



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 11, 2024

---

### **Town Administrator:**

This past week, in addition to the customary review and approval of payroll per the bi-weekly schedule, saw the Voter's Guide delivered to the printer for production and delivery to the Post Office ahead of the March 12<sup>th</sup> "Town Meeting", the guide was also made available via the Town website and a link on Facebook. I also responded to two 91-A requests and contacted 2 Health Insurance providers to obtain competitive bids considering the Health Insurance premium increases presented in the budget. Meetings were attended with the Recreation Committee, the Cable Franchise Consortium, Fire Standards & Training and finally with a Town Manager who adopted RSA 31:39 for Administrative Enforcement to great success.

### **Assessor:**

The Assessing office processed abatements, exemptions, and credit applications, reviewed and applied Boundary line adjustments and subdivisions. In the coming weeks, those taxpayers with outstanding permits or those with work that was unfinished as of 4/1/23 should expect a visit from Rick Earls from Cross Country Appraisal. License Plate # CCAG 4 in the next month.

### **Finance:**

Last week in Finance, I processed payroll; prepared bank deposits for the treasurer; completed several bank account reconciliations for February; created and entered miscellaneous journal entries; sorter through old paperwork and purged any beyond the required retention time frame; continued to work with an ongoing welfare case; miscellaneous file upkeep and maintenance; reconciled revenue reports with the Town Clerk and Tax Collector for February.

### **Building Inspector:**

The Building Dept returned from vacation from Monday and was back in the office as of Tuesday. We had 9 inspections and attended two meetings. We are coming to a resolution on the Stop work order issued. The department brought the monthly water sample to Concord. We also got caught up on all emails and voicemails from the previous week. We are working on closing out one large commercial project.

### **Land Use:**

- Responded to Land Use calls and emails
- Interoffice meetings with Town Staff
- Meetings with applicants
- Prepared for and Attended Master Plan Subcommittee Meeting and Conservation Commission Meeting
- Continued training Administrative Assistant

### **Recreation:**

Northwood Parks & Recreation Department is very excited for the signs of spring. We have a full list of offerings for all ages, ranges, and interests. We pride ourselves on being as diverse as possible within limitations, and always receptive of new or improving opportunities and ideas. We have a new group of volunteers on the Recreation Committee and are excited for what going forward will bring.

Please take a moment to join one or more of our upcoming events and programs.

- Spring youth soccer
- Fishing derby
- Town wide yard sale
- Green up day
- Food truck festival
- Easter egg hunts (kids & adult)
- Fort building camp
- Soccer camp
- Multi-sport camp

### **Fire Rescue:**

1. Chief Tetreault submitted an application to the Assistance to Firefighter Grant Program. Our request was for two power stair chairs, one for each ambulance. The total amount of the request was \$50,000.
2. During the month of February Ambulance revenue generated was \$19,340.
3. This week Northwood Firefighters responded to:
  - a. 9 Medical emergency
  - b. 1 Motor Vehicle crash
  - c. 1 System Malfunction
  - d. 1 Carbon Monoxide Alarm
  - e. 1 Fire Alarm Activation
  - f. 1 Nottingham Station Coverage
  - g. 2 Assist invalid

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

We collected \$43,834 in taxes between 3/4-3/11 2024

Registered 35 dogs

Cora was our dog of the week

Diamond is dog of the month for Feb.

We have processed \$6,534 transactions between car, trucks, trailers, vital records, and dogs

Within this week we registered 144 vehicles

We are closed Tuesday 3/12/2024 election

We will have our NEW tabulator to be used at the polls along with our new booths

We are open Sat. 3/16 from 8:30am-11:30am

## **CHESLEY MEMORIAL LIBRARY**

### **MARCH 2024 TOWN REPORT**

December computer tally: 20 patrons

January computer tally: 32 patrons

**February computer tally: 31 patrons**

December Downloadable Audiobooks: 635 items

January Downloadable Audiobooks: 647 items

**February Downloadable Audiobooks: 611 items**

December circulation: 789 items

January circulation: 1,111 items

**February circulation: 1,193**

December new patrons: 5

January new patrons: 10

**February new patrons: 5**

**Total number of registered library card holders: 2,211**

### **MEETINGS**

March 8 – Trustee Meeting 9:00am

March 25 – Friends of the Libraries Meeting 4:30pm

### **PROGRAMS**

March 2 – Cat In the Hat Story Time 10:30am

March 4, 11, 18, 25 - Senior Café 1:00pm

March 6, 13, 20, 27 - Story Time 10:30am

March 6 – Afternoon Book Discussion 2:00pm

March 9 – Open House 10:30am-noon

March 12, 26 - Writers Group 2:00pm

March 12 – Junior Book Discussion 4:30pm

March 16 – Grano Children's Initiative: Blacksmithing/Locksmithing 11:00am

March 19 – Youth Crafts 4:00-5:30pm

March 20 – Won't You Be My Neighbor Day

March 20 – Evening Book Discussion 7:00pm

### **CANDIDATES NIGHT**

There will be a Candidates Night on Thursday, March 7, at Northwood Town Hall. It will begin at 6:00 p.m. This will be an opportunity for all voters and interested people to meet those running for Northwood offices in the March elections. All candidates will have an opportunity to speak briefly and answer questions from the audience.

### **OPEN HOUSE**

The Chesley Memorial is here for you! Come find out what our library has to offer patrons of all ages. The Friends of the Northwood Libraries will sponsor an Open House on Saturday, March 9, from 10:30am until noon. Come meet the Library Friends, Staff, and Trustees and enjoy some popcorn as you browse our collections and learn about our programs and services. The Lion Sisters from Deerfield will be performing a variety of music for all ages to enjoy, and children will have the opportunity to get their faces painted.

### **GRANO CHILDREN'S INITIATIVE: BLACKSMITHING & LOCKSMITHING**

**Please join us at the Chesley Memorial Library for another exciting Grano Children's Initiative program! Thomas Boucher from Greasy Luck Forge will talk about blacksmithing and locksmithing on Saturday, March 16, at 11:00 a.m. Children and their families will learn basic information about both trades and will discover how they differ. Mr. Boucher will discuss his background and will show examples of his work.**

The Chesley Memorial Library is able to offer the program through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the

Theodora Kalem Grano Memorial Wing in 1991. “Joseph Grano Children’s Initiative” programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

### **NATIONAL CRAFT MONTH**

Get your craft on! Do you know that March is National Craft Month? Children of all ages and their families are invited to join us at the library on Tuesday, March 19, from 4:00-5:30 p.m. There will be a vast array of crafting supplies available so let your imagination run wild! Popcorn will be available for any hungry crafters!

### **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. Registration not required; new participants are always welcome at any time.

### **SENIOR CAFÉ**

Spring weather is getting closer so it’s getting easier to get out and about. Why not meet your friends and neighbors at the Chesley Memorial Library? The Senior Café meets every Monday from 1:00-2:30 p.m. so drop by to enjoy some delicious treats and a cup of tea or coffee while you socialize. You might even want to come early or stay later to check out the library’s books, movies, or magazines!

### **LOCAL WRITERS**

Join your fellow local writers — whether beginner, much published, or somewhere in between — on Tuesday, March 12, and Tuesday, March 26, from 2:00 to 3:30 pm 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 spring and learn from each other.

### **BOOK DISCUSSIONS**

The Afternoon Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 6, at 2:00 p.m. to discuss “Without A Map” by Meredith Hall.

The Junior Book Discussion Group will meet at the Chesley Memorial Library on Tuesday, March 12, from 4:30-5:30 p.m. to discuss “Swindle” by Gordon Korman.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, March 20, at 7:00 p.m. to discuss “Foster” by Claire Keegan.

### **MEETINGS**

The Chesley Memorial Library Board of Trustees will meet at the library on Friday, March 8, at 9:00 a.m.

The Friends of the Library will meet at the library on Monday, March 25, at 4:30 p.m.

### **CAT IN THE HAT**

The Cat in the Hat (and Thing One!) made a special visit to the Chesley Memorial Library on Saturday, March 2, to celebrate Read Across America Day. Children enjoyed listening to stories about the Cat and enjoyed spending time with The Cat and Thing One

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

No Report

### **Police Department:**

No Report

### **Northwood EMD’s report for week prior to 03/11/2024**

No Report This Week