



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: December 11, 2023

Town Administrator:

In addition to reviewing & approving the bi-weekly AP manifest, I attended the Budget Committee meetings re: the draft 2024 budget. Refinements were made to the Warrant Articles based on input from the Budget Committee and these edits will be reviewed with the Selectboard at their next meeting. Additionally, research was conducted on the formation of the Town Forest following a question of how timber yield monies were distributed from the sale of town timber.

Finance:

Last week in Finance, I processed accounts payables; created bank deposits for the Treasurer; performed research and gathered information for the Budget Committee; attended the Monday night Budget Committee meeting virtually; completed bank reconciliations; created and entered miscellaneous journal entries; continued to work with an ongoing public assistance case; processed paperwork for new employee; assisted employee with benefits questions/info.

Fire Rescue:

1. Northwood Fire Firefighter participated in a wrapping session for the Santa's Helpers program.
2. Chief Tetreault attended the meeting of the Northwood Rotary Club.
3. Chief Tetreault attended a training regarding the updates for the 2023 Assistance to Firefighters Grant Program.
4. Chief Tetreault attended the Saturday Budget Committee work session.
5. Joe Lipshetz conducted the annual Basic Life Support recertification at the Narrows Station.
6. During the Month of November, Northwood Firefighters responded to 51, 9-1-1 emergencies.

1 Building Fire	1 Vehicle Fire
1 Over pressure	29 Emergency Medical
4 Motor Vehicle Crash	1 LPG leak
1 Building collapse	2 Public Service
1 Assist Police	2 Cancelled Enroute
3 No incident found	1 Authorized Control Burning
2 Smoke Detector malfunction	1 Co Detector Activation
1 Smoke detector activation no Fire	

Building Inspector:

The Building Inspector and Code Enforcement Office was open only 1 day during the week of December 4, 2023. In addition to our plan review activities and requests for information, 7 construction inspections were accomplished, and 6 new permit applications were approved.

Town Clerk/Tax Collector:

- Tax bills have been uploaded. Due January 10, 2024 (sent out on or before Dec. 11, 2023)
- We have collected \$41,097.05 in taxes since Dec. 1, 2023
- We have processed 138 vehicles (cars, trucks, trailers, vital records, dogs) between Dec. 3-Dec. 11 in our lobby in person or via mail totaling \$22,131,.06
- We have processed 53 transactions online (cars, trucks, trailers property taxes) between Dec. 1-Dec. 11 totaling \$31,739.80
- Dog RENEWALS start January 1, 2024
- Dog contests resume in 2024
- Marisa and Missy attended demonstrations of the voting counting machines that the SOS have approved to date and will give their feedback to the BOS
- Our office is Open Saturday December 16, 2023, 8:30am-11:30am
- Office is closed Monday December 25, 2023
- REMINDER, we have a drop box for payments available 24/7 next to the Town Clerk/Tax Collector door
- We have received NEW Polling Booths
- There are 4 elections in 2024: All at the Northwood School Gym 7am-7pm
- Presidential Primary January 23, 2024
- Town Election March TBD, 2024
- State Primary September 10, 2024
- General Election November 5, 2024

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.

Land Use:

- Police Commission follow-up
- Responded to Land Use calls and emails
- Staff meeting with Lisa Weaver to discuss agendas/upcoming projects
- Discussion with staff and chairman regarding current planner position
- Attend Master Plan meeting
- Prepare for and attend 2 Budget Committee meetings
- Budget Committee minutes assistance

CHESLEY MEMORIAL LIBRARY

NOVEMBER REPORT

September computer tally: 45 patrons

October computer tally: 48 patrons

November computer tally: 34 patrons

September Downloadable Audiobooks: 617 items

October Downloadable Audiobooks: 658 items

November Downloadable Audiobooks: 657 items

September circulation: 942 items

October circulation: 951 items

November circulation: 955 items

September new patrons: 8

October new patrons: 14

November new patrons: 6

Total number of registered library card holders: 2,192

MEETINGS

December 15 – Trustee Meeting 9:00am

PROGRAMS

December 4, 11, 18 – Senior Café 1:00pm

December 6, 13, 20 - Story Time 10:30am

December 4, 11, 18 – Senior Café 1:00pm

December 12 - Writers Group 2:00pm

December 12 – Decorate and Take Gingerbread People 3:00-5:00pm

December 19 – Cookie Swap 1:30-2:30pm

HOLIDAY SCHEDULE

The Chesley Memorial Library will be closed from Monday, December 25, 2023 – Monday, January 1, 2024. Although the library may be closed, you can always read on Libby and curl up with a good e-book! Let us know if you need help getting started. We wish you a very special holiday season and we look forward to seeing you next year.

DECORATE AND TAKE GINGERBREAD PEOPLE FOR KIDS

Tuesday, December 12, 3:00-5:00pm

Let the Chesley Memorial Library get you into the holiday spirit with our holiday decorating experience! We will provide you with homemade gingerbread people and a variety of sweet toppings to decorate with. We hope that your gingerbread people survive the trip home, but we promise not to judge you if they don't!

COOKIE SWAP FOR ADULTS

Tuesday, December 19, 1:30-2:30pm

Bring your favorite Christmas cookies and a story to the first cookie swap for adults at the Chesley Memorial Library! Maybe you used your grandmother's recipe or maybe you made special cookies with your family every Christmas. Bringing cookies that have personal meaning to you makes for great conversation and a more meaningful swap. Bring one dozen cookies, use individual bags for every cookie, bring your printed recipe to share, and label cookies for allergens. Don't forget to bring a large container to take your cookies home with you.

STORY TIME

Don't miss the Story Time 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. New participants are always welcome at any time. Storytime will take a break after the December 20 session and will resume on Wednesday, January 10. Please call the library at 942-5472 or check out our web site (www.chesleylib.com) for more information.

Assessor:

No Report This Week

Department of Public Works:

No Report This Week

Recreation:

No Report This Week

Northwood EMD's report for week prior to 12/11/2023

No Report This Week