



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: October 30, 2023

Town Administrator:

This past week in addition to reviewing and approving Payroll I attended the Board meeting of 10/24 and the Safety Facilities Committee meeting on 10/25 which included a presentation on Tax Rate Impact of Bonding. Refinements were made to the draft 2024 budget to reflect actual numbers received for insurances and to put into a format that mitigated the previously reported MTS “glitch”. Reviews of current ETF balances, unfunded liabilities, Unassigned Fund Balance, and Cash Flow was also conducted to inform the discussion on Warrant questions for 2024. Materials for a meeting the week of 10/29 with the Cable Consortium were reviewed and internal policy reviews continued.

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:

We processed and entered a number of new Permits. Met with a couple of Residents to discuss their projects. Went out on 15 inspections, continue to answer numerous emails and voicemails.

Finance:

Last week in Finance, I process accounts payables; prepared bank deposits for the Treasurer; attended the Board of Selectmen meeting; hosted a representative from Corebridge Financial at the Town Hall to enable employees to meet with him for financial planning purposes or set up a 457 retirement plan; updated the draft budget with final insurance rate information; completed entering corrections in the NE Retirement System portal back through 2018 as a result of a recent NHRS audit; completed the 3rd quarter 941 report for the IRS; completed and submitted quarter 1 and quarter 2 941-X correction forms to the IRS to record corrections in FICA taxes during those periods; processed a new Public Assistance application; worked with the Town Administrator in planning the financing required for the ambulance remount project; initiated conversation regarding financing arrangements for the ambulance remount lease with the leasing company; created and entered miscellaneous general journal entries; submitted adjusting journal entries processed to the Town Administrator for approval; worked with NH Retirement System and our IT consultants to gain access to their new reporting system; arrange for GASB 75 actuarial valuation services for the YE 2023 audit; assisted an active Public Assistance case with arranging services going forward; helped the Treasurer coordinate the set-up of a new bank account for the purpose of processing Recreation Revolving Fund credit cards; assisted employees with Human Resource questions and inquiries; started compiling data for the GASB75 actuarial valuation for YE 2023 audit; prepared new employee paperwork packet.

Land Use:

- Followed up via email and phone to all incoming Land Use inquiries
- Processing of escrow invoices and filing
- Site walk of Kelsey Brook project
- Prepare for and attend Police Commission meeting; meeting follow-up
- Prepare for and attend Planning Board meeting
- Staff meeting with Lisa Weaver to review current work tasks

Fire Rescue:

1. Recently the Fire Department was dispatched to a home with a bariatric patient. We struggled to get the patient out to the ambulance but were successful and transported the patient to the Hospital. The next day we were called to get the same patient back into the house, we were unsuccessful and transported the patient back to the hospital. Later that week Fire Lieutenant Chris Brown returned to the home and constructed a ramp for the family. Lt. Brown provided all the labor and materials free of charge.
2. Northwood Firefighters participated in the Maddie Chadborn candlelight vigil.
3. Northwood Firefighters participated in the annual “Trunk or Treat” festivities.
4. Chief Tetreault attended a meeting of the Northwood Safety Facilities Committee.
5. Chief Tetreault attended a meeting of the Capital area Fire Chiefs.
6. Capital Area Dispatch will be transitioning over to a new Computer aided dispatch program this coming week.
7. Capital area Dispatch hired a radio consultant to evaluate the coverage in all their communities. Coverage in parts of Northwood were found to be very poor. Currently a plan to address these deficiencies is in progress.

Police Department:

1. Stats September:

- a. Call for Service: 284
 - i. Business/Property Checks: 333
- b. Arrests: 19
- c. Accidents: 7
- d. Warnings: 83
- e. Summonses: 9

2. Personnel:

- a. Officer Kand and Officer Smith graduated from the academy and are currently completing their field training.

3. Other:

- a. The new firearms approved by the Selectboard earlier this year have come in and will be deployed in the next couple of weeks.

Department of Public Works:

Paving is now complete, gravel is complete. Green Street is repaired, trench paved. Olde Canterbury culvert redone and road rebuilt. Transfer is running smoothly, new hire trained on Saturday.

Recreation:

Northwood Recreation had a spooktacular turnout for the annual Trunk or Treat! Approximately 1,000 trunkers, treaters, parents, grandparents, emergency personnel, business leaders and community members filled the field with fantastic costumes and tasty treats! Mother Nature was also onboard, giving us perfect conditions for a community gathering. This event is a great way for multi generations to get together and share experiences together. Thank you to everyone that participated!

Registration for Youth Basketball and the Gunstock Ski Program are coming to a close. As with Soccer, registration for these programs continues to increase each and every season. Northwood is very fortunate to have such dedicated coaches who are willing to give their time to help our young athletes get the best possible training and support they need.

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.

Town Clerk/Tax Collector:

No Report This Week

Northwood EMD's report for week prior to 10/30/2023

No Report This Week