



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 12, 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, reviewed bids from for the mowing contract, continued reviewing applications for the building inspector position and recreation director positions, interviewed two applicants for the rec director position with Board member Frye and Commission Chair Martin, continued work with Mainstay on e-mail security items and implemented new protocols for all Town e-mails, attended a site visit of the drainage problem at the intersection of RT. 4 and Bow St. with DPW Foreman, attended the roofing pre-bid meeting, attended a meeting with Jon O'Brien of Legend's Software on website contact features, prepared for and attended the monthly department head meeting, met with DPW Foreman to review repairs and landscape work at Town offices.

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, continue prep on the road and building improvement projects RFPs with the DPW Foreman, continue work with Mainstay on security upgrades for Town e-mail accounts, meet with cable TV franchise agreement consortium, prepare for and attend the Select Board meeting, review bids for the surplus 1 ton dump truck, prepare for and attend Technical Review Committee (TRC) project review and meet with DPW, FD and PD to coordinate traffic and health screening activities for the school deliberative session. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Building Inspector:**

No report this week.

**Finance:**

- Processed Payroll
- Attended NH Labor Law Webinar
- Attended the monthly staff meeting
- prepared quarterly finance report for the Board of Selectmen's meeting on 4/13
- researched and compiled information to complete the Wage and Hour Survey from NH Municipal Association
- reviewed and organized old files
- reviewed materials for the upcoming open enrollment period for insurance benefits
- Paul continued to review and organize the personnel files

**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. We have renewed our effort to recycle at the fire station! We have converted some of our trash bins to recycling bins and we have added paper recycling bins in our office areas. We have already seen a significant reduction in our trash. Thank you to FF Challinor for spearheading this project.
2. We have recently met with representatives of the Daniel Webster Council to re-charter our Explorer Post. Exploring has a long history in Northwood and has produced several career and call firefighters including three Chiefs of Department. We are anxious to get our explorer program back up and running, post covid. If you know of any young adults age 14-18, who might be interested in a career emergency services please send them our way.
3. We had one call firefighter out of work due to Covid 19. I am happy to report he is fully recovered and back to work. This firefighter did not contract Covid 19 in the fire stations or on duty. To date no exposures to covid 19 have been attributed to the fire stations.
4. We have applied for a Grant from the Lt. Joseph DiBernardo Foundation. This grant would allow us to purchase “Bail Out” kits for each of our firefighters. In addition, the grant would cover on sight training for 4 members to become “Bail Out Train the Trainers”. There is no required match for this grant.

**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. We are starting to see more patrons choose inside appointments over curbside appointments and Library circulation reached its highest point last month since the pandemic started. The Library Director attended the “Managing Protected Leave” webinar sponsored by Primex and the New Hampshire State Library on April 8.

**Northwood EMD's report for week prior to 04/12/21**

No report this week.