



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
RE: Weekly Report
DATE: February 12, 2024

Town Administrator:

The week started with reconciling notes taken at Deliberative Session on Saturday with the recording of the meeting to ensure the amendments were captured accurately for preparation of the ballots and review of the Clerks minutes. Payroll was reviewed and approved, and the agenda for the BoS meeting of 02/13 was prepared. The regular monthly meeting of Dept Heads rounded out the week.

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. 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; created and sent invoices for special detail work performed; continued to work on on-going public assistance cases; created and entered various miscellaneous general journal entries; reconciled bank accounts; reconciled town clerk and tax collector revenue from January; continued to prepare information for the auditors; general file maintenance and upkeep.

Building Inspector:

The Building Department had 9 on-site inspections last week and issued 8 new permits. We attended 4 meetings, including the Department Head meeting. The department is still fielding a lot of calls regarding property for sale in town. We brought the monthly water sample into Concord.

Land Use:

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Prepared for and attended the Master Plan Subcommittee meeting
- Prepared for and attended Conservation Commission meeting
- Attended Department Head meeting
- Continued training Administrative Assistant

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

Fire Rescue:

1. Chief Tetreault attended Monthly Department Head meeting.
2. Chief Tetreault attended a meeting of the Rotary Club. Chair Kreider presented the report of the Safety Facilities committee.
3. Chief Tetreault and Capt. Schaub travelled to Connecticut to look at a used ladder truck. Unfortunately, the truck appeared to have excessive rust on the frame.
4. Northwood Firefighters participated in a victory parade for the Coe Brown Boys Indoor Track Team. The boys brought home the State Championship. Congratulations!

CHESLEY MEMORIAL LIBRARY FEBRUARY 2024 TOWN REPORT

November computer tally: 34 patrons

December computer tally: 20 patrons

January computer tally: 32 patrons

November Downloadable Audiobooks: 657 items

December Downloadable Audiobooks: 635 items

January Downloadable Audiobooks: 647 items

November circulation: 955 items

December circulation: 789 items

January circulation: 1,111 items

November new patrons: 6

December new patrons: 5

January new patrons: 10

Total number of registered library card holders: 2,207

MEETINGS

February 9 – Trustee Meeting 9:00am

February 26 – Friends of the Libraries Meeting 4:30pm

PROGRAMS

February 7, 14, 21 - Story Time 10:30am

February 5, 12, 26 – Senior Café 1:00pm

February 7 – Afternoon Book Discussion 2:00pm

February 13, 27 - Writers Group 2:00pm

February 13 – Junior Book Discussion 4:30pm

February 21 – Evening Book Discussion 7:00pm

February 28 – Sock Hop 10:30-11:30am

February 29 – Chocolate Fountain 3:00-5:00pm

PRESIDENTS' DAY

The Chesley Memorial Library will be closed on Monday, February 19, to observe Presidents' Day.

VACATION WEEK PROGRAM: SOCK HOP

Join us for a fun-filled sock hop at the Chesley Memorial Library on Wednesday, February 28, from 10:30-11:30 a.m. Wear your favorite socks and get ready to hop around on the Color Burst Play Tiles with lively

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music to accompany the festivities. Color Burst Play Tiles are interactive mats that respond to movement and pressure with bright gel liquid colors that move with every step, skip, jump, hop or hand movement.

VACATION WEEK PROGRAM: CHOCOLATE FOUNTAIN

If you like chocolate, this vacation week program is the one for you! We will have several different dipping options for you to try on Thursday, February 29, from 3:00-5:00 p.m. Library patrons of all ages are invited.

STORY TIME

Story Time for preschoolers of all ages takes place on Wednesday mornings at 10:30 a.m. If you have not been attending Story Time, you might want to stop in and check out the program. Children can listen to a story and make a craft to take home. New participants are always welcome at any time.

SENIOR CAFÉ

Are you looking for something to do inside when it's cold outside? Try meeting your friends and neighbors at the library to enjoy some good refreshments and good conversation. Social connections can help seniors maintain physical and emotional health so check out the Chesley Memorial Library Senior Café on Mondays from 1:00-2:30 p.m.

LOCAL WRITERS

Local writers — whether beginner, much published, or somewhere in between — are invited to attend free weekly writers' workshop on Tuesday, February 13, and Tuesday, February 27, from 2:00 to 3:30 p.m. at the Chesley Memorial Library. 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!

ANCESTRY LIBRARY EDITION/HERITAGE QUEST ONLINE

Investigate your family roots! Ancestry Library Edition is available at the Chesley Memorial Library; HeritageQuest Online can be used at the library and at home. Visit our web site (chesleylib.com) for instructions on how to access HeritageQuest Online from home.

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, February 7, at 2:00 p.m. to discuss "One Upon a Wardrobe" by Patti Callahan.

The Junior Book Discussion Group will meet at the Chesley Memorial Library on Tuesday, February 13, from 4:30-5:30 p.m. to discuss "The Dragonet Prophecy" by Tui T. Sutherland.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, February 21, at 7:00 p.m. to discuss "The Obituary Writer" by Ann Hood.

Department of Public Works:

No Report

Recreation:

No Report

Town Clerk/Tax Collector:

No Report

Northwood EMD's report for week prior to 02/12/2024

No Report This Week