



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 19, 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, continued reviewing applications for the building inspector position and recreation director positions, interviewed one applicant for the building inspector position, continued work with Mainstay on e-mail security items and implemented new protocols for all Town e-mails, continued prep on the road and building improvement projects RFPs with the DPW Foreman, met with cable TV franchise agreement consortium, prepared for and attended the Select Board meeting, reviewed bids for the surplus 1 ton dump truck on bids were received however an after the fact offer was received for \$5,000 and accepted by the Board, prepared for and attended Technical Review Committee (TRC) project review, met with DPW, FD and PD to coordinate traffic and health screening activities for the school deliberative session.

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 work with Mainstay on security upgrades for Town e-mail accounts, review roofing bids, prepare for and attend the budget committee meeting, continue discussions with building inspector and rec director positions, attend the MMANH monthly board meeting, continue coordination with FD, PD and DPW for school district deliberative session and continue work on the Rt.4 and Lower Bow Street drainage issue. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

- Wrote a notice of a failed septic system
- 11 calls related to building
- 2 calls related to health
- 8 visits to building sites
- 3 Building Permits issued
- 3 Electrical Permits issued
- 4 Mechanical Permits issued

### **Finance:**

- Processed accounts payable
- Attended the Board of Selectmen meeting for the quarterly financial report
- Met with Aflac representative regarding upcoming open enrollment
- Attended a virtual Benefit Resources webinar put on by HealthTrust regarding open enrollment services and procedures
- Submitted a draft of a Cash Receipts policy to Walter to review
- Sought price quotes on financial software packages
- Continued to work on purchasing and purchase order policy
- Paul continued work on organizing 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. The new light bar has been installed on car 1
2. We repaired our dishwasher in house, the hose and connection to the sink were leaking. Parts were ordered online and installed by on duty staff.
3. Engine 1 responded to Barnstead to assist with their second alarm fire on Sunday.
4. Ambulance 1 covered Pittsfield for a funeral detail.
5. Attended a meeting to game plan for the school deliberative session
6. Attended Town Safety Committee Meeting
7. Inspected the new Chinese Restaurant located in the old “Ma’s and Mine” building.
8. Attend a TRC meeting at Town hall

**Police Department:**

No report this week.

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

**Planning Board**

Land Use inquiries for both residential and commercial structures and uses continues to be very busy. Millstone/Docko quarry site plan application was approved with lengthy conditions on April 1. The application process has spanned several years and will be a project that may take many years to complete. Aroma Joe’s and Carter Mini-Golf are being continued at the applicants’ request. Six new applications are being processed in April. It was agreed to hold an additional meeting on Thursday, April 29 for the new applications and the elderly housing condo application due to the potential for a lack of quorum on the regular scheduled meeting on April 22 which conflicts with the school deliberative session.

*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**

One new application for variance has been submitted for April: an “after-the-fact” variance for Coe-Brown for a setback encroachment for a retaining wall at the Wiggin Hall parking lot.

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

**Conservation Commission**

The commission reviewed one wetlands application and scheduled a site walk on the property. Other action items of the commission: revised their special exception worksheet for processing review of applications that fall under their review in the zoning ordinance; schedule site walk of School Lot with

Town Forester Bryan Comeau; schedule site walk of Acorn Pond; continue map revisions; do an educational outreach via town website and Facebook on the Emerald Ash Borer.

### **Budget Committee**

Quarterly meeting scheduled for April 21. Mailing of documents requested by the committee chair was completed.

### **Police Commission**

April meeting has been cancelled

### **Town Report**

2020 Annual town reports have been delivered to town hall. They are located in the main meeting room near the front doors. We will continue to distribute one to a household or family. Chris Brown will be asked to transport the majority of remaining copies to the deliberative session next month.

### **Library:**

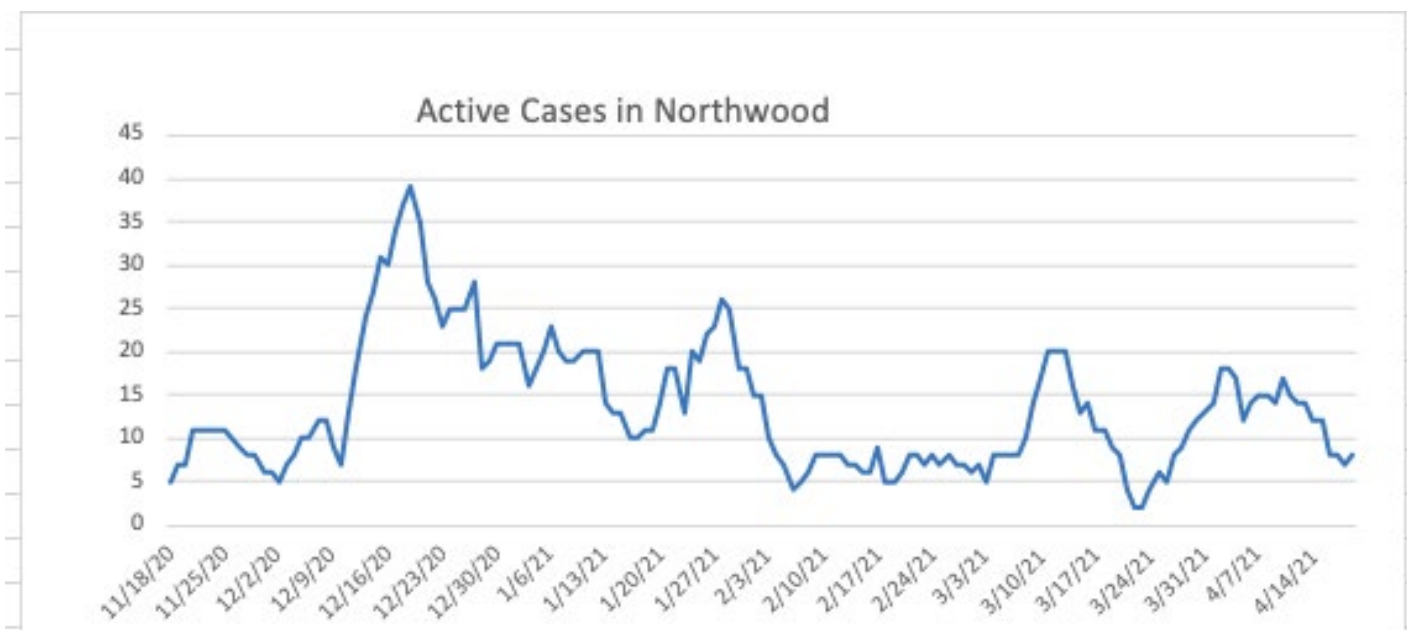
The Chesley Memorial Library remains in Phase 5 of the Phased Reopening Plan. Patrons can access services inside the Library or continue to use curbside services. Library patrons and staff are still required to wear masks inside the building. The Library Director attended a Suncook Inter-Library Cooperative meeting last week. The Library Director also attended a WebJunction webinar on “Mental Health First Aid and Trauma-Informed Approaches for Libraries.” WebJunction offers free, on-demand courses, webinars and content for library staff at all levels.

Good news from the Children’s Librarians of New Hampshire: *“Congratulations, children’s librarians! The 2020 New Hampshire Children’s Librarian of the Year award winner is... All the Children’s Librarians of New Hampshire! Every year, CLNH (Children’s Librarians of New Hampshire), a section of the NH Library Association, selects a deserving librarian to receive the NH Children’s Librarian of the Year award. This award was created “to honor an individual who has contributed significantly to enriching library services to youth in New Hampshire,” and in a normal year is usually given to someone who has overcome a limitation of resources to develop outstanding services, created a program that has reached an underserved segment of their community, or who has reached beyond their own institution to help other libraries enrich their services. Obviously, 2020 was a year unlike any other in recent memory, and many aspects of our lives played out differently than we had anticipated and with far more challenges. With that in mind, CLNH has decided to honor All the Children’s Librarians of NH with the award this year due to the outstanding dedication, creativity, and exemplary service we witnessed from librarians across the state during the COVID-19 Pandemic. In 2020, children’s librarians had to deal with re-working their Summer Reading Programs on the fly, and had to figure out how to reach families in their homes with virtual story times and take-home craft kits. They were essentially re-learning how to best serve the public, and yet somehow managing to impress at every turn. One of the most impressive things to see in 2020 was how quickly NH children’s librarians circled the wagons and came together to help each other reach our goals and stay sane along the way. No single one of us could have reached our own goals without the support of our peers, and we hope that this award will immortalize that comradery and perseverance.”* Congratulations to our children’s librarian, Annette Blake, for sharing this honor with children’s librarians across the state!

### **Northwood EMD’s report for week prior to 04/19/21**

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood’s active cases had decreased and are now down to 1 new case per day. The state continues to declare Rockingham County’s community transmission risk as substantial. To date, at least 25% of the population in NH is fully vaccinated. Janssen Vaccine distribution was paused to

allow for evaluation of a small number of clotting events in women. There have been about 6,000 cases of “breakthrough” disease in the US for individuals fully vaccinated. Those issues as well as the rise of “variants of concern” are being monitored and evaluated.



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 or updated. With improving condition, weekend briefings may be discontinued. EMD was on conference calls this past week with HSEM (1) and DHHS (1). This past week say the end of the State Mask Mandate, however; all other guidance and the state of emergency remain in effect until May 7<sup>th</sup>. Municipalities and businesses may still require masks within their buildings or retail space.
3. The latest Drought Maps, issued on Thursday, showed increasing drought conditions in New Hampshire. Hopefully precipitation last Friday and predicted for this coming week will improve conditions. Town officials and TA should revisit the town’s drought plan including directives for water conservation, assuring available water supplies for fire suppression and considering potable water resources for residents experiencing dry wells. The area will see increased fire danger.
4. Town officials are urged to develop a formal COOP/COG plan for Northwood.