



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 31, 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 review of the Harvey Lake dam ownership, worked with Mainstay to complete a long overdue security update to our main server, prepare for and attend the Select Board meeting, continued distribution of voter guide to area businesses, attended additional update sessions regarding the ARP funding guidelines, attended playground build meeting, prepared voter facts mailer, continued work on cable franchise agreement receiving customer comments for attainment process, met with building inspector/compliance officer candidate on background process,

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, , continue distribution of 2021 Voter Guide, continue work on the cable TV franchise renewal agreement, finalize details for a in house training with Primex on preparing employee performance evaluations in June, review summer project schedule with DPW foreman, prepare Town Hall for resuming in person meetings and finalize the contract for repairs to the town offices and community center. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

- 11 site inspections
- 16 returned phone calls
- 2 site reviews

Finance:

- Processed A/P
- Met with the Library Director and the Library Treasurer to review the A/P processes and procedures
- Attended the Board of Selectmen meeting to present Purchasing and Accounts Payable policies and administrative rules
- Attended a virtual webinar regarding the Fair Labor Standards Act
- Attended a virtual seminar by HealthTrust to review health benefits and programs available with open enrollment
- Processed estimated payroll for the coming holiday week
- Worked on confirming the insurance exposures for the year to report to Primex
- Worked on Fixed Asset lists and updating with changes so far this year.

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 staffing Engine 1 and Tanker 1 Assisted Epsom at their Third Alarm Fire
2. Northwood Firefighters Assisted with the Coe Brown Academy Graduation.
3. Northwood Firefighters participated in the Coe Brown Academy Track victory parade.
4. Northwood Firefighters participated in the Town Memorial Day ceremony.
5. During the month of May our ambulance responded to 39 medical emergencies resulting in 29 transports. May medical transport were about 33% higher than an average month.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Land use specialist is meeting with public on Mondays and by appointment as staff returns to regular schedules. Land Use department continues to be very busy with property inquiries. Planning board met last Thursday on continued cases including Aroma Joe's, Chestnut & Cape elderly housing, Cerebral Development, and CBNA parking lot expansion. Public hearings were held on Aroma Joe's, Chestnut & Cape and Coe-Brown. Planning board approved **one final public hearing on Aroma Joe's to be held on June 10 at 6:30 for any final testimony** from the public. This is the only application scheduled for that night. CBNA site plan was approved; Cerebral Development was deemed incomplete for acceptance; and Chestnut & Cape was continued as drainage report will be sent for peer review and condo documents for legal review.

Zoning Board

Coe-Brown Academy parking lot setback variance was approved. **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

June 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:

The Chesley Memorial Library remains in Phase 6 of our Phased Reopening Plan. The Phased Reopening Plan will be reviewed at the next Library Trustee meeting. The library will participate in the statewide summer reading program. The theme is "Tails and Tales" this year.

May circulation: 556 items

May computer tally: 26 patrons
May Downloadable Audiobooks: 338 items
May new patrons: 4
Total number of registered library card holders: 2,929

MEETINGS

June 11 – Trustee Meeting 9:00am
June 14 – Friends of the Libraries Meeting 6:30pm

PROGRAMS/EVENTS

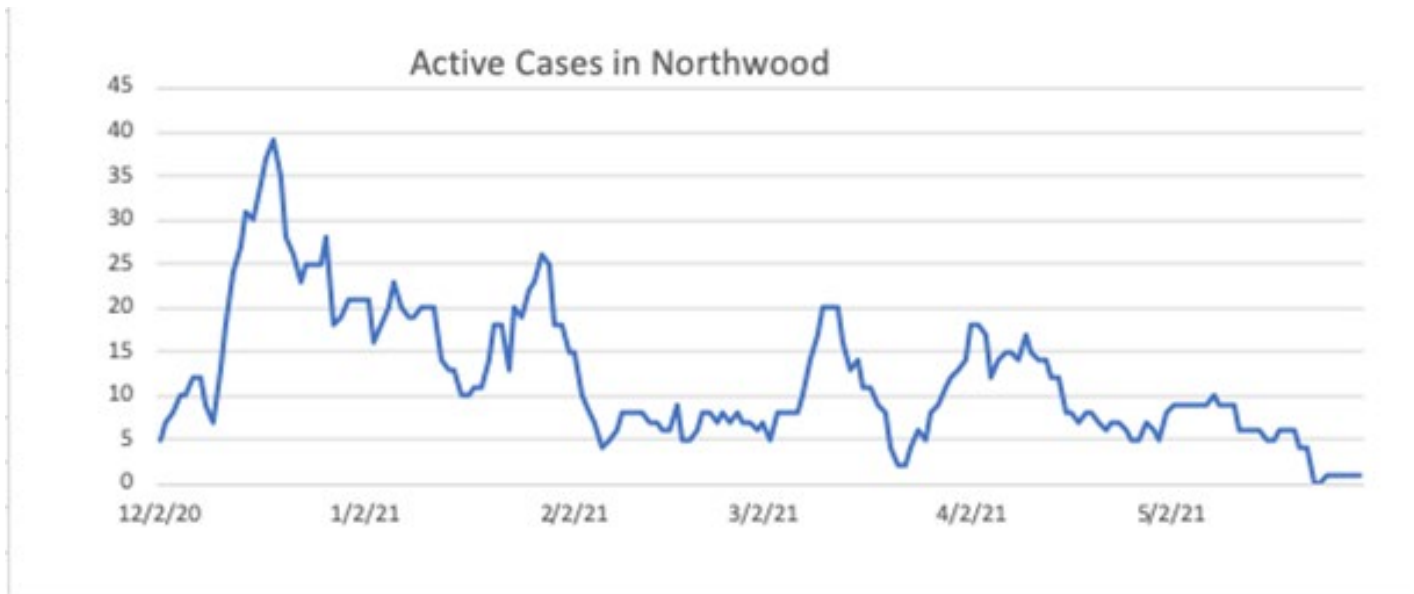
June 2 – Afternoon Book Discussion 2:00pm (via Webex)
June 16 – Evening Book Discussion 7:00pm (type to be determined)
June 21 – Summer Reading Program Registration Starts
June 26 – Friends of the Libraries Book Sale (Northwood Congregational Church)

Recreation:

No report this week.

Northwood EMD’s report for week prior to 05/31/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood currently has only one active case.



2. EMD continued to provide daily evening briefings M-F, having ceased posting on weekends and holidays. EMD was on a conference call this past week with DHHS (1). The Governor only extended the emergency declaration for 14 days rather than the normal 21 days extension suggesting the state of emergency may soon be lifted. Vaccine effectiveness is proving to be better than expected (effectiveness is “real world results” as opposed to efficacy which had been derived from pretrial data.)
3. There continues to be a cautious optimism that some form of “ending” is near. This past holiday weekend should be a good indicator if the pandemic is under control in New England. At least four NH counties no longer have substantial community transmission. Emphasis is shifting to areas beside public health. Drought conditions are being monitored, but this weekend’s rain hopefully has filled some deficits. Still no word from Eversource on critical infrastructure they have on record.

Water and Cheryl were added to our FEMA portal for PA account FEMA-4516-DR-N. Coe-Brown had a successful in person graduation and both boys and girls track teams took state titles. All in all, a rather good week.