



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 07, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for spring sale, updated the task manager, attended additional update sessions regarding the ARP funding guidelines, prepared voter facts mailer, continued work on cable franchise agreement receiving customer comments for attainment process, met with building inspector/compliance officer candidate completed background paperwork and began orientation with interim inspector, continued distribution of 2021 Voter Guide and Fact Sheet mailer, continued research on Harvey Lake Dam and Boat Ramp, finalized details for a in house training with Primex on preparing employee performance evaluations in June, reviewed summer project schedule with DPW foreman and requested additional information to finalize the report, prepared administration department requests for CIP, finalized the contract for repairs to the town offices and community center with work beginning at the Community Center on Thursday.

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 RFPs for road reconstruction and paving work and roadside mowing, continue work on the cable TV franchise renewal agreement, prepare Town Hall for resuming in person meetings and. Re-shingling the roofs on the Town parade garage and the east end fire station will be done this week, prepare for and attend the Select Board special work session, assist with voting day preparations, prepare for and manage the monthly department head meeting, and meet with the Town engineer on the Harvey Lake boat ramp repairs. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

- 4 inspections
- 6 phone calls

Thursday 06-03-2021

- Inspected a new generator installation
- Inspected electrical meter
- Called on some older active permits to check if inspections required in attempt to close them out

Monday 06-07-2021

- Returned phone calls on voicemail
- Inspected electrical meters at 2 locations
- Inspected generator installation
- Initiated a DES shoreland zoning issue
- Answered questions about a shed permit

Finance:

- Processed Payroll
- Started training Paul to process A/P in my absence
- Completed insurance exposure list to Primex for Property Liability insurance
- Researched old returned checks cases. Turned 3 over to the Police Department to follow up.

- Continued to work on updating Capital Asset lists
- Paul continued organizing and cleaning up personnel files
- Reconciled bank accounts for the end of May
- Coordinated upcoming benefits meetings for employees with Aflac representatives

Tax Collector: No report this week.

Department of Public Works: No report this week.

Fire Rescue: No report this week.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Land use specialist is meeting with the public on Mondays and by appointment as staff returns to regular schedules. Land Use department continues to be very busy with property inquiries. The board will be meeting on June 10 at 6:30 pm for a final public hearing on Aroma Joe's/Sullivan application.

Zoning Board

No new applications this month so the meeting will be cancelled. **We are currently in need of one member** and alternates for the board.

Conservation Commission

The commission met last week. Susan Romano was elected Vice-Chair following the resignation of Fred Borman who is moving to another state. Public Works Foreman Chris Brown was present to address two issues: 1. An anonymous complaint he received regarding a potential wetland violation, and 2. To provide an update on stormwater management effort at the transfer station entrance. Other action of the commission included a memo to BOS on potential wildlife research project on town land; update on trails; scheduling of site walks; scheduling to meet with Town Forester Bryan Comeau; and discussion on invasive species at the Northwood Ball Fields property. **There is currently one opening for member** – anyone interested in serving on the commission may send an email to lsmith@northwoodnh.org.

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)

Deadline for submittal to Land Use Specialist is Monday, June 7. There will an opportunity after the election to make edits based on warrant article approvals, if needed.

Library:

The Library Director met virtually with Lori Fisher, Administrator of Library Operations at the New Hampshire State Library, to discuss plans for the American Rescue Plan Act sub-grant. The Library Director also participated in a virtual New Hampshire Library Directors Meeting last week. Registration

for the “Tails and Tales” Summer Reading Program will begin on June 21. Library patrons are enjoying the freedom of visiting the library without needing to schedule appointments.

Recreation:

The Recreation department has been busy installing swim lines at Bennett Bridge beach & Mary Waldron. Chemical toilets will be delivered soon as well, including Northwood beach. June 23-25 is the much-anticipated playground install at Route 4 Athletic field complex. Many hands are needed! If you want to get involved, please contact me.

Northwood EMD's report for week prior to 06/07/21

No report this week.