



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: January 16, 2024

Town Administrator:

In addition to reviewing and approving payroll I also prepared and attended the Selectboard meeting of 01/09. The research into the guiding language of the "Northwood Safety Complex" Capital Reserve Fund uncovered some discrepancies that required additional research that resulted in consultation with DRA and Town counsel. A recommendation will be brought to the BoS to amend the change of use warrant article question to a discontinuance of the "Northwood Safety Complex" Capital Reserve Fund. We also received 5 petition warrant articles by the deadline on the 9th which were verified as being properly submitted and distributed to both the BoS and Budget Committee for recommendation votes as 3 of them contained appropriation requests. Finally, work continued on the slide presentation for Deliberative Session including consultation with the Moderator as to the guidelines & meeting rules to be used.

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 payroll; created bank deposits for the Treasurer; attended a virtual meeting with HealthTrust regarding Wellness Coordinator responsibilities; attended the monthly department head meeting and took notes; continued to research info and prepare for the upcoming 2023 audit; completed more bank reconciliations for Dec, 2023; boxed up 2023 accounts payables files for storage and organized files for 2024; created and entered miscellaneous general journal entries; completed new hire paperwork; and entered invoices for the this week's accounts payables run.

Building Inspector:

The Building Department has been spending most of their time going through files and getting backlogged items taken care of. Starting from 365 open permits and ending with 342 at the end of the week. A few inspections were done for recent projects, a lot of residents were contacted regarding open permits and some inspections were scheduled to close out those permits. We have also been dealing with ongoing complaints and starting to work on a presentation for an updated fee schedule to better reflect the costs associated with the department.

Land Use:

- Responded to Land Use calls and emails
- Meeting with Town Staff for new cases
- Prepared for and Attended two Budget Committee meetings and Master Plan Subcommittee Meeting
- Attended Department Head Meeting

Department of Public Works:

With the recent winter storm, the DPW has been busy clearing and keeping the roads cleared. The Transfer Station has been running smoothly.

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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

Recreation:

Northwood Recreation dept held a basketball Coaches training session on Sunday. Thanks to Coe - Brown Coach Burns who brings a lot of knowledge and expertise to this sport. The training showed coaches several drills to cooperate. Some of these drills include dribbling, shooting, passing, boxing out drills. Coaches participated in these drills. Coaches were engaged and took away a lot of great knowledge to be successful while also having fun.

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.

Town Clerk/Tax Collector:

No Report This Week

Fire Rescue:

No Report This Week

Northwood EMD's report for week prior to 01/16/2024

No Report This Week