



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 15, 2021

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**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, prepared for and directed the monthly department head meeting, continued review of Town ordinances and policies for familiarity, continued research of Town owned property for potential spring sale, and addressed pending personnel matters, and participated in the NHMA weekly legal call.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic; assist with the 2020 audit as needed, continue work on Town owned property for potential sale, continue review of Town ordinances and policies for familiarity and possible amendments, coordinate notices to expiring board and committee members regarding reappointments. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Building Inspector:** No report this week.

### **Finance:**

- Worked with Greg Colby with final preparations for the audit this week.
- Met with our Representative from Aflac and I will be receiving updated information and materials for their plans.
- Gathered requested materials for the upcoming audit.

**Tax Collector:** No report this week.

**Department of Public Works:** No report this week.

**Fire Rescue:** Below is an outline of happenings at the Fire Department  
No report this week.

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

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

#### **Planning Board**

Mini Golf site plan continued for additional drainage input; 2 boundary line adjustments and a minor site plan approved.

**Zoning Board**

Received request for continuance on pending re-hearing to March meeting.

**Conservation Commission**

Further research and review need to be done on town owned school lots properties.

**Budget Committee**

Nothing new to report.

**Police Commission**

Nothing new to report.

**Town Report**

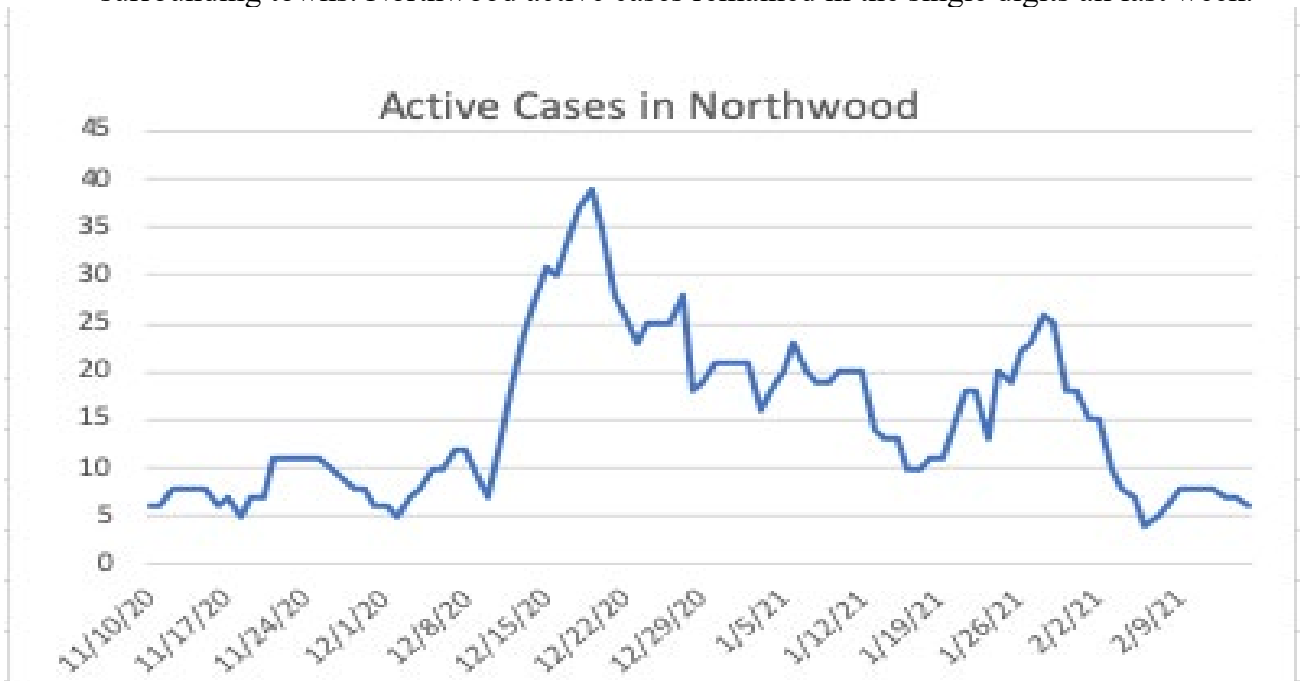
Finishing up.

**Library:**

The Chesley Memorial Library will move to Phase 5 of the Phased Reopening Plan on Monday, February 22. The Library will be open to the public by appointment, high traffic areas will be disinfected between appointments. Circulation will be available inside by appointment with ebooks and curbside still available. Programs will remain online with Take-and-Make craft packets available. The outside book drop will be utilized for all returns. Computers will be available by appointment and will be disinfected between patrons.

**Northwood EMD’s report for week prior to 02/15/21**

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Northwood active cases remained in the single digits all last week.



2. EMD continued to provide daily evening briefings including a SIT REP each Friday and Emergency Orders, Health Alert Network documents and State Issued Guidance as they become available. Current briefings include weather alerts. EMD was again on conference calls this past week with HSEM (1) and DHHS (2).

3. CDC and State Health Officials are watching the arrival of several SARS-CoV-2 variants into the US. South African (B.1.351) has been detected in New England. The UK strain (B.1.1.7) has been detected in NH, MA, CT and ME.
4. The CDC VAMS system in NH was successfully scheduling 2<sup>nd</sup> vaccine appointments for 1a and 1b recipients. Unfortunately, residents are now reporting problems obtaining first doses before mid-May.
5. EMD continues to review the Northwood School Emergency Plan. Town officials and TA should consider addressing a formal COOP/COG plan for Northwood. Officials are urged to review data security in light of increased cybercrime.