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**MEMORANDUM** - **OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen

**FROM:** Walter P. Johnson, Town Administrator

**RE:** Weekly Report

**DATE:** January 04, 2021

**Town Administrator:** This past week's activities included:  Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; reviewed and processed Human Services one additional request for assistances; prepared for and attended the 12/29 Select Board meeting; prepared encumbrances for 12/29 board meeting, attended an onsite review of computer hardware with Mainstay Computer prepared for the new finance director’s arrival, and attended a meeting regarding the Economic Revitalization Zone.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic; implement orientation of the new finance director coming on board January 4th,, finalize reports for annual town report, prepare for and attend the Select Board meeting, continue processing current Human Services applications, meet with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th, meet with the Town Clerk and Kofile Company representative regarding records preservation program. Have a great week. Be well and stay safe.

**Assessor:** Our contract assessor continues to hold telephone hearings with property owners to discuss their values.

**Finance:** No report this week.

**Tax Collector:**

* The Town Clerks office is now renewing dog licenses, these are due by April 30, 2021
* Just over $658,000 is still due for taxes for 2020 part 02
* We are open to public:

Mon., Wed. & Thurs. 8am-4pm

Tues. 11am-7pm

Fri. & Sun. Closed

Last Sat. of the month 8:30am-11:30am unless noted/holiday weekend

**Department of Public Works:** Highway department reports, we have been out on 1 storm and 2 call backs for refreeze and black ice.  Both front plows cutting edges were changed on the 1ton and 6 and wheeler, wings are to be done this week.  Waiting on delivery of new town pickup truck, I talked to the salesmen yesterday and supposedly it’s still in transit and due to be in soon, transfer station is still running smooth, bob tire service came in and pulled 235 used tires out for recycling

**Fire Rescue**: Below is an outline of happenings at the Fire Department

1. At this time, several our members have been vaccinated with their first of two shots for the COVID-19 vaccine. So far it has been a slow process, but we are actively scheduling people to get their vaccine.
2. The Assistance to Firefighter Grant opened on January 4, 2021 and will be open for approximately 40 days. We have been collecting data and plan on submitting two grant applications. The assistance to Firefighters Grant Program is one of the most successful grant programs in the country, directing funds directly to local cities and towns.
3. The new ambulance is expected to be delivered on January 6,2021 (Wednesday). We will be keeping the loaner ambulance in service until we can program the radios, stock the new ambulance, and get it inspected by the state.
4. During the month of December Northwood Fire Department Ambulance responded to 31 Medical emergencies resulting in the transport of 23 Patients to medical facilities.
5. Emergency calls were up in 2020 as compared to 2019. Call Volume in 2020 was up 3.45%. Total responses in 2020 was 628.

**Police Department**:

1. **Stats 2020**
   1. Call for Service: 3,569
      1. Business/Property Checks: 4,935
   2. Arrests: 284
   3. Accidents: 114
   4. Warnings: 2,056
   5. Summonses: 210
2. **Cruisers**
   1. New Cruiser is in. It has been lettered and is currently at the upfitters getting the equipment installed. Hopefully will have it on the road by the end of the month.
3. **Covid**
   1. No officers out. Several have received 1st dose of vaccine.

**Weekly Report from Linda Smith, Land Use Specialist**

**Planning Board**

There was no quorum of members attending on zoom so the meeting did not occur. The public hearing on the zoning amendments is now scheduled for Thursday, January 7. Other cases re-scheduled for dates in January.

**Zoning Board**

Board met to hear variance request for Docko/Millstone property for potential impacts to the wetland buffer. Case continued to January 25 for decision by the board.

Also on the agenda was a Re-Hearing for June Kulakowski. Her attorney requested to continue the case based on only 3 voting members. Betsy Colburn was subsequently appointed to fill the vacant seat on the board. **Outreach for alternate members should continue.**

**Conservation Commission**

Nothing new to report.

**Budget Committee**

Nothing new to report.

**Police Commission**

Nothing new to report

**Town Report**

Reports have started to come in this week. Reminder email will be sent to those who did not meet the deadline of January 4.

**Library:**

December Downloadable Audiobooks: 353 items

December circulation: 377 items

December new patrons: 6

**Total number of registered library card holders: 2,909**

**NOTES**

1. Closed January 1, 2021 (to observe New Year’s Day)
2. Closed January 18, 2021 (to observe Martin Luther King Jr./Civil Rights Day)
3. Curbside Services/Document Services/Interlibrary Loan Services/Notary Services/Take-and-Make Craft Packets available

**MEETINGS**

January 8 – Trustee Meeting 9:00am (via Zoom)

January 19 - Friends of the Library Meeting 6:30pm (via Zoom)

**PROGRAMS**

January 6 – Afternoon Book Discussion 2:00pm (via Webex)

January 20 – Evening Book Discussion 7:00pm (via Webex)

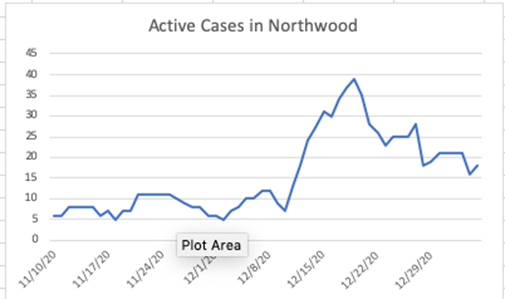
**ONLINE ACTIVITIES/RESOURCES**

Author Performances, Book Awards, COVID-19 Resources, Crafts, Documentaries

Educational Resources, Legal Assistance Information, Musical Performances, Online Book Resources, Online Video Resources, Reading Quests, Senior Resources, Sing-a-Longs, Story Time, Virtual Tours

**Northwood EMD’s report for week prior to 01/04/21**

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Northwood continues to average 2 to 3 new cases daily. With school vacation and holiday gatherings, an additional rise in cases is expected after the Christmas/New Year break. State wide hospitalizations are up.



1. EMD continued to provide daily briefings each evening including a SIT REP each Friday and Emergency Orders, Health Alert Network documents and State Issued Guidance as they become available. Weather updates were provided as needed. EMD was on conference calls this past week with HSEM and DHHS (2).
2. The School (2/4/21) and Town (1/30/21) Deliberative and the town election in March are being discussed in light of community spread of COVID. Most residents will not be receiving their vaccine until May at best, making indoor gathering difficult. A new strain of SARS-CoV-2, variant B.1.1.7 is proving to be up to seven times more transmissible. Holding a deliberative session remotely would come with a number of unique problems, not the least being voter identification, so early planning is imperative. Awaiting results of legislative session on Wednesday on a bill to ease postponement of Town Meetings.
3. The initial rollout of the Pfizer and Moderna Vaccines, Phase 1a has begun for health workers, first responders and long-term care facilities. Most local school nurses and first responders have begun the process with many already getting their first of two doses.