



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 14, 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, continued work on cable franchise agreement receiving customer comments for attainment process, continued research on Harvey Lake Dam and Boat Ramp and met with the Town engineer to discuss repairs to the ramp, finalized details for a in house training with Primex on preparing employee performance evaluations on June 16th, prepared and issued RFP for roadside mowing contract, re-shingling the roofs on the Town parade garage and the east end fire station were completed and repairs began on the Community Center and the Town office building, assisted with voting day preparations, prepared for and managed 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, prepare RFPs for road reconstruction and paving work, prepare Town Hall for resuming in person meetings, attend a meeting of the cable TV franchise renewal consortium, meet with the DPW Foreman to review the update summer department projects plan and finalize the proposed road reconstruction projects, prepare for and attend the Select Board meeting, attend the in house employee performance evaluation training, meet with a Primex contractor regarding updating our Town facilities values for insurance coverage, attend a webinar on requesting ARPA funding from the State, and meet with the Town moderator and others regarding a critique of the recent election and deliberative sessions for future events. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

- Contacted DES to confirm shoreland zoning permit
- Provided swimming pool codes to resident w/ questions
- Met fire Chief and fire Inspector at Coe Brown regarding egress stair construction
- Answered question about retaining walls for two separate residents
- Answered questions about a demo permit
- Inspected new above ground propane tank
- Performed three Final Inspections
- Performed above ground pool inspection and generator inspection
- Call on and closed out several old permit files (covid)

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: Below is an outline of the happenings at the Fire Department this week:

1. Attending a meeting of the NH Building Code Review Board
 - a. Met with Commissioner of Safety Quinn
 - b. Met with the New State Fire Marshal
2. The pre-paint inspection of our new Tanker has been scheduled for June 29,2021
3. Conducted our annual walk through of camp Yavneh
 - a. Conduced a final sprinkler inspection of their new bunk house
4. Northwood Firefighters responded to 67 9-1-1 emergencies in the month of May.
 - a. 3 Cancelled enroute
 - b. 2 Electrical Problems
 - c. 43 Medical Emergencies
 - d. 3 Brush Fires
 - e. 1 Trash fire
 - f. 4 Service Calls
 - g. 5 Structure Fires
 - h. 4 Alarm System Malfunctions
 - i. 2 Unintentional Alarms
5. FF Challinor is now certified in Confined Space Rescue
6. FF Head is now Certified as a Level 2 Firefighter
7. Ambulance Revenue was up again in the month of May when compared to 2020 and continues to exceed budget projections.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
<u>Ambulance Revenues</u>													
2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806	\$11,474	\$13,286	\$10,847	\$8,266	\$5,867	\$9,423	\$6,767	\$99,737
2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206								
Budget 2021	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000	\$52,500	\$60,000	\$67,500	\$75,000	\$82,500	\$90,000	\$90,000
<u>Ambulance Revenue Input Area</u>													
2021 Monthly	\$8,812	\$8,900	\$9,511	\$15,496	\$13,206								
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323								

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The board met on June 10 for the final public hearing on Aroma Joe's/Sullivan application on Zoom. Due to the Governor's Emergency Order being lifted, the board must now comply with standard timeframes and process, including 65 days to decide on an application unless the applicant consents to a continuance. The applicant did provide permission to hold one additional meeting for planning board members to conduct deliberations and take action on the application. That meeting is scheduled to be "in-person" on Wednesday, June 16 at town hall at 6:30 pm. Public may attend; there will be no public comment accepted.

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

Nothing new to report.

Budget Committee

Next meeting is July 29.

Police Commission

June meeting is delayed by one week to June 22 at 5:00 pm due to graduation services on June 15.

2022 CIP (Capital Improvements Plan)

Deadline for submittal to Land Use Specialist was Monday, June 7. There are 2 departments who have not yet responded with any changes or additions. The information submitted to date is being compiled and will be provided to the planning board.

Library:

We are excited to report that we made it to Phase Seven of our Phased Reopening Plan after fifteen very long months! That means the following:

Phase 7 – New Normal

Library – Open

Staff – All staff working in library

Circulation – Back to normal

Programs – Back to normal

Returns – Back to normal

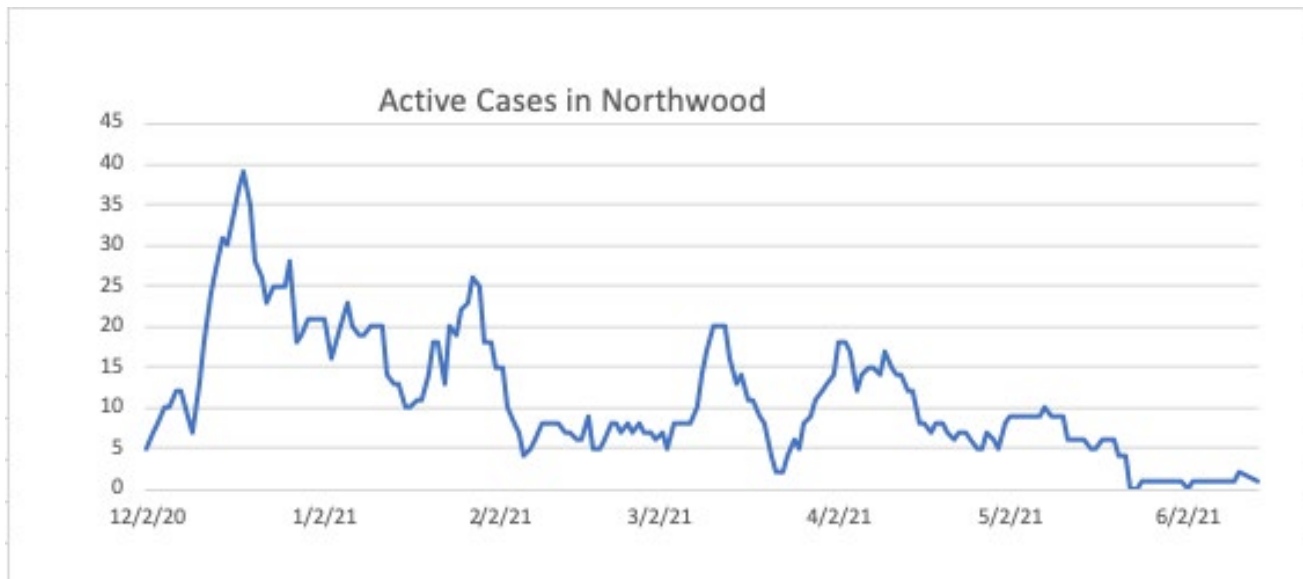
We provided curbside services and moved to scheduled appointments during our regular library hours (M, T, W, Th 10am-7pm; Sa 10am-1pm) once the Stay-At-Home Order was lifted, but we know that our library patrons prefer the flexibility of coming in at their convenience. We are still requesting that individuals not fully vaccinated continue to wear masks inside the building and we continue following guidelines outlined in the State of New Hampshire's Universal Best Practices where applicable.

Recreation:

No report this week.

Northwood EMD's report for week prior to 06/14/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood continues with one active case. As one leaves, a new one is added.



2. EMD continued to provide daily evening briefings M-F, having ceased posting on weekends and holidays. With the lifting of the State of Emergency and this portion of New Hampshire moving to minimal rates of transmissions, HSEM and DHHS conference calls are decreasing or being canceled. Vaccine effectiveness is proving to be better than expected (effectiveness is “real world results” as opposed to efficiency which had been derived from pre-trial data.)
3. Drought conditions are being monitored, but continued rain begins to fill some deficits. Although the fire danger and browning of lawns has lessened, groundwater recharge is not occurring. Wells in the Narrows are beginning to run dry and lakes with minimal recharge, such as Bow Lake, are seeing early microbe contamination.
4. EMD is awaiting work from HSEM on EMPG grant status to cover half the cost of updating our Northwood Emergency Operations Plan. As the BOS had decided to take money from the operating budget to offset costs rather than going for a separate warrant article, the BOS will need to take this into consideration when allotting funds from the default budget. Our new selectman should be reminded of his need to complete ICS 100 and NIMS 700 training as soon as possible.