



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 17, 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 and conducted one interview, issued painting and building repair RFPs, attended closing for tax deeded property repurchase for 124 Mountain Av., attended Primex virtual risk management conference sessions, prepared for and attended the Select Board meeting, attended a project TRC, prepared for and attended the Deliberative Session, reviewed and assessed the American Recovery Plan funding guidelines, and prepared for and attended the monthly department head meeting.

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 work with Mainstay on security upgrades for Town e-mail accounts and systems, prepare the 2021 voting day voter guide, conduct the bid opening for the Town Hall and community center repairs, meet with Chief Tetreault regarding life safety building inspections, attend the MMANH monthly meeting and training, review current personnel policy for amendments/rewrite, assist town clerk with ballot preparation for voting day, update property and equipment exposures inventory for Primex, assist the assessing department with 1st issue property tax warrant and tax collector with 1st issue bills. Review Harvey Lake dam ownership. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

- 14 on-site inspections
- 31 Phone calls

Finance:

- Processed Accounts Payable
- Attended two virtual seminars as part of the Primex annual summit meeting
- Attended the Board of Selectmen meeting for the second review and approval of the Cash Receipts Policy and Administrative Rules.
- Attended the ARPA (American Rescue Plan Act) briefing.
- Attended the monthly Department Head meeting.
- Posted April month-end reports to the Finance web page.
- Prepared for the Deliberative Session.
- Attended the Deliberative Session.
- Continued to research, organize, and update the Capital Asset list.
- Paul continued work on organizing the personnel files.
- Prepared Open Enrollment materials and distributed to all benefit eligible employees, retirees, and Cobra participants.
- Arranged for a virtual benefits education session for employees to be held on Thursday, May 27 to explain benefits available through HealthTrust. (Health, dental, disability, wellness plans, health savings plans...)

Tax Collector: No report this week.

Department of Public Works: The Highway Department has to report that the new International has been down to Liberty for 2 weeks and has no time frame as of yet when it will be fixed. On Sunday, the case backhoe developed a hydraulic leak and Beauregard Equipment was called, to which it was determined that it had to be hauled to their shop to be fixed. They're hoping to have it back to us in one day. I fixed the library roof about 2 weeks ago and so far, they haven't had any other leaks so today, 05/18/2021, we will go down to paint and prime the water stain. The beaver trapping has been a huge success trapping over 10 beavers in 5 locations in town. I have one spot left that I have been working on and will continue till the issue has been taken care of.

The Transfer Station yet again has been overwhelmingly busy with everything coming in. Jimmy Wilson left his position as the Transfer Station Forman unexpectedly Saturday with no notice, so me and Tim Richardson have taken over the role until the position can be filled. Tim has taken to the position very well and rapidly learning how the systems work at the Transfer Station. We are working with Heartland to get new user names and passwords for our credit card machine at the Transfer Station, as well. Other than that, everything has been running smoothly.

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

1. Chief met with Capital Area Mutual Aid Chief to discuss services to the community, and how they could be improved. Discussed the following: Running cards and the need to adjust mutual aid medical response based on closest appropriate resource: Grants and regional grants, Northwood notification and improvements, regional foam bank and available resources.
2. Participated in a Zoom TRC meeting
3. Northwood Fire Fighters participated in a large-scale rural water supply training in Candia this past weekend. This two-day training including classroom instruction and culminating with a large-scale practical water supply operation on Sunday.
4. Zoll Medical came in to show and demonstrate their new Cardiac Monitor and defibrillator. The unit has more capabilities than our current monitor and is about half the weight. We talked about obsolescence and service life of the unit. The unit is expected to have a 10-year service life and Zoll still supports and provides parts for their Cardiac Monitors that are more than 15 years old.
5. Obtained estimates for the repair of the overhead door at the Ridge Fire Station and got estimates on the needed repairs to engine 3.
6. Chief had a telephone meeting with FEMA Region 1 representative David Parr to discuss SAFER retention and recruitment grants that Northwood would qualify for.
7. Met with the representative from AFLAC and arranged a date when he could come in and speak with our call firefighters.
8. Met with a representative from ATT to discuss "First Net" and if it is a viable option for our community.

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 May 13 and approved three site plans: Natural Glo Salon, which is moving from its current location at Northwood Garage site to Pirate Mechanical multi business site; Peer Connections Residential Group Home at the former Sassafrass Tree Gift Shop and Camp Yavneh, which is adding new bunkhouses. Cerebral Development was continued for completeness review. Aroma Joe's and Elderly Housing are pending for May 27 meeting. Fatherland site plan application for Mini-Golf has been withdrawn and they will be presenting a conceptual design for an office building next week.

Zoning Board

One continued application for Coe-Brown Academy parking lot will be addressed next week. Another member of the zoning board (alternate) has stepped down due to relocating out of the area. We are currently in need of one member and alternates for the board.

Conservation Commission

Member Fred Borman has submitted his resignation due to relocation. Fred has been a valued member of the commission for his extensive knowledge of the natural world, his enthusiastic efforts in trail blazing and clearing, and sense of humor.

Budget Committee

Nothing 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 this week.

Library:

The Chesley Memorial Library is now in Phase 6 of our Phased Reopening Plan! The Library continues to be fully staffed Monday through Thursday from 10:00 a.m. until 7:00 p.m. and Saturday 10:00 a.m. until 1:00 p.m. as in previous phases, but appointments are no longer required. We are still requiring masks inside the building and following New Hampshire's Universal Best Practices guidelines.

Curbside and outside document services are provided for patrons upon request.

PHASE SIX

Library – Open to public with possible capacity limits, high traffic areas disinfected hourly

Staff – In library following required guidelines

Circulation – Ebooks, curbside, and in library

Programs – Online and Take & Make

Returns – Outside book drop

Computers – Open to public, disinfected between patrons

STATISTICS

April Circulation: 513 items

April Computer Tally: 10 patrons

April Downloadable Audiobooks: 376 items

April New Patrons: 6

Total number of registered library card holders: 2,926

MEETINGS

May 14 – Trustee Meeting 9:00am
 May 19 – Trustee Work Session 9:00am
 May 20 – Friends of the Libraries Meeting 6:30pm

PROGRAMS

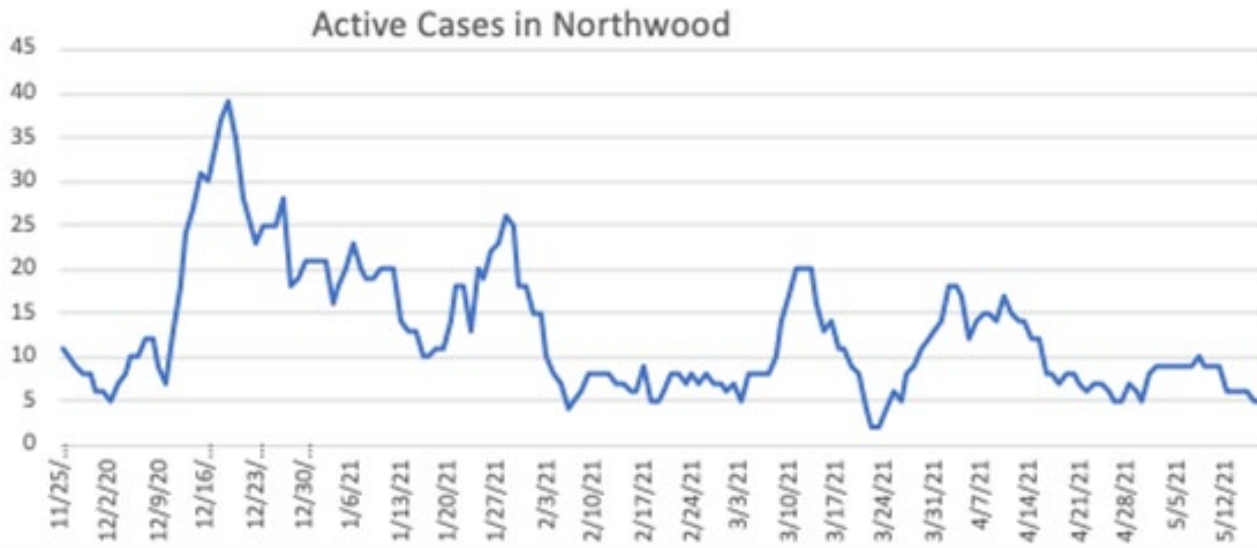
May 5 – Afternoon Book Discussion 2:00pm (via Webex)
 May 19 – Evening Book Discussion 7:00pm (via Webex)

Recreation:

The Recreation Department is busy getting up to speed with website/online registration programs, equipment inventory, past history of program & special events and recreation facilities & beaches. I look forward to meeting more members of the community as the weeks progress and providing opportunities for the whole community to enjoy!

Northwood EMD’s report for week prior to 05/17/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Active cases in Northwood are on the decline. There were days last week with no new cases added.



2. EMD continued to provide daily evening briefings M-F, having ceased posting on weekends. EMD was on conference calls this past week with HSEM (1) and DHHS (1).
3. With the pandemic being brought under control, there continues to be a cautious optimism that some form of “ending” is near. Emphasis is shifting to areas beside public health. Drought conditions are being monitored. Critical infrastructure areas are being address with Eversource. An EMPG grant was completed for our pending Local Emergency Operations Plan update with audit reports and NIMS survey successfully uploaded to HSEM. On behalf of Chief Tetreault, I have HSEM looking into the use of EMPG to fund defibrillators and chest compressors for both ambulances. Tentatively this looks possible utilizing the state contract via the Fire Academy. Also working with HSEM to regain access to our FEMA PA account FEMA-4516-DR-NH to remove Katherine and add Cheryl.
4. Although overall vaccine distribution has slowed, the number of fully vaccinated residents continues to improve. For Rockingham County, the percentage of fully vaccinated will depend on which population one considers: Total population = 33.1%, 12 years old and older population =34.4%, 18

years old and older population = 40.8% or 65 years old and older population= 75%. Currently the state is indicating 42.7 % being fully vaccinated, but that number reflects a much high rate of vaccination in Coos, Grafton and Carol counties.