



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 03, 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, 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, , continued work on the Rt.4 and Lower Bow Street drainage issue, prepared for and attend the Select Board meeting, prepared for a closing on a tax deeded repurchase with Town Counsel, attended a website design presentation with Legend's Software, met with rec director candidate for pre-employment paperwork, and met with the chair and vice chair of the budget committee on information and process guidelines and finance questions.

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 and systems, issue painting and building repair RFPs, attend closing for tax deeded property repurchase, finalize pre-employment conditions for recreation director candidate, meet with EMD to review Covid restrictions for public facilities for modification recommendations to Select Board and an update on Ridge Water District, meet with Town Moderator to discuss presentation for the Deliberative Session, attend Fire Department annual awards dinner, attend pre-bid meetings for building repairs and painting projects at the Community Center and Library and review Rt4 and Upper Bow Street drainage issue with NHDOT District 6 engineer . Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

No report this week.

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 reports that the band stand has been removed and the loam has been almost completed. Due to the wet weather, we couldn't finish because of the mud and the new 6-wheeler is broken down again for the second time, which was towed to Liberty

International. The first time it was the fuel rail and when I opened the hood it looked to be the same issue again, so after getting off the phone this morning with Liberty International they said it's coming into the shop today and would get back to me with an answer. We put up 4 new parking signs on Bow Lake Road and finished up cold patching the last few roads. Last week we cut down a big oak that was out back of the DPW garage which didn't allow us to back into the garage straight, so after cutting the tree we used the fill from the band stand as base material to extend the driveway allowing us to pull into the garage more easily.

The Transfer Station again has been busy with the usual material coming in for demo, brush, and trash. The NRRRA was called to come in to drain and capture the Freon in all our a/c's and fridges and Bob's Tire came in and removed 65 tires. They are supposed to swing back by and pick up the rest this week. At the Highway Department, we have taken 5 complaints from the Police Department about illegal dumping of trash which Jeff and I had to go pick up and the police removed mail that was in the trash to proceed with charges.

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

1. During the month of April Northwood Firefighters Responded to 49, 9-1-1 emergencies
 - a. Hazardous Materials 1
 - b. Combustible Liquids Spill 1
 - c. Cover Truck 1
 - d. Cancelled Enroute 3
 - e. Electrical Problem 1
 - f. Emergency Medical Calls 33
 - g. Service Call 2
 - h. Search for a Lost Person 1
 - i. Smoke Scare 1
 - j. Structure Fire 1
 - k. Unauthorized Burning 1
 - l. False Alarm 1
 - m. Wrong location 1
 - n. We Treated 38 medical patients and Transported 23

2. We held our annual Awards Banquet
 - a. Personnel who responded to Covid 19 Emergencies: Mark Tetreault, Adam Shaub, Taylor Ashford, Kevin Bataren, Rick Bilodeau, Nick Carey, Mike Corson, Elaine Kirouac, and Aimee Mason
 - b. Pinned as Career Firefighters: Adinara Challinor and Nicholas Carey
 - c. Pinned as Captain: Adam Shaub
 - d. Firefighter of the Year Michael Corson
 - e. Fire Officer of the Year Greg LeBlanc
 - f. EMS Provider of the Year Joeseeph Lipsetz
 - g. Fire Explore of the Year Reagan Johnson
 - h. Chiefs Award of Excellence Sandra Priolo

3. Northwood Fire Fighters Responding Mutual aid to the following Structure Fires.
 - a. Epsom 2nd arriving pumper
 - b. Pembroke 2nd Alarm
 - c. Barnstead 2nd Alarm
 - d. Pittsfield 2nd arriving pumper

4. We had the septic Tank at the Narrows pumped and some repairs made to prevent odors in the

building

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Land Use is very busy responding to calls and emails on properties for sale. Face to face meetings on Mondays and by appointment are being regularly held at this time. The planning board met on April 29 and heard 8 cases: 2 pending (Aroma Joe's and Elderly Housing) and six new applications (3 minor site plans; 2 minimal impact site plans and one major subdivision) All cases were opened, reviewed, and continued to either May 13 or 27.

Zoning Board

The zoning board met on April 26; 2 pending cases and one new application. One pending case was a re-hearing for residential development on a non-conforming lot. The ZBA reversed their original decision and approved all necessary variances for the application. The second pending case was a seasonal to year-round conversion on a non-conforming lot, which was approved. The new variance application for a setback encroachment for an expanded parking area at Coe-Brown was heard and continued to the May meeting.

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 at the town transfer station regarding recent work done on site. Highway Foreman Chris Brown and (at the request of TA Johnson) David Allain, Wetlands Scientist attended. Mr. Allain provided answers to the concerns expressed by commission members.

Budget Committee

Nothing new to report.

Police Commission

Next meeting is May 18 at 5 pm.

2022 CIP (Capital Improvements Plan)

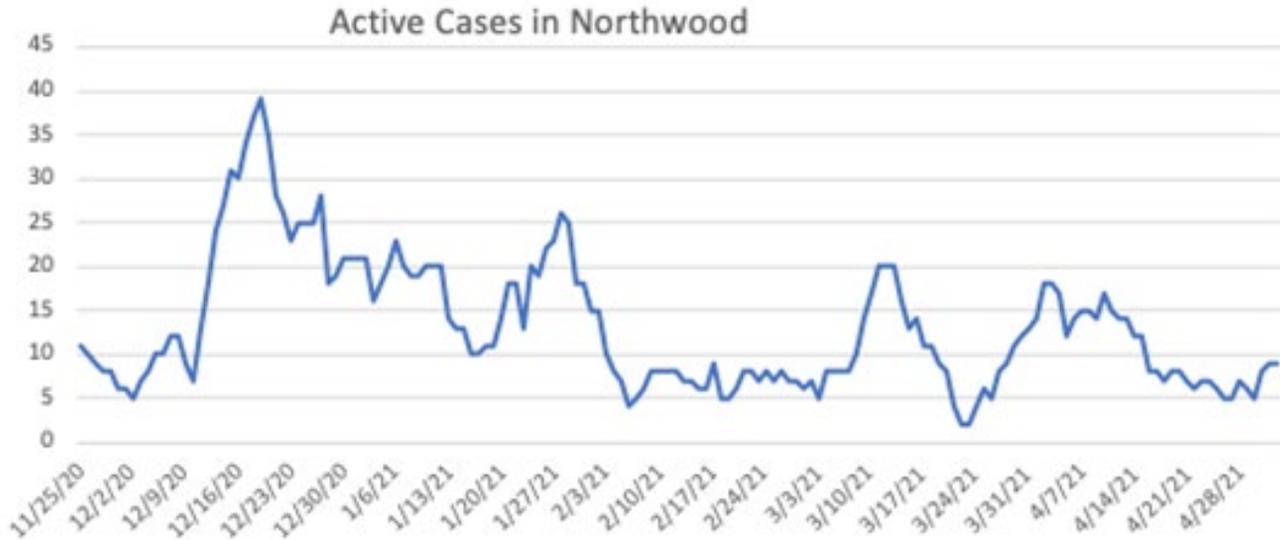
Notices to departments for submittal of information will be going out in May.

Library:

The Chesley Memorial Library will have the opportunity to submit an application to the New Hampshire State Library for an American Rescue Plan Act sub-grant. Based on the formula used to calculate the first round of ARPA sub-grants, our Library will qualify for \$1,474.00. Spending priorities are as follows: to support digital inclusion efforts to enable libraries to reach residents; to provide rapid emergency relief to libraries allowing them to safely respond to the pandemic and implement public health protocols; and to provide rapid emergency relief to libraries across the country, and to support library services that meet the needs of communities, including costs such as personnel, technology, training, materials, supplies, equipment, and associated indirect costs. These funds may NOT be spent on any construction-related projects. The Library Director attended the first Design Thinking for Libraries workshop last month and will attend the second workshop later this week. The workshops will help librarians develop ideas for the ARPA sub-grants based on their community's needs.

Northwood EMD's report for week prior to 05/03/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood's active cases had decreased but are up again with ten new cases added since the prior week. The state continues to declare Rockingham County's community transmission risk as substantial. To date, around 26.2% of the population in NH is fully vaccinated. Schools may be starting on-site testing. Vaccination of ages 12 to 18 could begin before Memorial Day.



2. EMD continued to provide daily evening briefings, but has ceased posting on weekends. EMD was on conference calls this past week with HSEM (1) and DHHS (2). There is no longer a State Mask Mandate, however; municipalities and businesses may still require masks within their buildings or retail space. This Friday, May 7th, the Governor will announce the end of "Safer at Home" and the shift to "Universal Best Practices." Below is a link to that UBP document:

<https://www.covidguidance.nh.gov/sites/g/files/ehbemt381/files/inline-documents/sonh/universal-best-practices.pdf>

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 were issued due to dry conditions and wind. Town officials, Fire and TA should revisit Northwood's drought plan with regard to potential water use bans, alternate water supply for fire and providing potable water to residents in need.
4. With lessening of restrictions by CDC and the state, the town will need to revisit restrictions and policy put in place in July, September and October of 2020. Walter and I will be reworking those prior to next Tuesday's BOS meeting. It is looking as if current policy regarding indoor spaces should remain in place, at least for the near future. Town officials are also urged to develop a formal COOP for Northwood.