



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 24, 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 follow up interview, attended a review of the latest American Recovery Plan funding guidelines, prepared and began distributing the 2021 voting day voter guide, conducted the bid opening for the Town Hall and community center repairs and painting project with only one bid received for the repair work, met with Chief Tetreault and Chair Kreider regarding life safety and building inspections department, attended the MMANH monthly meeting and training, reviewed current personnel policy for amendments/rewrite, assisted the town clerk with ballot preparation for voting day, assisted the assessing department with 1st issue property tax warrant and tax collector with 1st issue bills, began review of the Harvey Lake dam ownership, prepared and posted notice of vacancy for the transfer station supervisor position, and reviewed finance software proposals with the Finance Director.

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, update property and equipment exposures inventory for Primex, prepare for and attend the Select Board meeting, continue distribution of 2021 Voter Guide, continue work on the cable TV franchise renewal agreement, attend additional update sessions regarding the ARP funding guidelines, finalize details for a in house training with Primex on preparing employee performance evaluations in June, attend Health Trust open enrollment webinar, coordinate town office server update with Mainstay Computers, coordinate summer project schedule with DPW foreman. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

No report this week.

Finance:

- Processed payroll
- Completed draft of policies to present at the Board of Selectmen meeting on May 25
- Researched and compiled comparison information of financial software packages and met with Walter to discuss options
- Continued to work on creating a consistent chart of accounts list for new software
- Researched prior unpaid returned checks for recollection attempts
- Continued research and updating of fixed asset list
- Paul continued 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. Northwood Firefighters responded to two brush fires in Epsom.
2. Northwood Firefighters Responded to a first alarm truck fire in Epsom
3. We received word from the manufacturer that the delivery of our tanker has been pushed back to August due to supply chain issues related to Covid 19.
4. The overhead door at the Ridge Fire Station has been repaired. Still awaiting estimates on replacement of the light bar on Engine 3.
5. Attended a meeting of Capital Area mutual aid. A topic of discussion was concerned regarding the fire academy and dangerous reductions in training in the firefighter 1 and 2 programs.
6. Tanker 1 responded to a 2nd alarm structure fire in Loudon.
7. Ambulance 2 responded to 2 mutual aid ambulance calls in Strafford resulting in 2 patient transports.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Face to face meetings on Mondays and by appointment are being regularly held at this time. Land Use continues to be very busy with property inquiries. Planning board will meet this Thursday on continued cases including Aroma Joe's, Chestnut & Cape elderly housing, Cerebral Development and CBNA parking lot expansion. Fatherland Family Trust will be presenting a conceptual consultation for an office building on land previously applied for a Mini-Golf, which was withdrawn last month.

Zoning Board

One continued application for Coe-Brown Academy parking lot will be addressed this 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

Nothing new to report at this time.

Budget Committee

Next meeting is July 29.

Police Commission

Police Commission met on Tuesday and welcomed new (appointed) commissioner Scott Bryer. Ms. Deborah Holmes was present as she had requested numerous agenda items which were discussed. Next month's meeting will be delayed by one week to June 22 due to graduation services on June 15.

2022 CIP (Capital Improvements Plan)

Notices to departments for submittal of information has been sent out. All information is to be returned to Land Use Specialist by Monday, June 7. There will an opportunity after the election to make edits based on warrant article approvals, if needed.

Library:

Library patrons are enjoying the full-service hours inside the building with no appointment needed during our open hours: Monday through Thursday from 10:00 a.m. until 7:00 p.m. and Saturday 10:00 a.m. until 1:00 p.m. Curbside and outside document services are still provided for patrons upon request. The Library Trustees held a work session last week to review the library policy. We said goodbye to our Library Technology Assistant on May 19 so that position is currently open.

Recreation:

No report this week.

Northwood EMD's report for week prior to 05/24/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Active cases in Northwood have remained at zero for the past three days.

