



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: November 6, 2023

Town Administrator:

This past week's activities included reviewing and approving Payroll for the period ending 10/28 and reviewing and updating adjustments to the 2024 Draft Budget. It was discovered, while adding the new ambulance cab & chassis, that the property exposure list with our insurance carrier was incorrect and required a reconciling of vehicles, insurance, and documentation. This was completed and the exposure list for vehicles is now complete and up to date. I attended a meeting of the Cable Franchise Consortium to discuss the ongoing negotiations and strategy.

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:

Processed 17 new permits, 15 inspections, answered numerous emails and voicemails. Reviewed several new permits, followed up on a code violation, and met with a Resident to discuss their project.

Finance:

Last week in Finance, I processed payroll; created bank deposits for the treasurer; attended the quarterly Budget Committee meeting; processed paperwork for a new employee; created cash flow reports as requested by the Town Administrator; processed an A/P run for a check that couldn't wait for next week; performed more research for NH Retirement corrections to be made as a part of the recent audit; started coordinating financing for the ambulance remount project in conjunction with the Town Administrator; researched and responded to questions raised at the Budget Committee meeting Monday night; attended the Board of Selectmen work session to review the FY24 budget; researched and created a lease schedule of all current and proposed leases; continued to work with NH Retirement to gain access to their new reporting system; achieved access and uploaded test files to the portal; entered needed corrections to the uploaded file for submission; continued to work with an ongoing Human Services case; processed a returned check and updated the returned check log; entered more corrections in the NH Retirement portal as a result of the recent audit; worked on bank reconciliations; created and entered miscellaneous general journal entries; filing and miscellaneous file maintenance; entered invoices in the Accounts Payable system for next week's A/P check run.

Department of Public Works:

Servicing vehicles to get ready for winter. Sanders will be arriving this week. Transfer Station has been busy processing large amounts of leaves brought in from Residents. James, the new employee is fitting in nicely.

Fire Rescue:

1. The new Chassis for Ambulance 1 arrived from Texas this week. From here we need to get the chassis and ambulance 2 up to Maine where the body will be moved to the new chassis.
2. We received three quotes for the new body for the old ambulance 1 chassis. Cadia truck came in with the lowest proposal.
3. Northwood Firefighters had a get together on Monday. We had our first annual Chowder cook off with Kaitlyn Verzi winning first place for her corn chowder.
4. Chief Tetreault participated in the 2nd annual Rotary apple social. Apple crisp, apple donuts, and cider were served. A number of attendees expressed interest in joining Rotary.
5. We had some transmission issues with Forestry 2. After replacing the batteries, the transmission issues have been resolved.
6. Ambulance Revenue for the month of October was \$14,992 for a year-to-date total of \$148,369

Land Use:

- Followed up via email and phone to all incoming land use inquiries
- Follow up on legal reviews for driveway easements
- Processing of escrow invoices and filing
- Reviewed proposed current expenditures and prepare for budget review
- Staff meeting with Lisa Weaver to review current work tasks
- Follow up for Police Commission on contractual legal agreement

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.

CHESLEY MEMORIAL LIBRARY

NOVEMBER REPORT

August computer tally: 48 patrons

September computer tally: 45 patrons

October computer tally: 48 patrons

August Downloadable Audiobooks: 578 items

September Downloadable Audiobooks: 617 items

October Downloadable Audiobooks: 658 items

August circulation: 1,415 items

September circulation: 942 items

October circulation:951 items

August new patrons: 16

September new patrons: 8

October new patrons: 14

Total number of registered library card holders: 2,187

MEETINGS

November 10 – Trustee Meeting 9:00am

November 27 – Friends of the Libraries Meeting 4:30pm

PROGRAMS

November 1 – Afternoon Book Discussion 2:00pm

November 1 – Big Read Book Discussion 7:00pm

November 1, 8, 15, 29 - Story Time 10:30am

November 6, 13, 20, 27 – Senior Café 1:00pm

November 8 – Grano Children’s Program: Meet Live Owls 4:00pm

November 14, 28- Writers Group 2:00pm

November 18 – Children’s Author Michelle Zamarripa 10:30am

November 28 – Playdough Playdate 3:00-5:00pm

OWLS: SILENT HUNTERS OF THE NIGHT

Meet live

owls!! Come meet the Center for Wildlife’s owl ambassadors on Wednesday, November 8, at 4:00 p.m. You will learn about the variety of New England species, their habitats, diets, calls, and tips on how to spot them in the wild. The Center for Wildlife educators will focus on the importance of owls in balancing prey population, current challenges, and how you can help. Using their amazing non-releasable owl ambassadors and interactive displays, the phenomenal adaptations of owls will be explored. This hour-long program will connect you with these beautiful ambassadors of their species as well as provide their natural and personal histories that will empower you to help steward the environment, we all share. Admission is free and all ages are welcome. The Chesley Memorial Library is able to offer the program through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the Theodora Kalem Grano Memorial Wing in 1991. “Joseph Grano Children’s Initiative” programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

AUTHOR VISIT: MICHELLE ZAMARRIPA “WORTH THE WAIT”

Signed books

make wonderful Christmas gifts! Author Michelle Zamarripa will be at the Chesley Memorial Library on Saturday, November 18, at 10:30 a.m. She wrote “Worth The Wait” as a way to share her love of New England by including fun facts about local animals as well as providing reminders on how to practice patience. Readers will join Milo the Moose on a nature walk while he tries to take his mind off how hard it is to wait for his first set of antlers. Books will be on sale for \$17.99.

LIBRARY CONNECTION PROJECT

The

Chesley Memorial Library was awarded \$5,187.58 from Granite United Way’s “Library Connection Project” to purchase seating for the youth area. Granite United Way grants aimed to strengthen and support families with young children by creating family-friendly spaces within local libraries. Our families needed places to sit and read to their children and our younger patrons needed more comfortable places to sit during programs, so the grant was the perfect opportunity to achieve both goals. The flexible seats have been here a while, but the two sofas were on backorder and have finally arrived!

STORY TIME

Story Time is in full swing and it's not too late to join the fun with Miss Diane and 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. New participants are always welcome at any time. Please call the library at 942-5472 or check out our web site (www.chesleylib.com) for more information.

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, November 14, and Tuesday, November 28, 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!

SENIOR CAFÉ

Did you know that America is experiencing a “loneliness epidemic” according to the U.S Surgeon General? Loneliness can have a significant impact on physical and mental health. The Chesley Memorial Library Senior Café meets on Mondays from 1:00-2:30 p.m. and is a perfect chance for seniors of all ages to connect. Come prepared to enjoy a cup of coffee or tea, assorted refreshments, and lots of lively conversation!

PLAYDOUGH PLAYDATE

Join us for the next Playdough Playdate on Tuesday, November 28, 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.

GENEALOGY DATABASES

Discover your ancestors with Ancestry Library Edition and HeritageQuest Online! Ancestry Library Edition is available at the Chesley Memorial Library; HeritageQuest Online can be used at the library and at home. You need to enter your library card barcode as the password if you are using HeritageQuest at home.

MUSEUM PASSES

Are you looking for a fun family day visiting sites in the local area? Passes to the Children's Museum of New Hampshire in Dover and the Seacoast Science Center in Rye are available at the Chesley Memorial Library. Each pass works a little differently so call us at 942-5472 for updated information regarding passes.

BIG READ BOOK DISCUSSION

The Chesley Memorial Library, in partnership with New Hampshire Humanities, supported the statewide NEA Big Read of *The Bear* by Andrew Krivak. Our local book discussion was held on Wednesday, November 1. The book discussion was co-sponsored by the Friends of the Northwood Libraries, and they provided the refreshments. A Big Read broadens our understanding of our world, our communities, and ourselves through the power of a shared reading experience. *The Bear* is the story of the last two people on earth—a father and daughter. The novel explores powerful themes about the importance of intergenerational storytelling, our complicated relationship with the environment, and how to prepare for an unknown future. The afternoon group discussed the same book and both groups held thought-provoking discussions.

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

CLOSINGS/HOLIDAYS

The Chesley Memorial Library will be closed on Thursday, November 9, so library staff can attend the New Hampshire Library Association fall conference. The Chesley Memorial Library will be closed to observe Veterans Day on Saturday, November 11. The library will close at 4:00 p.m. on Wednesday, November 22, and will remain closed on Thursday, November 23, to observe Thanksgiving.

Recreation:

No Report This Week

Town Clerk/Tax Collector:

No Report This Week

Northwood EMD's report for week prior to 11/06/2023

No Report This Week