

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

**TO:** Board of Selectmen

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

**RE:** Weekly Report

 **DATE:** January 11, 2021

**Town Administrator:** This past week's activities included:  Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; continued review and processed Human Services additional request for assistances; prepared for and attended the 01/05 Select Board meeting; continued orientation with the new finance director, met with the Town Clerk and Kofile Company representative regarding records preservation program and pick up of two volumes, and met with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic; prepare for and attend the Select Board meeting on 1/13 and the budget hearing on 1/13, continue processing current Human Services applications, and third follow up meeting with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th  prepare for and facilitate the monthly department head meeting, attend the Lamprey Regional Cooperative quarterly meeting and begin preparing official budget and warrant and voters’ guide for the 1/30 Deliberative Session. . Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Finance:** I am getting settled and working through finding my way through the paperwork and software. I have assisted in both A/P and Payroll runs (with a couple hiccups) and will be "soloing" on the next ones. FY20 is very close to being wrapped up, thanks to Greg.  Just waiting on the final invoices to come through and be processed. W-2's and 1099's will be processed shortly.

**Tax Collector:**

1. Taxes are still coming in (slower pace)
2. We have just started with dog renewals for the year and I have also added some NEW 1st time contests for our fury friends
3. Vacancy elected positions are coming up to file for an opening Jan. 20-Jan. 29 until 5pm

**Department of Public Works:** The highway department doesn’t have much to report, with the lack of snow storms in the last few days it has been kind of nice to actually get to work on equipment that needs fixing and maintenance, new cutting edges on all trucks and wing plows to be done this week, the transfer station on the other hand has not slowed down one bit, 2 full cans from the weekend alone trash and cardboard and the new 45yrd cardboard can can’t come fast enough, with the spike in COVID-19 and things shutting down we have seen a huge increase in cardboard intake, Vinna and her volunteers have made the swap shop a success and running smoothly with everything, I even had a phone call thanking us for a job well done with proper mask wearing and safety practices being followed.

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

1. We are continuing to vaccinate our members against COVID-19. The process seems very cumbersome and not very user friendly especially for our members who are not tech savvy
2. The New ambulance has been delivered! Currently our members have been actively moving stock and equipment over from the loaner ambulance. Once we get everything in place, we need an inspection from the State, and it will go in service. The New Ambulance will be licensed at the Paramedic Level, both ambulances will then be licensed for Paramedic level service.
3. We are planning an open house to celebrate the delivery of the New Ambulance, details to follow. Anyone is welcomed to come take a look at the ambulance at the Narrows Station. Appropriate COVID-19 precautions are required.
4. The new car one has been delivered. We are still awaiting a fiberglass cap for the truck so we are limited as to what we can do *to put the new truck in service.*
5. *We have received the December Statement from Comstar. Ambulance billing for 2020. Average monthly ambulance revenue was $8457. Our lowest month was Feb 2020 at $3,742 and our highest month was April 2020 at $14,446.*
6. To save on heating cost we installed a storm door on the rear door from the Narrows Station. The current door is full length glass and is not very energy efficient. Thank you to FF. Kevin Bataran for completing this project.

**Police Department**: No report this week.

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

 **Planning Board**

Public hearing held on zoning amendments. The posted amendments were approved to be sent to the ballot. Additional proposed changes were discussed and a public hearing is scheduled for Thursday, Jan. 21 to consider these items. The focus of the amendments is to clarify and correct language – no substantive changes.

 **Zoning Board**

**Alternate members needed** to fill in for absent or abstaining members, and to start understanding the role and responsibility of the position.

 **Conservation Commission**

Commission met and reviewed changes to internal processes including review of special exceptions and an annual review of past year accomplishments/review of future goals.

 **Budget Committee**

 Nothing new to report.

 **Police Commission**

 Nothing new to report

 **Town Report**

Reports are being reviewed for proofread and corrected and reformatted. A number of narrative reports have not yet been received – a “last call” will be sent out this week. Financial reports will be arriving in the second half of the month.

**Library:** The Chesley Memorial Library remains at Phase 4 in the Phased Reopening Plan. The library is closed to the public with limited staff in the building following required guidelines. Staff members continue to provide the following services: curbside delivery, faxing services, copying services, printing services, notary services, take-and-make crafts, and reference services via email and telephone. Storytime programs are online and book discussion groups are meeting via Webex.

 **Northwood EMD’s report for week prior to 01/10/21**

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 active cases remaining around 20. Of interest is that the current highest infection rate is in 20 to 29 years old demographic, rather than the 60 to 69-year-old at the beginning of this pandemic.

 

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. EMD was on conference calls this past week with HSEM and DHHS (2). One current concern is vaccine availability. Additional phases were released last week with plans to finish phase 1a by mid-January. Of note is that 65 to 75 years of age and K-12 school staff will be in phase 2a, planned for a March rollout.
2. The School (2/4/21) and Town (1/30/21) Deliberative and the the town election in March are being discussed in light of community spread of COVID. The new strain B.1.1.7 continues to be observed in the country a appears more transmissible. Although the State Senate passed SB-2 to ease postponement of Town Meetings, the house has yet to act. NHMA and DOJ have issued updated guidance. Town and school officials are meeting to address this issue.
3. The drought in the Northeast has appeared to have subsided. Northwood is currently listed as abnormally dry having been at extreme drought levels most of the summer and fall. Drought reports will now be monthly rather than weekly.
4. DOT has requested that DPW information be tracked much as Police, EMS and Fire are now doing. A file has been opened in WebEOC to which Bob, Glen and Walter have access. No guidance as yet on how Northwood will actually address this.