



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 22, 2024

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### **Town Administrator:**

In addition to a review and approval of the bi-weekly AP manifest I spent the week on the draft presentation for deliberative session, working with the Finance Director to respond to DRA input on the Warrant and responding to petition article sponsors on possible amendment language. Additionally, at the request of a Title company I had to research a lien placed by the Town in 1981 with limited supporting documentation. This research brought to the fore front a need to research & organize and document the status of current liens held by the Town. I rounded out the week with attendance at a seminar on Post-Traumatic Stress in First Responders, and a meeting with the Moderator, Town Clerk and DPW to ensure preparation for Tuesday's Primary.

### **Assessor:**

We have started on the cyclical work for the 4<sup>th</sup> 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 two accounts payable runs, one for 2023 expenses and one for 2024 expenses; created bank deposits for the treasurer; assisted the auditors during their one day of audit preliminary work; submitted the draft warrant to the DRA for review; corrected issues on the warrant as per DRA recommendations; continued to research and gather materials for the upcoming year end audit; worked on two new human services applications; continued to work on an on-going human services case; prepared reports for inclusion in the annual town report; created and entered miscellaneous general journal entries; entered new employees into the payroll system; and general file maintenance and upkeep.

### **Building Inspector:**

The Building Department had 11 on-site inspections last week, issued 1 COC and issued 7 new permits. As we continue to follow up on open projects and touch base with property owners, we were able to close out another 17 permits. We are also still dealing with one ongoing complaint.

### **Land Use:**

- Responded to Land Use calls and emails
- Meeting with Town Staff for new cases
- Prepared for and Attended ZBA Meeting
- Training Administrative Assistant

### **Department of Public Works:**

The Highway Department's loader blew a motor, so we are leasing one temporarily. There were 200 tons of salt, and 176 tons of sand delivered, which filled the bin. We have been doing general repairs on trucks as needed. We have done a LOT of snow plowing in the last two weeks. The Transfer Station is running perfectly.

### **Fire Rescue:**

1. Northwood Engine 2 responded to Epping for a large commercial fire. Northwood responded as part of a Capital Area Tanker Strike Team.
2. Northwood Engine 2 responded to a first alarm structure fire in Epsom.
3. As you may know Ambulance 1 is out of service, Ambulance 2 needed to go in for some emergency repairs (warranty). That left us with no in-service ambulances. Currently we are running an ambulance from Epping. Thank you to Chief DeAngelis and the town of Epping for their assistance.
4. Northwood Firefighters responded to a crash on route 4. A pick-up truck ran into a tree. The victim was extricated from the truck utilizing the Jaws of life. The trauma team at Concord Hospital was activated due to the nature of injuries.
5. Northwood Firefighters hosted the NH Fire Academy and their SCBA trailer. A number of Northwood Firefighters went through the maze as well as some guys from Mutual aid departments.
6. Ben's Uniforms came to our station to measure and fit our firefighters for Class A uniform. These uniforms will be purchased by the individual firefighters and assisted by the Northwood Firefighters Association.

### **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 has the perfect facilities for winter activities!

If you are seeking a safe place to snowshoe, cross country ski or simply make a snowman head up to the athletic fields and enjoy the serenity and snow!

Planning has already started for spring & summer activities and events. If you have an interest or idea, contact the Rec office, and share your thoughts. We are always seeking feedback and volunteers too!

### **Town Clerk/Tax Collector:**

Office is closed 1/23/24 Primary Presidential Election GO VOTE!

Our office has been preparing for the Election on Tuesday January 23 2024 from 7am-7pm at the Northwood School Gym

In motor vehicle, boats, vital and dog licenses this is what we did in the past week

Dogs: 31 total \$184.00

Motor Vehicle: 120 total \$23,464.74

151 total transactions equaling \$23,648.74 in our office

We had 45 online transactions up to date totaling \$114,748.52 this includes vehicles, dogs, vitals and property taxes done online.

Taxes received within the past week total \$183,680.71

## **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](http://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.

## **Northwood EMD’s report for week prior to 01/22/2024**

No Report This Week