



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: January 2, 2024

Town Administrator:

A short but busy week began with a visit from Santa and was quickly followed up with a Selectboard meeting. In addition to reviewing and approving Payroll a significant amount of time was spent researching tax exemptions including reading Supreme Court decisions on the subject. The requested 'Intro to Property Taxes' was completed and has been posted to the Town's website. Additional work was undertaken on bond financing and onboarding the new Building Inspector to close out the week.

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 an Accounts Payable run to get payroll taxes recorded in 2023; prepared bank deposits for the Treasurer; created and entered miscellaneous general journal entries; prepared payroll files for 2023 for boxing up for storage; continued to work on preparing for the upcoming 2023 audit.

Building Inspector:

The Building Inspector and Code Enforcement Office was open 3 days during the week of December 24, 2023. In addition to our plan review activities and requests for information, 6 construction inspections were accomplished, all of these being finals, and 7 new permit applications were approved. We also performed a foster home inspection and delivered the monthly water sample to Concord.

Fire Rescue:

1. It is with deep regret that Chief Tetreault announces the passing of Retired Fire Chief Robert "Bobby" Lindquist. Chief Lindquist was a 1974 graduate of Coe Brown Academy. Chief Lindquist joined the fire department at the age of 18. He held every rank in the department up to and including Chief of Department.
2. Chief Tetreault would like to thank Deputy Chief LeBlanc and the officers of the Northwood Fire Department who held down the fort while he was on vacation.
3. At the Request of Concord Hospital, we are working on getting department Photo ID's for the members of the department. We discovered Town Hall has an ID printer, but it had not operated in

several years. FF Arey and FF Marden worked to get the printer working and can now print ID's. We can use this printer to produce photo ID's for all departments.

4. FF Arey tripped at home and fractured his ankle; it is unknown how long FF Arey will remain out of work.

Police Department:

1. Stats November

- a. Call for Service: 218
 - i. Business/Property Checks: 374
- b. Arrests: 14
- c. Accidents: 13
- d. Warnings: 111
- e. Summonses: 14

Land Use:

- Responded to Land Use calls and emails
- Staff meeting with Lisa Weaver to discuss agendas/upcoming projects
- Annual Town Report – receive and organize School District Reports
- Assist with minutes
- Attend Planning Board meeting
- Follow-up meeting with Planner Lisa Murphy, Chairman Jandebeur and Land Use Admin Assist Lisa Weaver

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

2 Weekly Report to BOS 01 02 2024

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

Department of Public Works:

No Report This Week

Northwood EMD's report for week prior to 01/02/2024

No Report This Week