continued review of potential zoning ordinances
- Attend department head meeting
- Attend planning board meeting
- Staff meeting with Lisa Weaver to review current work tasks

### **Fire Rescue:**

1. Chief Tetreault met with the Board of Selectmen and the Town Administrator to discuss the remount proposals for Ambulance 1.
2. During the month of September Northwood Firefighters responded to 43, 9-1-1 Emergencies.
  - a. 2 Combustible liquid spills
  - b. 1 Cancelled enroute
  - c. 2 Electrical problems
  - d. 31 Emergency Medical Calls
  - e. 3 Service Calls
  - f. 3 Detector Malfunction
  - g. 2 Unintentional Alarm
  - h. 1 Water Problem

#### Mutual aid YTD

- a. 84 Mutual aid Given
- b. 91 Mutual aid Received

Year to Date 76 overlapping calls or 12.73%

3. Chief Tetreault attended a meeting of the Public Safety faculties Committee.
4. Former Fire Explorer and now Call Firefighter Kyle DeGrace passed his EMT course and is now a Nationally Register Emergency Medical Technician, Kyle will soon be able to cover shifts. Congratulations Kyle.

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

- Last week was not open every day as normal as we attended our annual Town Clerk conference.
- Our office was open on Sat. 10/7 and did over \$13,000
- Our conference was from 10/10-10/13 for motor vehicle, title, vitals, elections, dog licensing
- The clerk attended the conference Wed.-Fri. and Missy attended Thursday while keeping the office open as much as possible the other days
- Sat. processed 62 transactions in lobby
- Tues. 50 vehicles
- Wed. 71 vehicles
- Online from 10/7-10/14 we renewed 28 vehicles totaling \$5,078
- Taxes collected within the past week \$4,603.00
- Also answered some voicemails and processed mail

## **Recreation:**

- Northwood Recreation department had a fantastic turnout of 350+ at the annual Fall Foliage Festival! 60 vendors, 2 live music performances and 50 kids carving pumpkins. It was so fun to see families enjoying the Kona ice and shopping at the local vendors.
- Soccer and Archery has ended for the season and basketball and skiing are right around the corner. Registration is still open for Trunk or Treat.
- Recreation department is seeking volunteers to assist with the letter to Santa program!

## **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 Jandebaur) 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.**

### **Police Department:**

No Report This Week

### **Northwood EMD's report for week prior to 10/16/2023**

No Report This Week