



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 26, 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, 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, , reviewed roofing bids, prepared for and attended the budget committee meeting, continued discussions on the building inspector position, attended the MMANH monthly board meeting, continued coordination with FD, PD and DPW for school district deliberative session and continued work on the Rt.4 and Lower Bow Street drainage issue, met with a finance software company for a presentation, confirmed town voting day June 8th will be held at the Northwood Elementary School, and prepared conditional offer of employment for rec director candidate.

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, prepare for and attend the Select Board meeting, prepare for a closing on a tax deeded repurchase with Town Counsel, attend a website design presentation with Legend's Software, meet with rec director candidate for pre-employment paperwork, issue painting and building repair RFPs and meet with the chair and vice chair of the budget committee on information and process guidelines. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Building Inspector:**

- 1 gas inspection
- 4 electrical inspections
- 1 generator inspection
- 1 fireplace inspection
- 1 rough plumbing inspection
- 1 rabies report

**Finance:**

- Processed payroll
- Attended the virtual Budget Committee meeting
- Attended a demonstration of Municipal Technology Systems financial software
- Prepared additional reports as requested by the Budget Committee
- Completed a revision of the Cash Receipts policies for presentation at the next Board of Selectmen's meeting
- Continued work on draft of the purchasing and purchase order policies
- Organization of the personnel files continued by Paul.

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

**Department of Public Works:** The Highway Department has been busy finishing up a few small projects, including cold patching 2.5 tons last Thursday and Friday on Gulf Road and have been taking care of big pot holes on a few roads as well. We intend to do more work on this later this week. I have had pretty good luck beaver trapping on Ye Olde Canterbury Road, Kelsey Mill Road and West Street catching 3 last week and should be able to finish up in the next week or 2. We were able to take care of the rather large pothole at the ball field on Route 4 for Matt Frye. This hole was filled with 1-1\2 stone to allow for the culvert to drain and filter fabric was used in the bottom to keep the culvert from plugging up.

The transfer station again has been busy as usual, we are still seeing a huge increase in card board and brush, metal is also seeing an increase. In 2 weeks, we produced almost 6 tons of scrap making \$940.00, myself and Jeff cleaned up the refrigerator area having brought in 15 fridges and approx. 25 a/c units for scrap to be cleaned up of all the units that were drained of freon. Bob's Tire Service will be here this week to pick up the 100 junk tires and our freon capture company will be here next week to drain all the units we have.

**Fire Rescue:** Below is an outline of happenings at the Fire Department  
No report this week.

**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. Six new applications are being processed in April. Due to a conflict with the school deliberative session on the regular monthly meeting date (April 22) all new and 2 pending cases are scheduled to be heard this week on April 29.

*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**

Zoning board meeting scheduled for Monday April 26; 2 pending cases and one new application. Due to one member stepping down to alternate, we are currently in need of one member for the board.

#### **Conservation Commission**

The commission held a site walk last week relative to a wetland permit application. Two additional site walks at other locations are scheduled for this week.

#### **Budget Committee**

Budget committee met on Wed. April 21 and reviewed town and school quarterly expenditure reports.

#### **Police Commission**

April meeting has been cancelled. Next meeting is May 18 at 5 pm.

#### **2022 CIP (Capital Improvements Plan)**

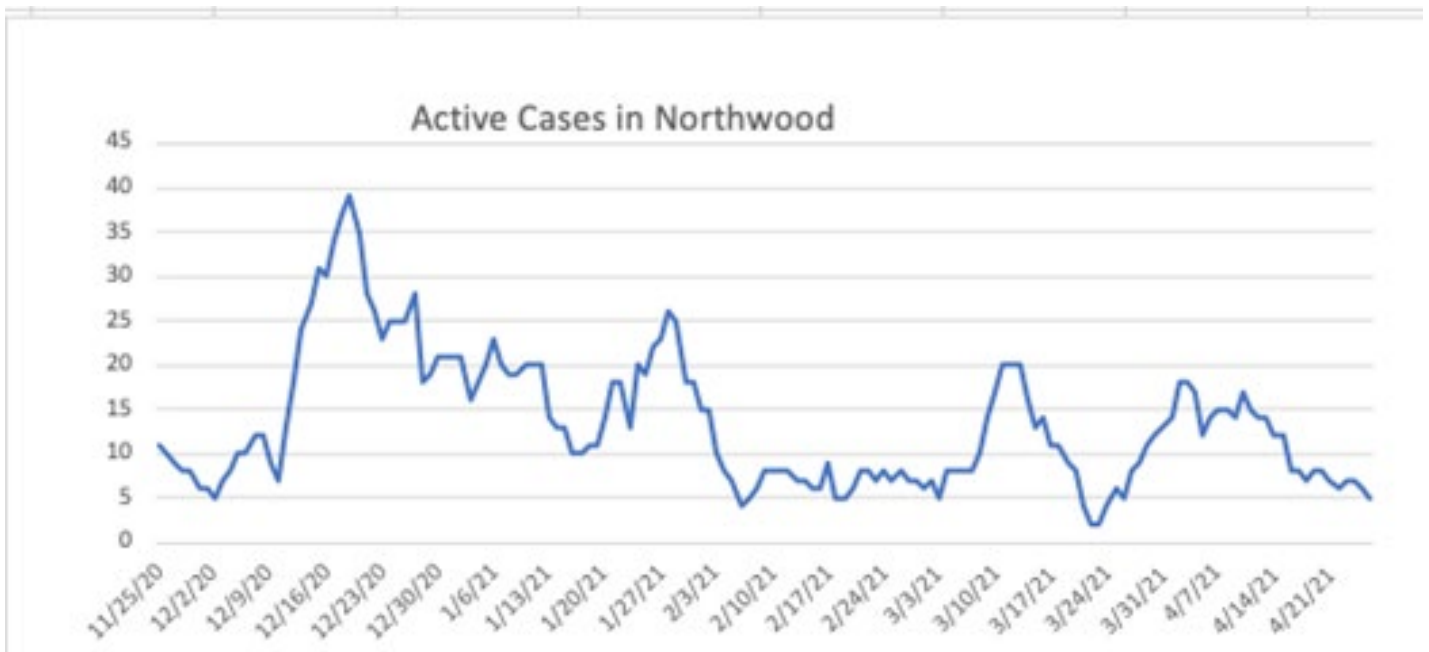
Notices to departments for submittal of information will be going out in May.

**Library:**

The Chesley Memorial Library remains in Phase 5 of the Phased Reopening Plan. The Chesley Memorial Library Board of Trustees adopted policies and procedures to ensure the safe operation of the library throughout the pandemic. The Library Trustees required patrons and staff to wear a mask and social distance well before the implementation of the state-wide mask mandate. Library staff and patrons have adapted graciously to the changes which allow the building to be open safely so our patrons have access to library materials, public computers, printing, copying, faxing, notary service, and tech help. The safety of our staff and our patrons continues to be a priority. Despite the expiration of the state-wide mask mandate, the policies and procedures remain in place, including the requirement to wear a mask in the library building. The Library Director attended the New Hampshire Labor Law Workshop.

**Northwood EMD’s report for week prior to 04/26/21**

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, around 25% of the population in NH is fully vaccinated.



2. EMD continued to provide daily evening briefings, but will no longer be posting on weekends, unless situations deserve it. EMD was on conference calls this past week with HSEM (1) and DHHS (2). There is no longer a State Mask Mandate, however; all other guidance and the state of emergency remain in effect until May 7th. Municipalities and businesses may still require masks within their buildings or retail space.
3. Even with recent rain events, the latest Drought Maps, issued on Thursdays, show increasing drought conditions in New Hampshire. A number of red flag fire danger warnings have been issued due to dry conditions and wind of late. Town officials and TA should revisit the town’s drought planning. Town officials are also urged to develop a formal COOP/COG plan for Northwood.