



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 19, 2024

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### **Town Administrator:**

In addition to reviewing and approving the bi-weekly AP, the week also included payroll processing in advance of the President's Day Holiday. A draft of a voter's guide to assist residents with the upcoming vote on March 12 was distributed to the Board for edits and comments. I attended meetings of NHMA and MMANH where draft legislation of interest to municipalities was discussed, I also took advantage of these meetings to discuss the pros/cons of an Administrative Enforcement Ordinance. Some additional research is required before bringing to the Board with a recommendation. Finally, performance reviews were begun for a number of staff.

### **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. 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, accounts payable was processed by Carol Manter; I created bank deposits for the treasurer; attended a quarterly meeting of the NH Local Welfare Administrator's Association; created and entered miscellaneous general journal entries; continued to prepare information for the upcoming yearly audit; processed payroll in advance of the President's Day Holiday Monday; miscellaneous filing and file maintenance.

### **Building Inspector:**

The Building Department had 8 on-site inspections last week and issued 6 new permits. We attended 1 Preliminary meeting. We also went to Concord for a Health Officers' workshop. The department is still fielding a lot of calls regarding property for sale in town. We had time to work on the open project list and closed out another 18 projects this past week bringing the total open projects down to 287. The department is using this as an opportunity to get to know the wonderful residents in town.

### **Land Use:**

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Prepared for and attended the ZBA meeting
- Continued training Administrative Assistant

## **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 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](http://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

### **Fire Rescue:**

No Report

### **Police Department:**

No Report

### **Recreation:**

No Report

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

No Report

### **Northwood EMD's report for week prior to 02/19/2024**

No Report This Week