



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 12, 2021

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**Town Administrator:** This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, continued research on Harvey Lake Dam and Boat Ramp, processed, reviewed some proposed new website layout options with vendor and Carol, continued research and analysis of individual properties and lost tax revenue, interest and penalties with Carol to determine maximum amount Town can retain when sold, met with Hal to review Town property sale options, completed review of 2020 audit report, prepared draft agenda for 7/13 Select Board meeting, met with Code and Compliance Officer Shaheen to review current land use matters.

This week's activities include: Continue work on Town owned property for sale, prepare performance evaluation for some staff, continue review of existing policies for updating where needed, prepare for and attend the Select Board meeting, meet with Town Counsel on Loon Estates Coop request, prepare contracts for roadside mowing and paving projects, attend NHDOT preconstruction meeting for Rt. 107 culvert replacement, prepare for and direct monthly department head meeting, attend meeting with budget committee chair and vice chair to prepare for committee meeting on 7/29. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

Week of 7/5/21

- Did plan review/priced out new building permit
- Contacted resident over on-going boundary dispute
- Discussed permits for temporary housing after fires
- Had in person meeting about temporary housing
- Sent second violation letter to resident
- Returned call about violation letter
- Called back resident looking for items from town files
- Made several other phone calls/answered questions
- Issued a demo permit
- Issued 2 shed permits
- Performed 8 inspections

### **Finance:**

No report this week.

**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 the State Building Code Review Board
2. On Tuesday Northwood Firefighters responded to our second 3 Alarm Fire in the last 7 days. This fire was reported at approximately 3:00pm on Tuesday afternoon. Initial reports were that a garage was on fire at 167 Bow Street. Upon arrival firefighters found the garage well involved with fire spreading to a nearby chicken coop and the back of the house. Engine 1 was the first company on scene and the stretched a 2” attack line to the rear of the house and knocked down much of the exterior fire while arriving mutual aid crews extinguished the fire inside the house. Water supply was established from the dry hydrant on Bow Lake Road. One firefighter was treated for a first degree burn at the scene and one civilian was evaluated with second degree burns to his hand.
  - a. Including mutual aid, so far this year Northwood Firefighters have responded to 15 structure fires that were a first alarm or greater.
3. This week we were advised that there is a bill before congress to appropriate 1 billion dollars for construction or renovations to fire stations. I will be looking into this further over the next few months. One of the stipulations we are aware of is the project must be “shovel ready”.
4. Reviewed fire alarm plans and device descriptions for the fire alarm system in the Northwood Animal Hospital.

#### **Police Department:**

No report this week.

#### **Weekly Report from Linda Smith, Land Use Specialist**

#### **Planning Board**

The planning board met on Thursday, July 8. There were no new applications in July and one pending case: Chestnut & Cape Elderly Housing which was continued to Thursday, July 22 at the request of the applicant. The peer review by the town’s engineering firm CMA Engineering of the drainage report is in process at this time. The board discussed the 2021 calendar for addressing the Master Plan, CIP, and potential zoning amendments.

At the end of the work session former chairman Robert “Bob” Strobel was recognized for serving as chairman of the planning board for 12 years. Bob chose not to file for his seat on the board at the June election but has since been approved as an alternate member of the board.

#### **Zoning Board**

No new applications this month; next meeting is Monday, August 23 at 6:30 pm. **We are currently in need of one member** and alternates for the board.

#### **Conservation Commission**

Next meeting is Tuesday, July 13 at 7 pm.

#### **Budget Committee**

Next meeting is July 29 at 7 pm.

#### **Police Commission**

Next meeting is August 17 at 5 pm.

#### **2022 CIP (Capital Improvements Plan)**

At the July 8 meeting, the planning board discussed, and approved, the idea of having the town

department heads and the town and school administrators attend the August 12 work session to present their requests for the CIP. An email has been sent out inviting them to attend.

**Library:**

Senior Café returned to the library on Monday, July 12. According to a recent study by the AARP, the coronavirus pandemic caused an epidemic of loneliness and social isolation, creating significant health and emotional risks. What to do about it? Get out and socialize! Senior Cafes will take place Mondays at 1:00 p.m. so plan to meet friends and neighbors on a weekly basis. Enjoy good food and good conversation to chase those blues away.

Registration for our Summer Reading Program “Tails and Tales” continues. The Summer Reading Challenge is in full swing with three teams competing to read the most this summer. Upcoming events include:

TUESDAY, JULY 13 – FIELD DAY

WEDNESDAY, JULY 21 – ADOPT A WILD STUFFY

MONDAY, JULY 26 – THURSDAY, JULY 29 - PET PARADE

MONDAY, AUGUST 2 – THURSDAY, AUGUST 5 – SCAVENGER SAFARI

**Recreation:**

No report this week.

**Northwood EMD’s report for week prior to 07/12/21**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood has had no reported COVID-19 cases since June 25th.
2. At the end of June, the EMD’s daily briefings were replaced by a weekly Wednesday evening summary. Should the Public Health Incident continue to improve, the weekly briefing will cease in favor of “as needed” warning documents.
3. The Delta variant (VOC) is now quite active in the US, specifically in areas with low vaccination rates. Of further concern is an increase in COVID-19 cases within Coos County, raising the transmission rate there to substantial. Last week, Belknap County had also risen for a while to a moderate rate of transmission. Both counties have high tourist traffic, although there is no indication the cases are related to “folks from away.”
4. Heavy rain this past week has lessened drought conditions. Lakes and streams have experienced substantial recharge. Thursday’s USGS drought map should confirm similar groundwater recharge. Fire danger is low.
5. HSEM requested additional paperwork on our EMPG grant to cover half the cost of updating our Northwood Emergency Operations Plan (LEOP). With use of the Northwood School for elections and deliberative sessions, consideration into expanding the shelter capacity of the school should move forward. At some point there should be a meeting of the School Board and BOS to develop an updated MOU and to discuss how to best fund a generator for that facility.