



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: March 29, 2021

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, reviewed bids from sale of surplus vehicles, prepared and issued a RFP for two re-shingle roof projects for the East Fire Station and the Town Parade garage with DPW Foreman, continued reviewing applications for the building inspector position and recreation director positions, Worked with Mainstay on e-mail security items and implemented new protocols for all Town e-mails, prepared for and attended Select Board meeting, issue RFP for Town mowing contract.

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, finalize the road and building improvement projects RFPs with the DPW Foreman, review updated Eversource lighting energy improvement program information for Town buildings still waiting on Eversource for new assessment analysis, continue work with Mainstay on security upgrades for Town e-mail accounts, meet with cable TV franchise agreement consortium, attend the mowing RFP pre-bid meeting, continue to prepare for Town owned property sale. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

No report this week.

Finance:

- Processed payroll
- Attended Board of Selectmen meeting to assist with the second reading of the proposed Capital Asset policy and administrative rules
- Processed the quarterly 941 employment taxes
- Worked on draft of a Cash Receipts policy for the board's consideration
- Continued work on a Purchasing and Purchase Order policy for the Board's consideration.
- Continued working with Tyler Tech support to resolve issues with the requisition approval process in ProFund.
- Continued work to clean up the chart of accounts
- Paul continued his work to organize the personnel files.

Tax Collector: No report this week.

Department of Public Works: The Highway Department has been busy getting ready for summer time operations and weather permitting the road postings will stay up for only a week longer. We had an extremely busy day yesterday with the heavy winds and trees down, causing 6 roads to be affected with multiple trees down on them during the heavy winds. We had an issue that was brought to our attention on Bow Street where we had to completely rebuild an old stone catch basin that receives lots of water from 3 culverts that tie into it. This week we are planning to pull all the remaining iron on the town

trucks and fingers crossed we don't have any snow.

The transfer station also has been extremely busy with the warm temperatures. We have seen a huge influx of brush and mattresses as well as demo and furniture having to be pulled out 2 times a week because of the increased usage. Other than that, everything has been running smoothly. Since I changed everything over revenue at the transfer station from 2019 has increased from \$11,297 to \$17,951 in 2020.

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

1. Northwood firefighters assisted Pittsfield with their Fire at their fire last Tuesday. Two alarms were struck for the Structure fire and an additional two alarms were called for the resulting brush fire.
2. After a long repair process Engine 1 was put back into full service. After Engine 1 returned we found one of the valves in the back was leaking, but we diagnosed the problem in house and ordered a valve rebuilding kit. Engine 1 will be running out of the Narrows while Engine 3 has been moved to the Ridge for the summer.
3. Forestry 2 has been put in full service for the season.
4. Fire Tech and Safety were in to perform annual maintenance on our breathing apparatus compressor and our mobile fill station on Rescue 1.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Inquiries to the land use department have been steady all winter. It may well be a busy year for planning and zoning. Two site plans have been submitted prior to the submission date, for April meeting. Last week the board meet and continued the Carter Mini Golf (just received NH DOT permit); Aroma Joe's (waiting for in person meeting) and Holden Engineering for Docko (to review the proposed conditions of approval). New cases: Elderly Housing site plan and subdivision on Old Canterbury Road application was accepted as complete and public hearing held/abutters comments received - application continued. Boundary adjustment plan on Blake's Hill Road (for an even exchange of land) and subdivision of new lot to two lots -application accepted as complete and public hearing held-application continued.

Please note that due to the zoom meetings both planning and zoning applications are continued to a second meeting (at a minimum) to ensure that anyone not being able to get in to the zoom meeting will be heard at the next meeting or anyone who wishes to provide written comments may do so.

Zoning Board

Re-hearing of Kulakowski case. Town Counsel Attorney Laura was present to advise the board prior to the meeting and during the hearing; case continued for decision in April. Hearing of Bonefant application was held; case continued to April for decision.

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 – printing in process. Anticipate receiving very soon.

Library:

No report this week.

Northwood EMD's report for week prior to 03/29/21

No report this week.