



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 22, 2021

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**Town Administrator:** This past week's activities included: Participated in conference call with NHHSEM regarding the Covid-19 pandemic; continued research of Town owned property for spring sale, updated the task manager, conducted bid opening for sale of surplus vehicles, prepared deed for sale of 1 Pheasant Lane, attended the TRC meeting on proposed elderly housing project, attended a court hearing on a pending eviction case, attended the MMANH monthly meeting and training, drafted RFP for 2021 mowing contract with DPW Foreman for Board review, reviewed applications for the building inspector position and recreation director positions.

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, draft road and building improvement projects RFPs with the DPW Foreman for Board and committee review, prepare for and attend Select Board meeting, review updated Eversource lighting energy improvement program information for Town buildings, work with Mainstay on security upgrades for Town e-mail accounts and an issue RFP for Town mowing contract . Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

- 15 calls for permit questions
- 8 calls for code/zoning
- 2 calls for health.
- 7 site inspections
- Sent a water sample to concord

### **Finance:**

- Attended a virtual software demonstration from BS&A. There are several other companies I am also going to demo.
- Familiarized myself with the tax deeded properties list and existing tax agreements and started to gather information regarding all these properties to assist Walter with that project.
- Continued to work on draft of the purchasing and purchase order policy.
- Paul continues the project of organizing the personnel files and ensuring all required documents are included.

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

**Department of Public Works:** The highway department has started to pull iron off all trucks and will begin setting them up for summer use, spending a few days getting some issues taken care of to start off the summer season. Most every road in town was cleaned up last week of fallen trees, but a few areas appeared after the snow banks melted so we will be taking care of that. At the transfer station everything is running smoothly, the new 45 yard can has proved to work allowing us to run one more

day on the card board can and eliminating 1 hauling fee. We will be going back to burning the brush pit every Thursday due to the nice weather and everyone cleaning up their yards. Additionally, the demo building was repaired yesterday with a new 2x12 put in place to support the roof rafters that were broken.

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

1. There have been some questions raised regarding non-EMT's covering the Ambulance. Below is an excerpt from an informational bulletin issued by Justin Romanello, Bureau Chief NH Emergency Medical Services.

*'In the event of a State of Emergency declared by the Governor, a public health or safety incident declared in writing to the Governor by the Commissioner of the Department of Safety or the Commissioner of the Department of Health and Human Services, or a mass casualty incident as described in Saf-C 5901.60 and Saf-C 5902.05, the staff required to attend a patient during transport may be reduced to one provider at the EMT, AEMT or Paramedic level per each EMS land or water vehicle. The staffing requirements in Saf-C 5902.6 (c) & (d) shall not be modified except if one of the aforementioned events occurs.'*

The current State of Emergency, declared by the Governor, allows a continued reduction in staffing to one EMS provider. Rest assured if there is a need for a second medical provider to assist with patient care in the back of the ambulance, we will provide the second provider. If the only thing the Non-EMT is needed for is to drive the ambulance we will continue to utilize these Non-EMT's

2. The Fire Department is preparing for the end of the current State of Emergency, as such we are coordinating a plan to get our non-EMT's trained and licensed as medical providers.
3. As reported last week Engine 1 was at Allen's Diesel for repairs. The original estimate to repair the exhaust system at Lakes Region Fire apparatus was over \$11,000. Since we had the vehicle towed to Allen's Diesel we asked for an estimate for the repairs. The total cost for Allen's to do the exhaust work was approximately \$3,700. Engine 1 will be going back in service Tuesday 3/23/2021. At this time, we expect the repairs to be absorbed by the current vehicle maintenance budget. As we have encountered some un-anticipated repairs early in the year, we will need to closely monitor the vehicle repair line moving forward.
4. Brush Fire Season has arrived. This weekend we responded to two brush fires; both were controlled burns that got out of control. One was threatening a neighbor's garage. On Monday we responded with Forestry 2, Tanker 1, and Car 1, to Strafford to assist with their brush fire that had extended to a building.
5. We took delivery of an electrostatic sprayer from the State of NH. This sprayer is cordless and utilized to decontaminate vehicles and facilities. This unit is much like toe corded prayer we purchased at the beginning of the Covid 19 crisis.

**Police Department:**

No report this week.

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

**Planning Board**

Nothing new to report.

**Zoning Board**

Nothing new to report.

**Conservation Commission**

Nothing new to report.

**Budget Committee**

Nothing new to report.

**Police Commission**

In person meeting held; no public. Request for third commissioner is on BOS agenda.

**Town Report**

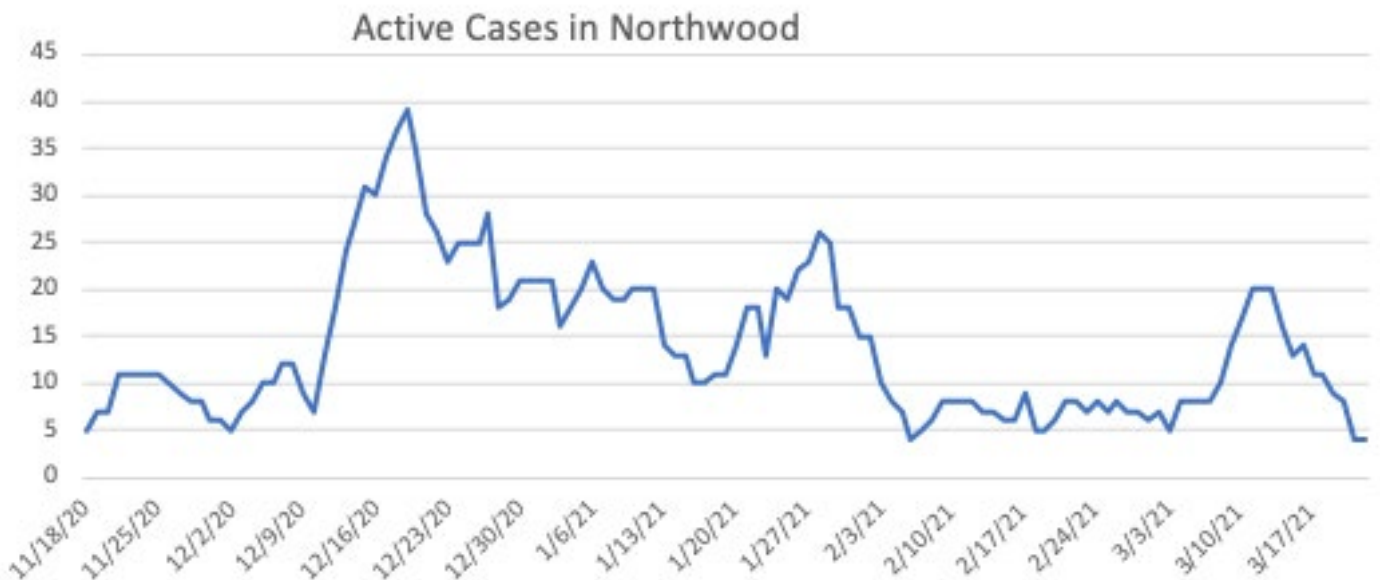
Town report sent to printer.

**Library:**

The Chesley Memorial Library will host a Maple Sugar Tour at the Robertson Sugar House on Saturday, March 27, at 10:00 a.m. Children and their families will learn about the maple sugaring process from Robbie and Sue Robertson. Social distancing guidelines will be followed so as one family tours the sugar house, other families can have fun making a spring craft as they wait. The Chesley Memorial Library is able to offer the Maple Sugar Tour through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the Theodora Kalem Grano Memorial Wing in 1991. “Joseph Grano Children’s Initiative” programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

**Northwood EMD’s report for week prior to 03/22/21**

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood active cases have dropped to less than 4 following a peek of 20. Both schools continue to report members of their communities having tested positive. The state continues to declare Rockingham County’s community transmission risk as substantial.



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 Travel and the Universal Guidelines. Travel quarantines went from being required to being recommended. Phase 2b appointments begin this Monday. Currently 12.2% of NH is fully vaccinated.
3. Walgreens conducted a Phase 2a Covid-19 vaccination clinic at Northwood School. This clinic provided Pfizer vaccine to educators from Coe-Brown, Strafford, Epsom Chichester and Northwood, and included school bus drivers, coaches and local child care providers.
4. Weekly reminder to Town Officials regarding COOP/COG plan for Northwood and a review data.