



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

Town Administrator: This past week's activities included: Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; continued research of Town owned property for potential spring sale, updated the task manager, prepare for and attend the Select Board meeting, began interviews for the building inspector position and still receiving applications, prepared for and led the monthly department head meeting and attended the Pleasant Lake Moose Plate grant project meeting.

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 sale, continue review of Town ordinances and policies, conduct bid opening for sale of surplus vehicles, prepare deed for sale of 1 Pheasant Lane, attend the TRC meeting on the elderly housing project, attend a court hearing on a pending eviction case, attend the MMANH monthly meeting and training, draft road and building improvement projects RFPs with the DPW Foreman for Board and committee review . Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

- The building dept. answered or returned 29 phone calls.
- Researched several permit applications for non-conforming issues.
- Also, private road or class 6 road for agreement & release RSA 674:41.
- 9 on-site inspections.

Finance:

- Attended the BOS meeting and introduced the draft of the Capital Assets Policy and Administrative Rules.
- Continued to draft purchasing and purchase order policies
- Continued to research options for Fund Accounting software
- Paul continued to organize the personnel files to bring them into compliance
- Started to review information on tax agreements to assist Walter with that project
- Started cleaning up the chart of accounts in the General Ledger - marking old unused accounts as inactive and clarifying some account names

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. Ambulance 1 is back in service running second due out of the Ridge Fire Station
2. The pump packing has been repaired on Engine 1; We had the exhaust put back together so we could get additional estimates. While transporting it back from Lakes Region Fire Apparatus a radiator hose blew necessitating a tow to Allen's Diesel in Lee. Allen's is repairing the radiator hose and will be evaluating the exhaust and giving us an estimate on that.
3. This week we had an incident at the Meadows State Park. Person fell and sustained significant injuries. Since our ATV is not 4-wheel drive we call mutual aid from Strafford to assist with transporting the patient out of the woods. Northwood ambulance transported to Portsmouth hospital at the Paramedic Level.
4. Summary of February Incidents:

a. Combustible Liquids Spill	1
b. Controlled Burning	1
c. Cancelled en Route	2
d. Electrical Problem	2
e. Emergency Medical	28
f. Good Intent	2
g. Smoke Removal	2
h. Structure Fire	2
i. Unintentional False Alarm	2
j. Water Problem	1
k. Mutual Aid Given	3
l. Mutual Aid Received	6
m. Simultaneous Calls	4

Police Department:

- 1. Stats February**
 - a. Call for Service: **203**
 - i. Business/Property Checks: **370**
 - b. Arrests: **18**
 - c. Accidents: **12**
 - d. Warnings: **171**
 - e. Summonses: **18**
- 2. Cruisers**
 - a. New Cruiser: In-Service 2 weeks
- 3. Covid**
 - a. No officers out.
- 4. Staffing**
 - a. One open Full-Time position and one Part-Time officer out on medical.
 - i. Hiring process under way for Full-Time position.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

No cases at last week's meeting. Planning board provided review and comments on RSA 674:41

application (access relative to residential building permit. Board discussed schedule of CIP information gathering and review. It was agreed to send out letters to departments prior to town meeting with the expectation of receiving after town meeting is completed (with the understanding of what has been approved by the voters).

Zoning Board

Due to one member stepping down to alternate, we are currently in need of one member for the board.

Conservation Commission

Nothing new to report.

Budget Committee

Nothing new to report.

Police Commission

Nothing new to report.

Town Report

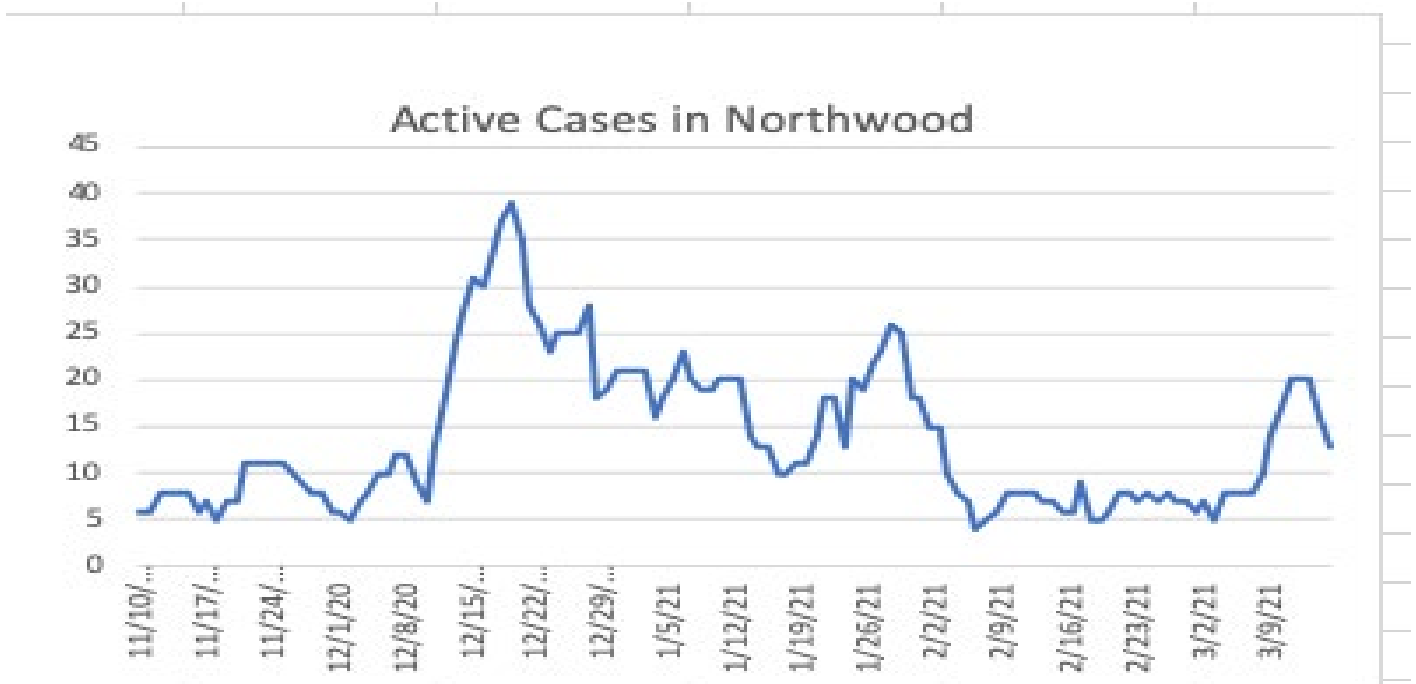
Town report sent to printer who will provide one proof for review this week; followed by production of report. Speedy Printing was selected to do the printing this year following requests for estimates.

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 “Addressing Employee Performance” webinar sponsored by Primex and the New Hampshire State Library on March 11.

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 saw a significant rise in active cases last week. Both schools were reporting members of their communities having tested positive.



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 (2) and DHHS (2). This past week changes were made to guidance for Restaurants and Dining, Retail Establishments, Overnight Camps, Day Camps, Lodging and Cosmetology. Some restrictions were also lifted for those individuals now fully vaccinated including the need to quarantine post travel. In addition, travel quarantines went from being required to being recommended.
3. Walgreens will be conducting a Phase 2a closed pod Covid-19 vaccination clinic at Northwood School. This clinic will be open to educators from Coe-Brown, Strafford and Northwood Schools, school bus drivers, coaches and local child care providers.
4. 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.