



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: December 26, 2023

Town Administrator:

This past week began with the significant rain event and coordinating with our First Responders (Police, Fire & DPW) to address trees and wires down and ensure appropriate communication of road closures. Repairs were needed to reestablish 2 roads and this work was completed by the end of the week. Based on input from the Board edits were made to the tax rate explanatory document to address the misinformation circulating regarding tax rates and tax bills. Work began on a similar document regarding bonds and the potential tax impact of financing new Public Safety facilities. I also reviewed the 2024 contract with Strafford Regional Planning Commission for presentation to the Board for approval, in addition to a historical breakdown of Unassigned Fund Balance use. The conditional job offer for Building Inspector was accepted, and a second round of interviews were conducted for the Land Use Admin position were held. We anticipate extending an offer following the holiday weekend. The week concluded with an offsite staff appreciation luncheon to celebrate the Holidays.

Assessor:

The assessing company Cross Country Appraisal Group has completed all the fieldwork for 2023. That includes over 300 permits and unfinished construction, and over 750 properties included in the 3rd year of cyclical inspections. We have started on the cyclical work for the 4th and final quarter for 2024. If you are on tax maps 223 – 246 you should expect a visit from Rick or Jeff sometime during the year. Rick is starting the measuring and listing on parts of Harmony, Winding Hill, Blakes Hill and Kelsey Mill roads in the next few weeks. We will not be entering properties listed as no trespassing, therefore if you want an interior inspection contact Jeff at the Town Office at 603-942-5586 X 2006. He is there Thursdays from 9am to 1pm.

Finance:

Last week in Finance, I processed accounts payables; prepared bank deposits for the Treasurer; prepared reimbursement requests for the Trustees of the Trust Funds; created and entered miscellaneous general journal entries; processed payroll in advance of the Monday holiday in the coming week; and continued to work with an ongoing public assistance client.

Building Inspector:

The Building Inspector and Code Enforcement Office was open 3 days during the week of December 17, 2023. In addition to our plan review activities and requests for information, 11 construction inspections were accomplished, 3 of these being finals and 8 new permit applications were approved. There were also 2 complaints investigated and resolved.

Department of Public Works:

DPW has been extremely busy repairing roads due to the recent rain. The Transfer station is running smoothly.

Fire Rescue:

No Report This Week

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 meeting and minutes
- Responded to Land Use calls and emails
- Staff meeting with Lisa Weaver to discuss agendas/upcoming projects
- Assist with minutes
- Attend Zoning Board meeting
- Review proposed zoning amendments

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.

Town Clerk/Tax Collector:

No Report This Week

Recreation:

No Report This Week

Northwood EMD's report for week prior to 12/26/2023

No Report This Week