



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 01, 2021

Town Administrator: This past week's activities included: Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; continued review of Town ordinances and policies for familiarity, continued research of Town owned property for potential spring sale, updated the task manager, addressed pending personnel matters, prepared for and attended the Select Board meeting and prepare final position description for Recreation Director.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic and the NHMA weekly legal call; continue work on Town owned property for potential sale, continue review of Town ordinances and policies for familiarity and possible amendments, issue notices to expiring board and committee members regarding reappointments and continue to address pending personnel matters, attend virtual cyber security summit and prepare and post notice for recreation director position. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector: No report this week.

Finance:

- Last week I worked on drafting a Capital Asset policy and a Purchasing/Purchase Order policy
- I finalized the audit follow-up work
- I painted my new office (left over paint was downstairs, so no cost)
- I moved the boxes of 2020 paperwork into the storage area

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

1. The water pump on Ambulance 1 has failed, Burgess repair is compiling an estimate of the cost to repair.
2. During the month of February, we responded to 27 medical emergencies resulting in 18 patient transports.
3. This past weekend we responded to 4 paramedic level medical emergencies; we were able to handle these calls with our own paramedics rather than call out of town.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Both scheduled cases – Millstone/Docko and Aroma Joe’s were continued to March at the request of the applicants.

Zoning Board

Due to one member stepping down to alternate, **we are currently in need of one member** for the board. Bonenfant application was continued to March due to improper submission of information; Camp Yavneh Special Exception continued to March for final hearing.

Conservation Commission

Numerous agenda items were researched/reviewed last week prior to March meeting.

Budget Committee

Nothing new to report.

Police Commission

Meeting was held at town hall; no public attending. Chief’s report provided. Commissioner Krochmal resigned due to family obligations. Letter sent to TA Johnson notifying of resignation.

Town Report

Town report first draft complete. Final proofreading/page numbering, etc. is being completed prior to going to print. TA Johnson will review PO before sending out.

Library:

Weekly Report March 1, 2021

February Downloadable Audiobooks: 403 items

February circulation: 369 items

February new patrons: 5

Total number of registered library card holders: 2,917

NOTES

- 1) Curbside Services/Document Services/Interlibrary Loan Services/Notary Services/Take-and-Make Craft Packets available
- 2) In-Person Appointments available

MEETINGS

March 12 – Trustee Meeting 9:00am (via Zoom)

PROGRAMS

March 3 – Afternoon Book Discussion 2:00pm (via Webex)

March 17 – 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, Tax Information, Virtual Tours

Northwood EMD’s report for week prior to 03/01/21

No report this week.