



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 08, 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, issued notices to expiring board and committee members regarding reappointments, attended virtual cyber security summit and posted the 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; prepare for and attend the Select Board meeting, continue work on Town owned property for sale, continue review of Town ordinances and policies for familiarity and possible amendments, begin interviews for the building inspector position, prepare for and lead the monthly department head meeting and attend the Pleasant Lake Moose Plate grant project meeting. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector: No report this week.

Finance:

- Attended a Cybersecurity Summit to learn about recent technology and strategies for combating and reacting to cyber fraud situations.
- Started looking into options for Fund Accounting software. I am exploring different vendors and arranging for demonstrations and price quotes at this point. I attended one Webinar regarding the AccuFund system and arranged a demo of the MRI system for later in April.
- Still working on getting contacts/authorized users for various vendors and service providers changed from the former employee's name to mine.
- Paul has started sorting through the personnel files and organizing them to ensure they are compliant with Federal law and best practices.

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. When Burges was installing the new water pump, he discovered 4 hoses needed replacement. Unfortunately, these hoses are proprietary and can only be purchased from the Ford dealer.
2. Engine 1 developed a significant leak in the fire pump. It was sent to Lakes Region Fire Apparatus for evaluation and repairs. They found the pump packing needed replacement. Also, while it was there, we had them check a "check engine light". They found the Diesel emissions system was rusted out and in need of replacement. Due to the cost of this repair, we are evaluating our options

and getting other quotes.

3. The graphics were completed on the new car 1 this week. Linda Smith did an outstanding job.
4. The cap for the back of car 1 is being installed Tuesday 3/9/21.
5. Attached is a summary of ambulance billing this year until the end of February. The estimates for the year are based on the average collections over past twelve months.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Adjust.	Total
Collections	\$8,812	\$8,900	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986	\$8,986		\$107,572
Running Total	\$8,812	8,900												\$17,712
2020	\$7,614	\$3,742												
Projections beyond the current months are based on the previous 12 months collections														

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

No report this week.

Zoning Board

No report this week.

Conservation Commission

No report this week.

Budget Committee

No report this week.

Police Commission

No report this week.

Town Report

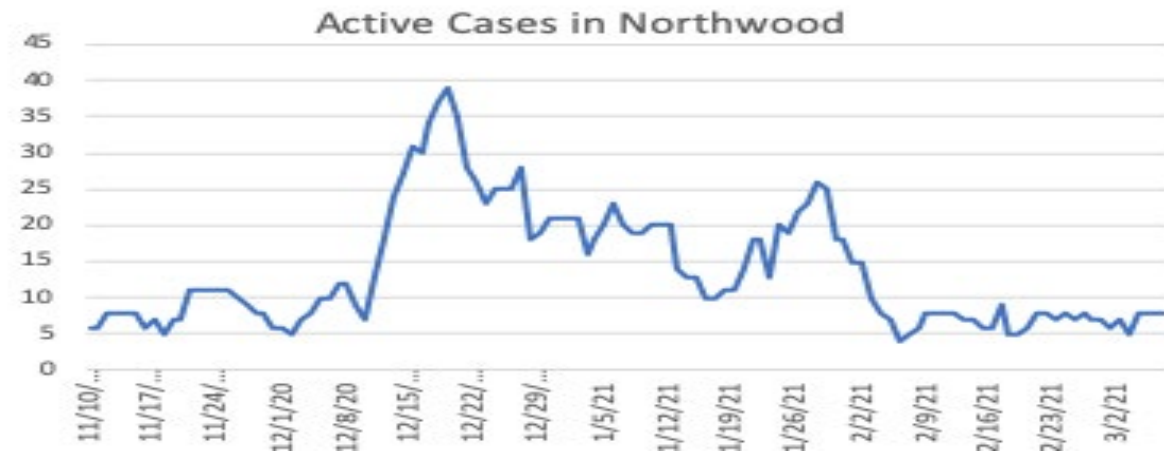
No report this week.

Library:

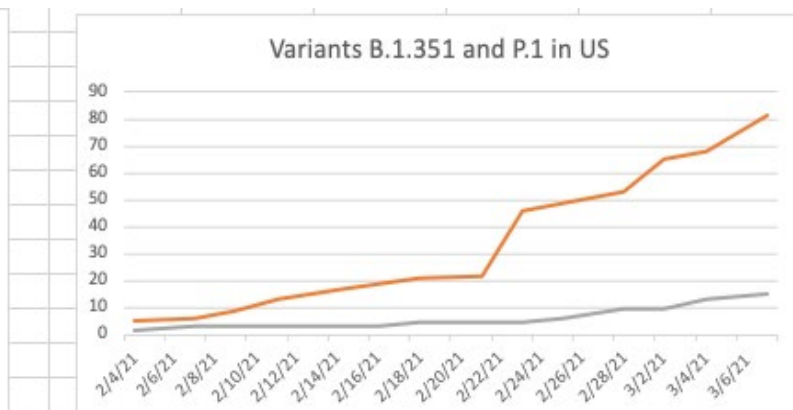
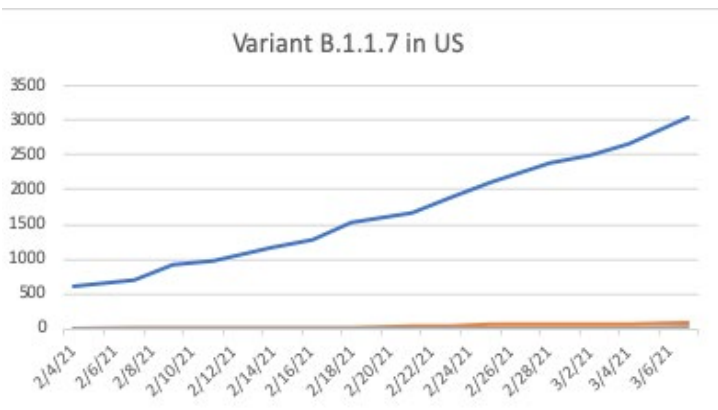
The Chesley Memorial Library remains in Phase 5 of the Phased Reopening Plan. Patrons can access services inside the library or continue to use curbside services. The Library Director attended the “Best Practices in Hiring” webinar sponsored by Primex and the New Hampshire State Library last month. The Library Director participated in a virtual New Hampshire Library Directors Meeting last week.

Northwood EMD’s report for week prior to 03/08/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood, after exhibiting a fall in their number of COVID-19 positive cases, saw a rise and plateau last week, possibly due to the prior week’s school vacation.



2. EMD continued to provide daily evening briefings including a SIT REP each Friday and Emergency Orders (EO), Health Alert Network (HAN) documents and State Issued Guidance as they become available. EMD was on conference calls this past week with HSEM (1) and DHHS (2). There was additional communication with electrical authorities resulting from wind driven power outages.
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 NY(1), CT(4), MA(1) and ME(1). The UK strain (B.1.1.7) has been detected in the Northeast except for VT. Six case reported in NH.



4. EMD met with the Northwood School Safety Committee and reviewed their Emergency Plan, earlier lockdown drills and reimplementation of In-Force 911 software.
5. Town officials and TA are urged to develop a formal COOP/COG plan for Northwood. Officials are also urged to review data security in light of increased cybercrime and renewed warnings from CISA and the Office of Intergovernmental Affairs.
6. The State is about to rollout Phase 2a of the NH Vaccination Plan. Increased availability of all three vaccines have allowed for large scale vaccination at fixed sites, pharmacies and a mass event in Loudon. Capital Area Public Health Network has begun working with Northwood Schools and local SAU to develop a closed POD for K-12 teachers, staff and pre-school workers.