



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: January 8, 2024

Town Administrator:

The first week of any new year brings with it an increase in the administrative tasks and this week was no different. We had multiple AP runs to accurately allocate expenditures to 2023 or 2024 to review and approve. Attempts were made to obtain multiple bids for the repair to the roof at the Community Center, unfortunately by Thursday afternoon a decision had to be made with the information we had considering the weather forecast for significant snow and rain. Work began on building the budget presentation for Deliberative Session on February 3rd.

Assessor:

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; completed bank reconciliations; created bank deposits for the treasurer; created and entered miscellaneous general journal entries; performed month and year-end balancing with the Town Clerk and Tax Collector for revenue; boxed up 2023 A/P records for storage; prepared for the upcoming 2023 year-end audit; produced 1099 forms for 2023; prepared for producing W2 forms for 2023; worked on the quarter 4 941 report.

Building Inspector:

The Building Inspector and Code Enforcement Office was open 3 days during the week of January 1, 2024. In addition to our plan review activities and requests for information, 7 construction inspections were accomplished, and 5 new permit applications were approved. The building dept is also following up on old permits and cleaning up files from last year.

Land Use:

- Responded to Land Use calls and emails
- Attended Conservation Commission and attended Planning Board meeting
- Follow-up meeting with Planner Lisa Murphy, Chairman Jandebeur

Department of Public Works:

With the recent winter storm, the DPW has been busy clearing and keeping the roads cleared. Doing routine vehicle maintenance. Repaired roads after extensive rain. The Transfer Station has been running smoothly.

Town Clerk/Tax Collector:

Information from January 1, 2024 to January 7, 2024 - ONLY. OUR office has been busy
Dog registrations have begun. 171 tags issued so far 😊

We have processed 301 transactions in our lobby totaling \$29,913.96.

- 6 Boats
- 171 Dog Licenses
- 124 Vehicles

We have processed 99 transactions just from online (EB2Gov) totaling \$48,552.42.

- 28 vehicles
- 54 dog licenses
- 17 property tax payments

We have processed \$245,599.06 in Taxes (2017 to current)
Amount still owed for 2023 part 1, part 2 and Timber Tax is \$1,564,940.85
Amount still owed in back taxes is \$250,138.43 (between 2017-2022)

Our office is closed/open these following dates:

Closed Monday January 15, 2024

OPEN Saturday January 20, 2024 - 8:30am-11:30am

Closed Tuesday January 23, 2024

Filing for a Town Elected Official begins Wednesday January 24, 2024. There will be 18 vacancies.
You must be a registered voter and have your Photo ID with you.

POSTED ON: DECEMBER 14, 2023

TOWN OF NORTHWOOD OPEN OFFICES FOR 2024
Office Hours: Mon - Thu 8:30a.m. - 4p.m. and Sat. 1st & 3rd week of each month 8:30am-11:30am

**To run for an elected official in the Town of Northwood, you must be a registered voter in Northwood .
That will be verified-Make sure to have your Photo ID with you**

OFFICE/POSITION	# OF OPENINGS	TERM
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

FIRST DAY FOR CANDIDATES TO FILE DECLARATIONS OF CANDIDACY OR NOMINATION PETITIONS IS WEDNESDAY, JAN. 24, 2024.
RSA 669:19; 652:20

NOTE: Filings not received by 4pm Thursday, February 1, 2024, must be submitted **In Person by The Candidate** on Feb. 2, 2024 from 3pm – 5pm
at the Town Clerks Office. (RSA 669:19-21; 652:20)

LAST DAY FOR FILING IS FRIDAY, FEB. 2, 2024 FROM 3:00pm - 5:00pm. RSA 669:19

Fire Rescue:

1. The year 2022 was the busiest year of record for the Northwood Fire Department, the year 2023 kept pace with 2022 with only 4 fewer emergency calls. Northwood Firefighters responded to 771 9-1-1 emergencies in 2023.
 - a. 31 Fires
 - b. 2 Overpressure, rupture, explosion
 - c. 483 Rescue/Emergency Medical
 - d. 48 Service Calls
 - e. 82 Good intent
 - f. 81 False Alarm
 - g. 2 Sever Weather
 - h. 1 Special Incident Type
2. Chief Tetreault attended a Holiday party for the Northwood Rotary.
3. Ambulance Revenue for 2023 was down slightly from 2022. However, the revenue generated exceeded the anticipated budgeted amount.

2022 Actual Revenue	\$185,951
2023 Actual Revenue	\$179,181
2023 Anticipated Revenue	\$144,000

4. Ambulance 1 has been stripped in anticipation of going to Maine on Friday. Work will then begin on the remount process.
5. FF Marden was able to get the Town hall ID maker up and running. At the request of Concord Hospital all our medical providers must now have an official department photo ID.

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

CHESLEY MEMORIAL LIBRARY JANUARY REPORT

October computer tally: 48 patrons

November computer tally: 34 patrons

December computer tally: 20 patrons

October Downloadable Audiobooks: 658 items

November Downloadable Audiobooks: 657 items

December Downloadable Audiobooks: 635 items

October circulation: 951 items

November circulation: 955 items

December circulation: 789 items

October new patrons: 14

November new patrons: 6

December new patrons: 5

Total number of registered library card holders: 2,197

MEETINGS

January 12 – Trustee Meeting 9:00am

January 22 – Friends of the Libraries Meeting 4:30pm

PROGRAMS

January 3, 10, 17, 24, 31 - Story Time 10:30am

January 3 – Afternoon Book Discussion 2:00pm

January 8, 22, 29 – Senior Café 1:00pm

January 9, 23 - Writers Group 2:00pm

January 16 – Junior Book Discussion 4:30pm

January 17 – Evening Book Discussion 7:00pm

January 29 – Puzzle Day

HOLIDAYS

The Chesley Memorial Library will be closed on Monday, January 15, to observe Martin Luther King Jr./Civil Rights Day.

STORY TIME

Join 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.

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 weekly writers' workshop every other Tuesday from 2:00 to 3:30 pm at the Chesley Memorial Library. This month sessions will be held on January 9 and January 23. 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

Celebrate the New Year with your friends and neighbors at the library...the weather outside might be frightful, but the library is so delightful! The Chesley Memorial Library Senior Café meets every Monday from 1:00-2:30 p.m. Come on in for a chance to chat, enjoy a cup of coffee or tea, and sample some delicious goodies while you visit.

BOOK DISCUSSIONS

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, January 17, at 7:00 p.m. to discuss "The Untethered Soul: The Journey Beyond Yourself" by Michael A. Singer.

From Amazon: *"Who are you? When you start to explore this question, you find out how elusive it really is. Are you a physical body? A collection of experiences and memories? A partner to relationships? Each time you consider these aspects of yourself, you realize that there is much more to you than any of these can*

define. In *The Untethered Soul*, spiritual teacher Michael A. Singer explores the question of who we are and arrives at the conclusion that our identity is to be found in our consciousness, the fact of our ability to observe ourselves, and the world around us. By tapping into traditions of meditation and mindfulness, Singer shows how the development of consciousness can enable us all to dwell in the present moment and let go of painful thoughts and memories that keep us from achieving happiness and self-realization.”

The Afternoon Book Discussion Group will meet on Wednesday, February 7, to discuss “Once Upon A wardrobe” by Patti Callahan at 2:00 p.m. From Amazon: “Megs Devonshire is brilliant with numbers and equations, on a scholarship at Oxford, and dreams of solving the greatest mysteries of physics. She prefers the dependability of facts—except for one: the younger brother she loves with all her heart doesn’t have long to live. When George becomes captivated by a brand-new book called *The Lion, the Witch and the Wardrobe* and begs her to find out where Narnia came from, there’s no way she can refuse. Despite her timidity about approaching the famous author, Megs soon finds herself taking tea with the Oxford don and his own brother, imploring them for answers. What she receives instead are more stories . . . stories of Jack Lewis’s life, which she takes home to George. Why won’t Mr. Lewis just tell her plainly what George wants to know? The answer will reveal to Meg many truths that science and math cannot, and the gift she thought she was giving to her brother—the story behind Narnia—turns out to be his gift to her, instead: hope.

JUNIOR BOOK DISCUSSION

Children grades 3-5 are invited to join our brand-new Junior Book Discussion Group at the Chesley Memorial Library! Meetings will occur from 4:30-5:30 p.m. on a biweekly basis, beginning on Tuesday, January 16. Book Group gives students a chance not only to read and discuss books with others at their reading level outside of the classroom, but also to explore varying genres and age-appropriate themes, and potentially get creative with themed projects or programs.

PUZZLE DAY

You are an important piece of the puzzle at the Chesley Memorial Library! Come to the library for a free puzzle on Puzzle Day, Monday, January 29, while supplies last.

MUSEUM PASSES

Start the year off with a trip to the Seacoast Science Center in Rye or the Children’s Museum of New Hampshire in Dover! Call us at 942-5472 for updated information regarding library passes.

Recreation:

No Report This Week

Northwood EMD’s report for week prior to 01/08/2024

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