



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 21, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, attended additional update sessions regarding the ARP funding guidelines, attended a meeting on cable franchise agreement, continued research on Harvey Lake Dam and Boat Ramp, attended the in house training with Primex on preparing employee performance evaluations, repairs continued on the Town office building, attended an after the fact evaluation of voting day and the deliberative sessions, prepared a draft RFP for the road reconstruction/paving projects, prepared Town Hall for resuming in person meetings, met with a Primex contractor regarding updating our Town facilities values for insurance coverage, met with Bob Young regarding the Ridge water district operations, prepared for and attended the Select Board meeting and said so long to interim building inspector Charlie Smart as Jared Shaheen as met his conditions of hire and has assumed the role.

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, finalize and issue the RFP for road reconstruction and paving work, attended a NHMA Right to Know webinar on governmental documents, assist with the new playground build at the recreation field complex, continue review of existing policies for updating where needed, evaluate a proposed abatement settlement with Consolidated/Fairpoint for 2018 and 2019 and review new finance software proposals with Finance Director . Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 06/14/21

- Plan review and issued permit for Addition
- Answered questions about putting in mobile home
- Solar inspection
- Issued permit for business
- Bed bottom inspection
- Answered questions about new garage construction
- Responded to on-going neighbor dispute
- Rough plumbing inspection
- Answered electrician questions
- Responded to a business sign question

Finance:

- Processed Payroll
- Prepared for and attended the Board of Selectmen meeting to present second review of Purchasing and Accounts Payable policies
- Hosted 2 open enrollment meetings with Aflac and attended one session
- Attended Performance Appraisal training presented by Primex
- Organized binders for W-9 forms and insurance certificates and other files
- Met with Chief Tetreault to review the Ambulance expenses to date

- Finalized open enrollment forms for health and dental insurances
- Continued to work on Anti-fraud policy
- Calculated interest owed to taxpayers who were granted abatements and entered information for inclusion in next week's A/P run
- Researched and started to draft an RFP for actuarial services for the GASB75 portion of the 2021 audit
- Assisted Recreation Director with paperwork required to implement the Rec Desk software and payment processing for programs.

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. Attended a meeting of Capital Area Mutual Aid Board of Directors
2. Conducted a final inspection of the renovated Northwood Veterinarian Clinic
3. Sunday evening was very busy for the Northwood Fire Department with both ambulances simultaneously on the road with a mutual aid ambulance from Epsom and Pittsfield in town. First, we had a serious crash on route 4 near the police station. The two vehicles came to rest approximately ¼ mile apart. Two patients were transported with non-life-threatening injuries. Before we cleared the crash another 9-1-1 call for a medical aid came in on Blakes Hill Road. Pittsfield initially responded and Northwood Ambulance 2 responded and transported the patient.
4. On Monday afternoon a first alarm was struck for smoke coming from a house on Blakes Hill Road. Upon arrival police reported heavy brown smoke coming from the chimney and alarms sounding in the house. Upon arrival firefighters confirmed the house had been evaluated and entered the basement and found the furnace had malfunctioned. They also found Carbon Monoxide levels were more than 500 parts per million. The furnace was shut down and the building ventilated. If the Carbon Monoxide detectors had not sounded, the incident could have ended in tragedy.
5. FF Challinor is now certified as a Fire Apparatus Driver Operator Pumps.
6. The Smokey Bear sign at the Narrows Station got a face lift. Thank you to Firefighters Carey and D. Andrews.

Police Department:

1. Stats May

- a. Call for Service: **365**
 - i. Business/Property Checks: **458**
- b. Arrests: **16**
- c. Accidents: **10**
- d. Warnings: **114**
- e. Summonses: **12**

2. Cruisers

- a. Nothing to Report

3. Staffing:

- a. One open Full-Time position and one Part-Time officer out on medical.
 - i. Hiring process under way for Full-Time and Part-Time positions.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The board met on June 16 for final board deliberations on Aroma Joe's/Sullivan coffee shop application at Bow Lake Rd. and Rt. 4. This meeting was held at the town hall and was the first meeting held in person since the Governor's Emergency order was not renewed. The board approved a motion to deny the application 4-1. The livestream video of the meeting may be viewed at the town website.

The regular monthly meeting of the planning board will be held on Thursday, June 24 at 6:30 at town hall.

Zoning Board

No new applications this month so the meeting will be cancelled. Next meeting is July 26. **We are currently in need of one member** and alternates for the board.

Conservation Commission

Next meeting is Tuesday, June 6 at 7 pm.

Budget Committee

Next meeting is July 29.

Police Commission

June meeting is delayed by one week to June 22 at 5:00 pm.

2022 CIP (Capital Improvements Plan)

Deadline for submitting additions or edits to the 2022 CIP has passed. The Land Use Specialist is compiling the information to provide to Planning Board Alternate Bob Strobel who has volunteered to create the draft CIP for the planning board as he has done in the past.

Library:

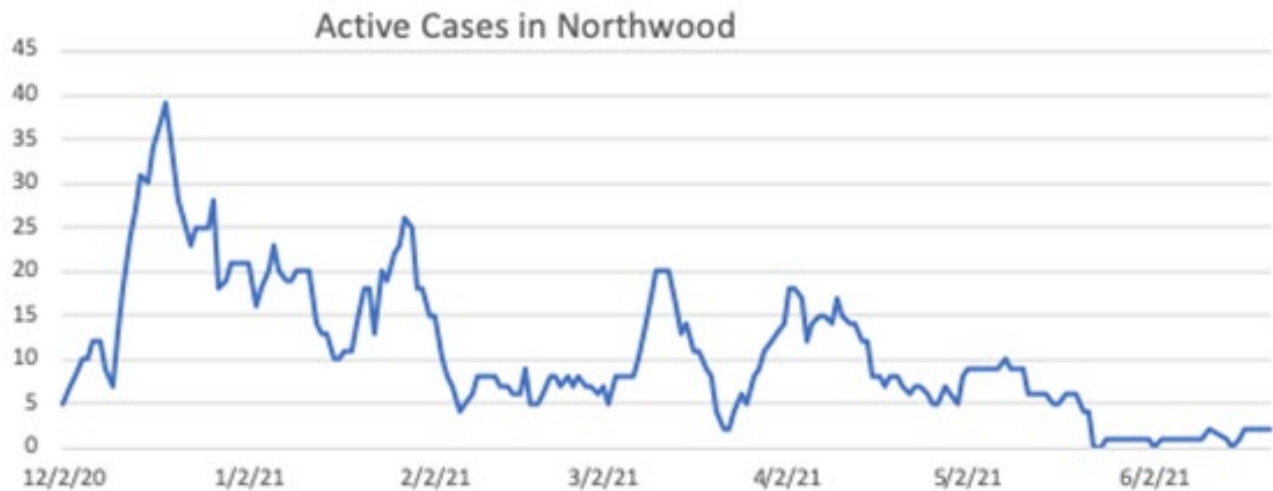
No report this week.

Recreation:

No report this week.

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

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood continues with one or two active cases. As one leaves, a new one is added. Rockingham county currently has both a high vaccination rate and a minimum COVID transmission rate.



2. EMD continued to provide daily evening briefings M-F, having ceased posting on weekends and holidays. HSEM and DHHS conference calls are decreasing or being canceled. Vaccine effectiveness is proving to be better than expected. State vaccination sites will close at end of month and the SEOC will return to normal operations.
3. Drought conditions are being monitored. Although the fire danger and browning of lawns have lessened, groundwater recharge is not occurring. USGS and NWS predictions for the next 90 days do not forecast enough rainfall to overcome current deficit. With less lake recharge and warmer water temperatures, monitoring of public swimming areas for coliforms and alga blooms would be prudent.
4. Still awaiting word from HSEM on EMPG grant status to cover half the cost of updating our Northwood Emergency Operations Plan. HB-79 has changed appointment and training requirements of local health officers. NHMA has a 9 am webinar on June 23rd to discuss changes.