



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 18, 2021

Town Administrator: This past week's activities included: Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; prepared for and attended the Select Board meeting on 1/13 and the budget hearing on 1/13, continued processing current Human Services applications, attended the second follow up meeting with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th, prepared for and facilitated the monthly department head meeting, attended the Lamprey Regional Cooperative quarterly meeting and begin preparing official budget and warrant and voters' guide for the 1/30 Deliberative.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic; Session, attend the third meeting with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th, finalize the official posting documents for the deliberative session and town meeting, finalize the voter's guide for the deliberative session, continue work with the finance director on processing procedures for payroll and AP, continue to handle Human Services requests, review pending property repurchase agreements and other town owned tax deeded property files. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector: I have just returned to work as of 1/19/2020. Currently, I'm just catching up on the previous 2 weeks and will have more to report on next week.

Finance: The 2020 W2 forms have gone out to employees. 1099's will follow as soon as we get the software update to handle the new format. This will be coming any day now. I am continuing to sort through files, boxing up old files for storage, and learning my way around the financial software. All required information has been sent to the actuarial company to be calculated and included in the 2020 audit.

Tax Collector: No report this week.

Department of Public Works: With the lack of snow I have had plenty of time to finish the maintenance on all equipment, including new push pins on the plows, fixing worn hydraulic hoses on f-550, painted dump body, tranny service and fuel filters, and new tires on backhoe were installed by Sullivan tire on Friday to finish out all the maintenance that needed to be done. I also finished up cold patching a few holes that have formed on a few roads. Currently, we are still seeking applications for an open position for highway department.

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

1. I am happy to report that 4 of our members have completed and passed the classroom portion of the Advanced EMT course. They still need to complete the clinical portion of the class and pass the written Nation Registry exam. I am confident we will have 4 new Advanced EMT's soon.

2. All the extra ambulances have now been removed from the fire station! The old Rescue Truck has been sold, our Old Ambulance 2 as been traded in and the loaner ambulance has been returned to the dealer. Thank you to Ron Morin and Sugarloaf Emergency Vehicles for allowing us to use the loaner ambulance for several months free of charge.
3. In cooperation with the Safety Facilities Strategy Committee, we participated in filming of a short informational video that highlights the deficiencies in our public safety buildings.
4. The new Ambulance has been equipped, the radios have been installed and the last few dealer punch list items have been rectified. Our State inspection for the new ambulance is scheduled for Thursday of this week, hopefully we can put the new ambulance in service Thursday or Friday of this week.
5. One of the bay doors at the Narrows recently failed. Overhead door replaced the cables and lubricated the door, and it is back in service

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Adjust.	Total
2	Collections	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806	\$11,474	\$13,286	\$10,847	\$8,266	\$5,867	\$9,423	\$6,767		
3	Running Total	\$7,614	11,356	\$15,299	\$29,745	\$35,511	\$47,025	\$60,311	\$71,158	\$79,424	\$85,291	\$94,714	101,481	(\$1,744)	\$99,737
4															
5	This does not include funds from the federal government for COVID-19 relief.														
6															
7															
8	Average Collections over the first three months														\$5,100
9	Average collections over the past 7 months 9 months														\$8,967
10	Average collections over the past 10 month 12 months														\$8,457

Police Department: No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Work session held. Public hearing held on continuing older cases (Docko and Carter). No decisions-cases continued.

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

Town land boundary markers order arrived. Vice-Chair Fred Borman will be marking boundaries on town owned conservation land in the coming months. The reason for this project was due to an encampment found on Fish and Game property in the spring that has since been cleared and access (which was through town conservation land) blocked.

Budget Committee

All warrants reviewed and recommended. Public hearings held. To save time, subcommittee of 3 selected to review minutes on Zoom; final copy to be reviewed and approved on Jan 27

Police Commission

Nothing new to report

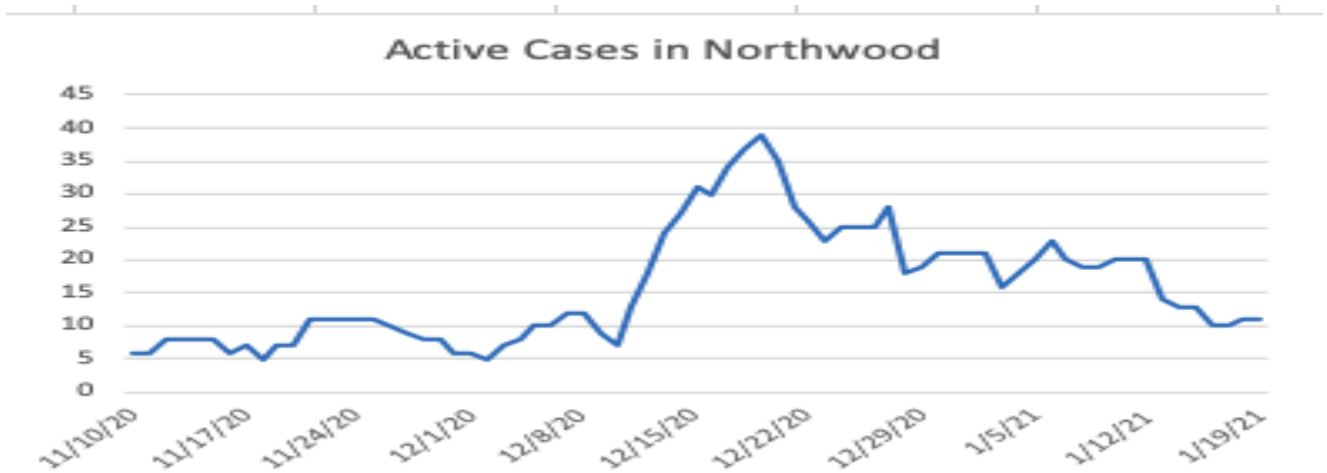
Town Report

Peak time - “middle stage” of project. Most reports in; correcting and reformatting. Dedication pages written.

Library: Library Director Donna Bunker attended a virtual New Hampshire Library Directors Meeting and a virtual Suncook Interlibrary Cooperative Meeting. The library furnace upgrade is scheduled for Friday, January 29. This week the library will hold a virtual book discussion and the Friends of the Library will hold a virtual meeting.

Northwood EMD’s report for week prior to 01/18/21

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Northwood appears to have past the holiday surge. For the past week cases have hovered around 10. Highest infection rate in NH remains in 20 to 29 years old demographic, rather than the 60 to 69 years old at the beginning of this pandemic.



2. 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 again on conference calls this past week with HSEM and DHHS (2). Vaccine availability is an ongoing problem. Last week those 65 years of age and older were added to Phase 1b with registration beginning this Friday, 1/22/21.
3. 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. Town and school officials are meeting to address this issue.
4. DOT has requested that DPW information be tracked. Northwood’s data has been entered into Web EOC.