



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: December 18, 2023

Town Administrator:

This past week felt consumed with meetings, Selectboard, Budget Committee, Dept Heads and a NHMA Legislative meeting, between which I reviewed and approved the bi-weekly payroll expertly processed by Cheryl's understudy. The week also delivered 2 unusual challenges to be navigated, both involving corrections to recorded documents at the Registry of Deeds that were impacting the property owner's rights which we were able to rectify quickly to the satisfaction of the affected individuals. To address the misinformation circulating regarding tax rates and tax bills I drafted an explanatory notice for review and input from the Board which we hope to finalize and post in the near future.

Finance:

Last week in Finance, Carol processed payroll; I processed accounts payable off schedule due to tax funds to be sent to village districts before Dec 15; prepared bank deposits for the Treasurer; created and entered miscellaneous general journal entries; attended the monthly Department Head meeting and took notes; entered A/P invoices for the coming week's regularly scheduled A/P run; and continued to work with a public assistance client.

Fire Rescue:

1. We were able to mount the new snowplow on Ambulance 1 chassis. Since the ambulance box is still on the truck it made for some inquisitive looks and photographs. Once the ambulance returned to the station the snowplow was removed and ambulance 1 is back in service.
2. Ambulance 2 was making noise in the front end, so we sent it to Allen's in Lee. They found there was a bad wheel bearing, and it is being repaired.
3. Chief Tetreault attended a graduation ceremony for Firefighter Regan Johnson. FF Johnson Completed Fire Fighter 1/11 She is now a certified level 2 Firefighter.
4. Chief Tetreault attended a Selectmen's meeting where they discussed the up-coming warrant articles.
5. The November Statement for ambulance billing was received, over \$18,000 was generated this month. Currently our receivables are ahead of last year.

Building Inspector:

The Building Inspector and Code Enforcement Office was open our regular 3 days during the week of December 11, 2023. In addition to our plan review activities and requests for information, 10 construction inspections were accomplished, and 8 new permit applications were approved.

Town Clerk/Tax Collector:

- Taxes have been mailed, due on or before Jan. 10, 2024
*you can pay in full; you don't have to wait until 2024 for filing 2023 TAXES FOR TAX purposes
- Dog renewals start Jan. 1, 2024
*check your rabies expiration NOW
- Primary Presidential Election Jan. 23, 2024, 7am-7pm Northwood School Gym
- Town Elected vacancies coming up
- File for Town Elected Office 2024 starts **Wed. Jan. 24-Fri. Feb. 2. Fri. Feb. 2 I'm only 3pm-5pm only**
- You must be a registered voter-Bring Photo ID with you.

SELECT BOARD MEMBER 1 OPENING 3 YEARS	TOWN CLERK/TAX COLLECTOR 1 OPENING 3 YEARS	PLANNING BOARD 2 OPENINGS 3 YEARS
PLANNING BOARD 1 OPENING 2 YEARS	TRUSTEE OF TRUST FUNDS 1 OPENING 3 YEARS	LIBRARY TRUSTEES 1 OPENING 3 YEARS
CEMETERY TRUSTEE 1 OPENING 3 YEARS	CEMETERY TRUSTEE 1 OPENING 2 YEARS	CEMETERY TRUSTEE 1 OPENING 1 YEAR
SUPERVISOR OF THE CHECKLIST 1 OPENING 6 YEARS	MODERATOR 1 OPENING 2 YEARS	BUDGET COMMITTEE 1 OPENING 1 YEAR
BUDGET COMMITTEE 4 OPENINGS 3 YEARS	POLICE COMMISSION 1 OPENING 3 YEARS	Office/Position # of openings Term length in years

- 126 registrations have been processed between 12-8-23 to 12-17-23 in person totaling \$27,718.04
- 103 transactions have been processed online between 12-1-23 to 12-18-23 totaling \$66,211.48
- Between 12-8-23 and 12-17-23 we have collected \$643,703.61 in taxes

Police Department:

1. Stats October

- Call for Service: 226
 - Business/Property Checks: 393
- Arrests: 18
- Accidents: 11
- Warnings: 80
- Summonses: 14

2. Personnel:

- 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:

- The new firearms have been deployed to all the officers.
- 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.
- 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:

- Filing-all boards
- Police Commission follow-up
- Responded to Land Use calls and emails
- Staff meeting with Lisa Weaver to discuss agendas/upcoming projects
- Assist with counter service
- Attend Department Head meeting
- Prepare for and attend Planning Board meeting

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 12/18/2023

No Report This Week