



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: October 23, 2023

Town Administrator:

In addition to the review and approval of Payroll and an off-cycle AP, activities this past week included researching the impact on the tax rate for various bond amounts over varying terms and defining "Response Times" to assist the Safety Facilities Committee. I also worked with Chief Tetreault regarding the cab and chassis for the ambulance remount after discovering the previously available unit had been sold. On a positive note, it was discovered that the Town of Northwood had uncollected monies with the State of NH Abandoned Property Division, and I worked with them to submit an application to release those funds to the town. Additionally, project work was continued on Policy reviews and the Fire Department roster/participation levels, recommendations to the Board will be forthcoming.

Assessor:

The assessors have completed 2&3/4 or about 2,200 of the 2,994 parcels in town of the 4-year cyclical measuring and listing. The 3rd year cycle will be completed prior to the end of the year. In 2024, the last quarter will be measured and listed, and a letter will be sent out to all property owners where an interior inspection was not made during the initial visit. This is all in preparation for the update of values for 2025.

Building Inspector:

The week was quite busy with a total 20 inspections, answering numerous voicemail, emails, and new applications as quickly as possible. We entered 7 new applications, reviewed/approved several septic designs, and met with a couple of Residents.

Finance:

Last week in Finance, I processed payroll; prepared bank deposits for the treasurer; completed the remaining bank reconciliations for the month of September; continued research of past NH Retirement payments and creating a corrections file for uploading to the portal in response to the audit observations; performed maintenance and upkeep of personnel files; miscellaneous filing; enter invoices in the system in preparation for accounts payables run next week.

Department of Public Works:

Shoulder gravel was completed last week. Continuing equipment maintenance to prepare vehicles for winter. Transfer Station is running smoothly, though we are short-staffed.

Land Use:

- Followed up via email and phone to all incoming Land Use inquiries
- Processing of escrow invoices and filing
- Master Plan meeting; Master Plan meeting minutes
- Prepare for and attend Zoning Board meeting
- Staff meeting with Lisa Weaver to review current work tasks

Fire Rescue:

1. As you may be aware the chassis we had for Ambulance 1 remount was sold. Ordering a new chassis will take 4-8 months for delivery. Chief Tetreault, and Captain Schaub have been feverishly trying to find a chassis, we actually found one in Texas, and we are in the process of securing that chassis. This chassis is likely the only one in the entire country that meets our needs. The Chassis is a 4X4 Diesel.
2. Chief Tetreault and Captain Schaub participated in a public fire education program at Northwood Elementary school.
3. Chief Tetreault attended a meeting of the Northwood Rotary Club.
4. New front tires were installed on the front of Car 1. These tires were needed to pass inspection.
5. FF Arey has been working on fall cleaning at the fire house, organizing our personal protective equipment, putting gear belonging to inactive members away and putting the gear of our active members in a more accessible location.

Town Clerk/Tax Collector:

No Report This Week

Recreation:

- Northwood Recreation Department would like to take this opportunity to thank all the volunteers involved with the fall soccer program. We truly appreciate all your hard work and dedication to the program! We look forward to seeing you involved in more aspects of the community as we continue to expand our collaboration and community initiatives.
- We are very excited for the Trunk or Treat event coming up this Saturday. Over 250 trunkers and treaters are already registered, and the weather is looking promising. Candy donations and volunteers are still needed for this event.
- As you might have guessed the Town Beaches are closed for the season and the boat launch chemical toilets are leaving soon. It was a wet, but enjoyable season and I hope everyone was able to get adequate outdoor time.

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) 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 10/23/2023

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