



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 26, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, 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 Code and Compliance Officer Shaheen to review current land use matters, continued review of existing policies for updating where needed, prepared contracts for paving projects, attended the kick-off meeting for the Road Surface Management System (RSMS) update condition assessment field work will begin in mid-August, managed the restoration of the lower level of the Town office building damaged by heavy rains, met with Land Use staff to discuss questions regarding the forest management plan for the Town Forest, attended a NHMA Right to Know webinar regarding public meetings, prepared follow up communication with NHDOT District 6 engineer Lower Bow St. drainage issue, attended a budget discussion with the Finance Director and representatives of the library trustees, engaged a surveyor to research the ownership of Harvey Lake dam.

This week's activities include: Continue work on Town owned property for sale, continue to prepare performance evaluation for some staff, continue review of existing policies for updating where needed, follow up with Town Counsel on Loon Estates Coop grant subordination request, meet with Steve Roberts of Northwood Elementary School regarding accommodations for some member remote participation at board and committee meetings, attend a NH ARPA funding webinar, meet with the Fire Chief, Building and Code Officer and the Rec Director to evaluate the Center School building for possible recreation programs, prepare for and attend the Select Board meeting, prepare for and attend the Budget Committee meeting, attend the cable tv franchise agreement renewal consortium meeting. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 7/12/21

- Wrote violation letter
- Spoke to a resident about border dispute
- Priced out permit for new home
- Spoke to resident about noise complaint
- Spoke to resident about fence complaint
- Discussed potential project at Lakeshore Farm inn
- Spoke with engineer regarding septic design
- Gave local approval of septic design
- Performed 7 inspections

Week of 7/19/21

- Spoke to resident about re-roofing home
- Helped new resident locate well and septic via property file
- Investigated shoreland violation
- Served stop work order for job w/o shoreland permits

- Wrote a denial letter for permit app.
- Investigated camper w/o season permit
- Tipped off by resident who saw illegal graywater runoff
- Spoke to resident who received violation/tried to schedule meeting
- Answered pool question
- Gave local approval of septic design
- Priced out permit for new home
- Performed 9 Inspections

Finance:

- Processed A/P
- Submitted yearly salary updates to HealthTrust for disability and life insurance purposes
- Prepared reports for Quarter 2 to Board of Selectmen
- Met with the Library Director to clean up salary expense lines.
- Met with the Library Trustees to discuss options for raise and budget creation for next year.
- Updated the returned check log, sent out notices, and sent files to the Police for further action.
- Entered journal entries.
- Updated the Accounts Receivable log and sent out past due notices.
- Prepared a Glossary of Terms for the Budget Committee.
- General filing and file maintenance.
- Researched and prepared journal entry to correct expenses for the transfer station disposal lines.

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. Ambulance 2 (the new one) is out of service with a defective drag link. This is covered under warranty, but we cannot get it into the shop until August 2,2021. We are currently running Ambulance 1 as our primary ambulance.
2. Boat 1 is out of service for minor repairs to the motor. It is a McCullum's boat house, and we expect it back next week.
3. We conducted a fire and safety inspection of the Center School.
4. Monday we had an especially busy day for Northwood Firefighters. We responded to 8, 9-1-1 emergency calls and transport 7 patients to area hospitals. Paramedic Joe Lipchitz responded to two of these calls and provided Paramedic level care.
5. The manufacturer of our new tanker is still struggling with some supply issues, so we have still not been able to nail down an exact delivery date. Current estimate is mid-August.
6. I am not sure if I had mentioned this in the weekly report previously, so I apologize if it is a repeat. The Northwood Firefighters association in cooperation with the Rollins Family have purchased and installed a new Automatic External Defibrillator at the new Playground. The defibrillator is in an alarmed case to prevent tampering.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The planning board met on Thursday, July 22. A public hearing for the one pending case Chestnut & Cape Elderly Housing was held. Several abutters attended and provided comments. The peer review by the town's engineering firm CMA Engineering of the drainage report has been completed. Final plan sheets are not yet received. The application was continued to August 12.

A preliminary conceptual consultation was held on a four-lot subdivision on Old Turnpike Road and Old Canterbury Rd. The property had previously been approved for a 5 unit residential with conserved land, which was never developed.

Under internal business the board discussed the 2021 calendar for addressing the Master Plan, CIP, and potential zoning amendments.

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

August meeting is being rescheduled. No date determined at this time.

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)

Department heads have been invited to attend the August 12 work session (6:30 pm at town hall) to discuss their current and previous requests for the 2022 CIP.

Library:

Technology Training Sessions will still be available on Mondays and Tuesdays from 11:00 am until 4:00 pm. There will also be three Saturday sessions from 10:00 am until 1:00 pm on July 31, August 7, and August 14. The public access computers have really been busy so we are glad that we can offer more training sessions.

Adopt A Wild Stuffy was hugely popular last week! 45 children adopted wild animals and reported lots of reading to keep the Summer Reading Challenge going at a brisk pace. This week's Summer Program activity will be a Virtual Pet Parade.

The library will host a special Christmas in July Teddybear Sleepover on Wednesday, July 28, at 6:00 pm. We have enjoyed our Christmas in July decorations and it has been nice to share our seasonal look with summer residents not usually here to see the library decorated for the holidays.

Recreation:

No report this week.

Northwood EMD's report for week prior to 07/26/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood, Strafford, Nottingham and Deerfield all have active COVID-19 cases. EMD continues to provide weekly and as-needed briefings to town and school officials.
2. The Delta variant (VOC) is now quite active in the US, specifically in areas with low vaccination rates. Since not all Covid-19 test samples are genotyped in New Hampshire, we really do not know the true extent of its presence in the State. Of further concern is an increase in COVID-19 cases within high tourist areas of Merrimack and Belknap Counties, where the transmission rate is now moderate. CDC is analyzing a major outbreak on Cape Cod in fully vaccinated subjects following July 4th gatherings.
3. Heavy rain the past two weeks has removed any local drought conditions. The region is now faced with very poor air quality from smoke arising from massive wild fires in western US and Canada. Nice sunsets and moon rises, but rather unhealthy air.
4. We continue to await word on our EMPG grant to cover half the cost of updating Northwood's Local Emergency Operations Plan (LEOP). Before we begin that process, 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 the school. EMD had been working with the TA to provide safe options for large meetings within the town hall.
5. In my search for Northwood-Strafford boundary markers, I discovered it has been some time since the town actually verified our boundaries with any of our five neighboring towns. Perambulation (every seven years) has fallen out of favor with Select Boards, but possibly might be a thought for Northwood's 250th celebration. As Northwood is the younger town, in most cases, that might not be our call.