



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: November 20, 2023

Town Administrator:

In addition to reviewing and approving the bi-weekly Payroll, I also prepared for and attended the Selectboard meeting of 11/14. Based on the budget discussion the Board's Budget documents were updated to present to the Budget Committee. I attended the 2-day NHMA Conference, attending workshops on Community Power, Legislative Changes & Court Decisions, Managing Healthcare Costs & Trends and Housing Trends and Solutions. I also met with our AV Consultant to inventory the accumulated AV equipment, identifying a large amount of obsolete material in addition to items that may have some value if sold. A recommendation will be presented to the Board at their next meeting. Have a safe and Happy Thanksgiving!

Assessor:

- In the last couple weeks, the assessor's office is down to the last 100 parcels to review for this year's cyclical. All cyclical review should be done prior to the end of the year.
- We have reviewed and submitted to the Department of Revenue, the sales between 10-1-2022 and 9-30-2023 required to set the Town's equalization rate used in the equalization of the Town's value. Values have seemed to be leveling off after several years of 15% to 20% annual increases.
- We have done one current use penalty, a subdivision, and a timber tax bill during our 4-hour one day a week (Thursday) office time. Returned phone messages and e-mails.
- We have reviewed recent sales and asking prices, comparing them to assessment records for accuracy.
- The assessor will be out for the next two weeks, returning on November 30th.

Finance:

Last week in Finance, I processed payroll; prepared bank deposits for the Treasurer; prepared for and attended the Board of Selectmen meeting; make changes to the draft budget decided at the Board of Selectmen's meeting; created all the requested reports for submission to the Budget Committee and forwarded to the Budget Committee Admin Assistant for distribution; completed bank reconciliations; created and entered miscellaneous general journal entries; entered new employee information into the payroll system; created and sent out invoices for Special Detail work performed; created and sent out letters for returned checks; updated the return check log; miscellaneous filing and file maintenance; applied for authorization to file ACA forms electronically with the Social Security Administration; applied for portal access for the ICMA retirement funds to report contributions from employees electronically; entered invoices in the A/P system in advance of next week's accounts payables check run; reviewed a new application for public assistance, calculate the eligibility amounts, and created Notice of Decision paperwork; completed ongoing case work for an existing public assistance case.

Building Inspector:

The Building Inspector and Code Enforcement Office was open our normal three days during the week of November 12-18, 2023. In addition to our plan review activities and requests for information, 14 construction inspections were accomplished, and 16 new permit applications were approved.

Fire Rescue:

1. Firefighter Regan Johnson Completed her Firefighter Level 1.
2. Perkins Fire Pumps completed the annual serving of all our fire pumps.
3. Northwood Firefighters responded to Old Pittsfield Road for a motor vehicle that had been pushed into a house by another vehicle. The vehicle that was pushed as totaled and pushed into the structure weakening the structure. Northwood Building Official was called to evaluate the structural integrity of the building.
4. Chief Tetreault presented the Town Administrator with Three proposals for the conversion of the old ambulance 1 chassis to a forestry. Two of the three proposals were under budget.
5. A quote for a new mechanical CPR device (Lucas) was received and the quote was significantly under budget. There were end of the year incentives and a generous trade in for our old Lucas.

Land Use:

- Followed up via email and phone to incoming Land Use inquiries
- Processing of escrow invoices and filing
- Attend Annual NHMA Conference & workshops
- Staff meeting with Lisa Weaver to review current work tasks
- Zoning Board meeting preparation & recommendations
- Attend Zoning Board meeting

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.

Recreation:

No Report This Week

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.

Town Clerk/Tax Collector:

No Report This Week

Department of Public Works:

No Report This Week

Northwood EMD's report for week prior to 11/20/2023

No Report This Week