



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: December 4, 2023

Town Administrator:

In addition to reviewing & approving the bi-weekly Payroll manifest and attending the BoS meeting on 11/28, I reviewed the final revenue numbers with the Finance Director and subsequently consulted with DRA to set a Preliminary Tax Rate. A review of Unassigned Fund Balance and Overlay usage to provide tax rate impacts was prepared to assist the Board in setting the Final Tax Rate. Review of materials and preparation for the Saturday Budget Committee meeting to review the draft budget was undertaken, along with developing draft Warrant Article language for review. I also attended a Municipal Management Leadership conference to discuss Economic Conditions in NH/ME and the impact on Recruitment and Retention in those markets.

Assessor:

No Report This Week

Finance:

Last week in Finance, I processed payroll; prepared bank deposits for the Treasurer; prepared reimbursement requests for the Treasurer and Trustees; created and sent notices for returned checks; updated the returned check log; created and sent invoices for police special detail work performed; created and entered miscellaneous journal entries; processed new public assistance application; continued to manage an ongoing public assistance case; coordinated upcoming schedule with the auditors for the 2023 year end audit; worked with TA Irvine on preparing for the tax rate setting; reviewed revenue numbers with our representative from the DRA in advance of setting the tax rate; prepared back-up information for the budget committee meeting; attended the Budget Committee work session all day Saturday; and attended the Board of Selectmen meeting to set the tax rate.

Building Inspector:

The Building Inspector and Code Enforcement Office was open the regular 3 days during the week of November 26, 2023. In addition to our plan review activities and requests for information, 9 construction inspections were accomplished, 13 new permit applications were approved.

Land Use:

- Police Commission minutes and follow up
- Responded to Land Use calls and emails
- Staff meeting with Lisa Weaver to discuss agendas/upcoming projects
- Prepare for and attend Planning Board meeting
- Prepare for and attend Budget Committee meeting

Fire Rescue:

1. Northwood Fire Department hosted the monthly Fire Chiefs Breakfast. Because Northwood is on the edge of two mutual aid districts, Chiefs from the Seacoast and Capital area attended.
2. We have begun to order equipment and supplies for the forestry truck, as you may recall the chassis from ambulance 1 will be converted to a forestry.
3. Last year (2022) was a record year for 9-1-1 responses. As of today, we are 46 calls ahead of last year.
4. Chief Tetreault attended the Saturday Budget Committee work session.
5. Over the past month we have been dealing with some significant medical calls, these serious patients have required a special intravenous needle called an IO. Unfortunately, these needles cost over \$100 each. To insert these needles, a special disposable device is required. Although the applicator is reusable, we needed to replace the applicator at a cost of over \$200.
6. Recently our IV warmer on ambulance two failed. We purchased a new IV warmer at a cost of over \$600.00. This warmer keeps IV fluids warm and is required equipment for both ambulances.

Police Department:

1. Stats October

- a. Call for Service: 226
 - i. Business/Property Checks: 393
- b. Arrests: 18
- c. Accidents: 11
- d. Warnings: 80
- e. Summonses: 14

2. Personnel:

- a. Officer Kand and Officer Smith should be finishing up their field training by the end of the month and released to solo patrol. We will have one FT position open.

3. Other:

- a. The new firearms have been deployed to all the officers.
- b. A lost hunter was located after a lengthy search. We were assisted by NH Fish and Game, Nottingham Police Department, and the Deerfield Police Department.
- c. Car 2, 2013 sedan, failed State Inspection required expensive repairs. It has been taken out of service and will go out to auction.

Recreation:

Letters to Santa is off to a great start! To date 56 letters have been received and a team of 20+ volunteers are working on responses to these excited children. This program, which is in its third year is a wonderful opportunity for collaboration with children and adults to share their holiday spirit.

Mother Nature had different plans when it came to the Santa Parade and Tree lighting ceremony. Due to the rain/snow the event got postponed. Details will be posted soon regarding the new schedule.

Youth basketball is off to a great start with practices for all age groups. Games will start after the holidays.

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 12/04/2023

No Report This Week