



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 23, 2021

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**Town Administrator:** This past week's activities included: continued research of Town owned property for sale, updated the task manager, finalized the schedule for restoration of lower level of Town office building carpet will be removed and replaced with vinyl tile, met with Finance Director regarding status of new software program and preparations for FY22 budget season, prepared notice for public hearing regarding increase in ambulance rates, contacted NH Parks Director regarding concerns regarding Meadow Lake dam failure, reviewed report from surveyor regarding Harvey Lake Dam ownership which is somewhat inconclusive but appears the Town may not own the dam, participated in the NH HSEM Covid-19 update conference call, participated in NH HSEM storm update calls.

This week's activities include: Continue work on Town owned property for sale, develop an abutter's list for upcoming mailing and consult with Town Counsel regarding process and documents, continue review of existing policies for updating where needed, continue working on financing application package for the new fire truck scheduled for delivery later this month, finalize details for the restoration of the lower level office area after flooding with the new flooring being installed on 9/9 and 9/10, meet with HR consultant to review suggested revisions to the Town personnel policy handbook, attend a meeting with the cable TV franchise agreement renewal consortium, prepare for and attend the Select Board meeting on 9/24, work on a draft process for the preparation of the annual update to the Capital Improvement Plan for the planning board, participate in NHHSEM storm update calls, consult with Emergency Management Director regarding rise in Covid-19 cases in Town and possible changes to Town property health safety protocols. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

#### Week of 8/16/21

- Answered permit related question
- Answered question related to historic homes
- Answered question about appliance installers
- Answered question about door installation
- Researched Timber rafter spans
- Referenced DES regulations for irrigation
- Spoke with contractor taking over a job
- Checked State operation permit for local business
- Checked into septic complaint from resident
- Spoke with storage facility regarding violation
- Received complaint about digging in wetlands
- Issued a permit for a deck
- Issued a permit for silo
- Issued a demo permit
- Performed 9 inspections

### **Finance:**

- Processed Accounts Payable

- Continued to work on creating a new chart of accounts for the new finance software.
- Worked on a budget worksheet for budget preparation.
- Sent out notices for returned checks and turned one matter over to the Police.
- Organized and updated paper files in the office.
- Reviewed journal entries year-to-date, created and entered correction entries.

**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. Today we are at the 4-Guys factory for the final inspection of our new tanker. All is expected to go well and the Truck will leave for NH this afternoon.
2. We had a very successful first Rotary Club meeting. We will likely have a couple more informational and planning meetings in the next few weeks.
3. On Wednesday we had a few simultaneous calls with both ambulances simultaneously transporting patients.
4. We only had a few storm related calls, but for the most part we survived the storm unscathed.
5. We discovered we had a credit at Sullivan tire from 2015! We will use this credit for new tires on Engine 3. These tires are the original tires from 1997.

**Police Department:**

**1. Stats July**

- a. Call for Service: 326
- b. Business/Property Checks: 477
- c. Arrests: 11
- d. Accidents: 8
- e. Warnings: 68
- f. Summonses: 5

**2. Cruisers**

- a. F-150 Cruiser approved in June of 2020 finally being built in September
- b. 2022 SUV Cruiser Ordered

**3. Staffing**

- a. Several Candidates going through the hiring process now.

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

**Planning Board**

The August meeting of the planning board will be on Thursday, August 26 at 6:30 pm. There is one pending application-Chestnut & Cape Elderly Housing on Old Canterbury Rd. One new application was received for August – a major site plan for the former Northwood Power Equipment location to add a 2900 sf addition for an RV dealership.

### **Zoning Board**

No new applications this month; no meeting is scheduled. **We are currently in need of one member** and alternates for the board.

### **Conservation Commission**

Next meeting is Tuesday, September 7 at 7 pm.

### **Budget Committee**

Next meeting of the budget committee has not been scheduled at this time. A subcommittee has been designated to review committee procedures; no meeting date has been set.

### **Police Commission**

The police commission met on Tuesday, August 17 at the town hall. No public was present. Chief Drolet presented his report which included statistics from the past two months and updates on budget and personnel.

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

The planning board will be working on the CIP in the coming weeks to approve a final draft. Public input will be welcomed before final approval. It will then be provided to the board of selectmen, and the budget committee, for their consideration in the 2022 budget process.

### **Library:**

#### **MEETINGS**

August 23– Friends of the Libraries Meeting 6:00pm

September 10 – Trustee Meeting 9:00am

#### **PROGRAMS/EVENTS**

September 1 – Afternoon Book Discussion 2:00pm

September 15 – Story Time 10:30am-11:30am

September 15 – Evening Book Discussion 7:00pm

September 18 – Open House 10:30am-11:30am

September 22 - Story Time 10:30am-11:30am

September 29 - Story Time 10:30am-11:30am

#### **SUMMER READING PROGRAM 2021**

The Summer Reading Challenge ended on August 21. Team Shark won the competition but all 100 participants (reporting 1,800 books read this summer!) are reading champions in our book as we mentioned last week.

#### **AMERICAN RESCUE PLAN ACT ROUND TWO**

Suncook Interlibrary Cooperative members plan to submit a grant requesting a “Library of Things” for the second round of ARPA funds. Library patrons could borrow items like tools, recreational equipment, crafting items, etc. at their local library thus enhancing the services provided to our communities.

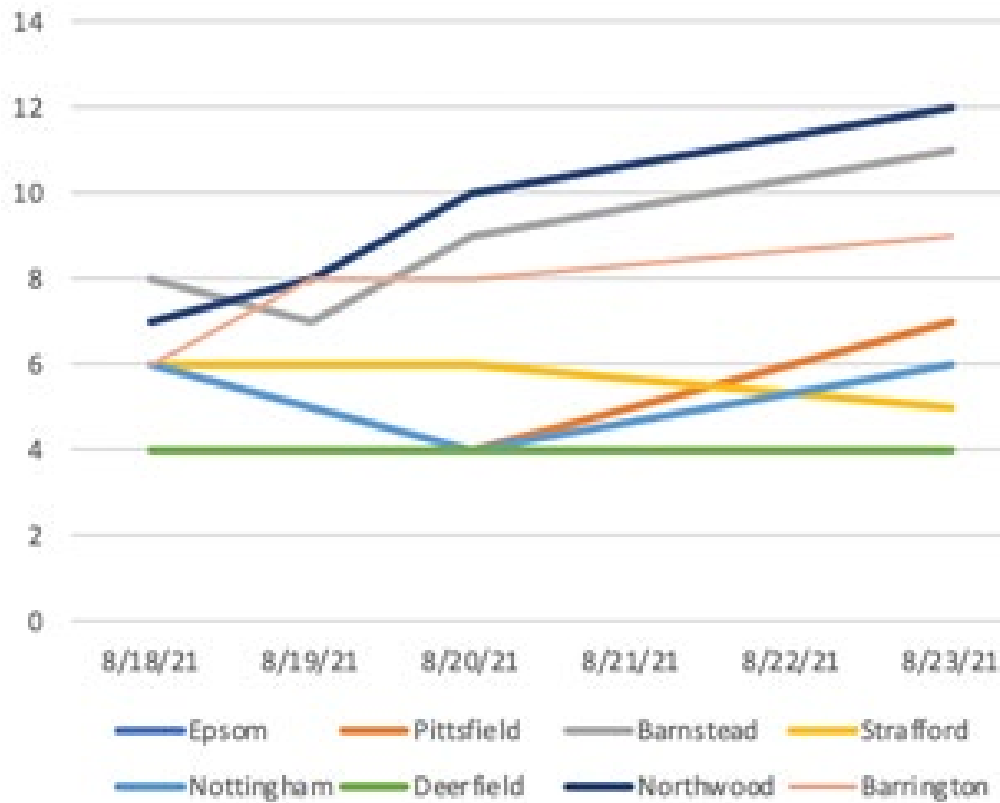
### **Recreation:**

No report this week.

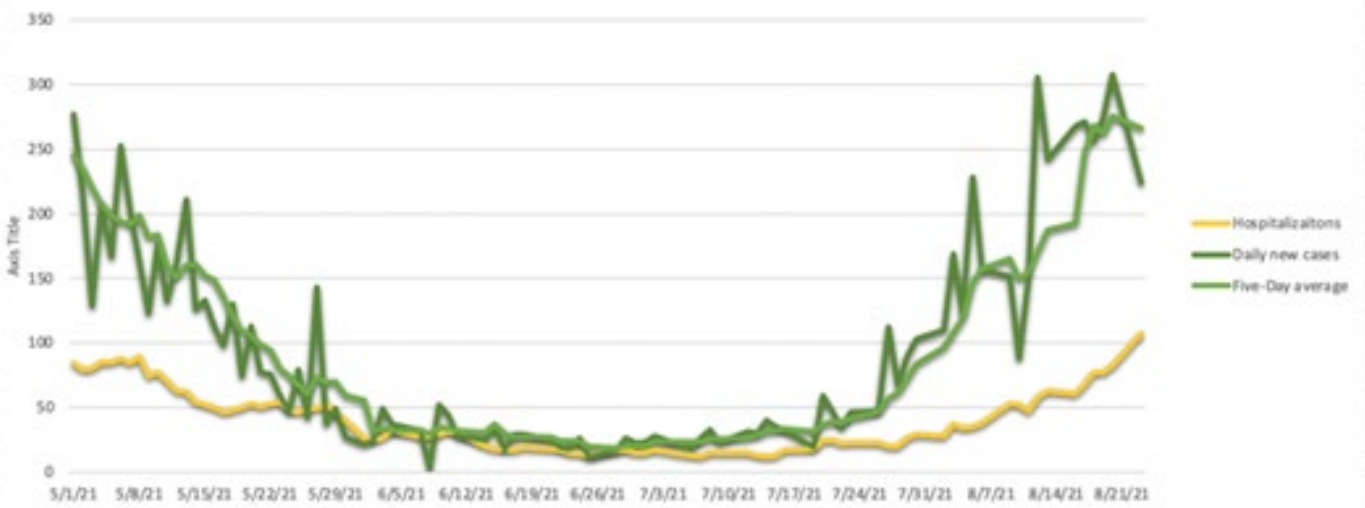
### **Northwood EMD’s report for week prior to 08/23/21**

1. Emergency Management continues to monitor Covid-19 cases within Northwood and surrounding towns. Northwood currently has 12 active cases. Northwood’s fully vaccinated population is now at 51.4%.

### Active Cases in Local Towns Since 8/18/21



### Covid -19 case trends (Weekends averaged)



2. EMD and TA are hoping to meet this week with SAU 44 to begin discussions on a sheltering MOU and generator acquisition for shelter use. EMD reviewed Northwood School's Emergency Operations Plan for a 9/1/21 submission to HSEM. DHHS conference calls for School Partners (Wednesday) return in two weeks. HSEM held a Covid call last Thursday.
3. Rockingham County, as with all of NH, is listed as having substantial Covid-19 transmission rates. Active cases and hospitalizations continue to increase across the state. Current hospitalization rates are back at levels they reached in April. Delta is now the principal variant detected. Mask wearing is advised for all in-door events. The Pfizer BioNTech vaccine now has full FDA approval beyond the Emergency Use Authorization.
4. Northwood 's EMPG for updating our town Emergency Operations Plans was approved. Our Select Board is expected to sign off at tonight's BOS meeting. AG and Governor's Council will sign off in early September. EMD and TA will work to find matching funds in current budget.
5. Department Heads are encouraged to begin reviewing their roles in a town or state-wide emergency. I suspect we will need to put additional thought into our pandemic planning, drought planning and cyber security sections. Toward that end, fortunately Henri was a non-event for Northwood, but in preparing for the storm staff may not have been able to locate contingency plans, dam records or emergency contact numbers. It would be good to consider Henri as a drill and correct any deficiencies discovered. Likewise, Peterborough's cyber hack regarding money transfers focuses attention on local cyber security. Oh, and we had a small Earthquake in Rochester Sunday morning. The library should begin exploring its role in Northwood's emergency preparedness to enhance eligibility for an EMP Grant toward its generator.
6. EMD maintained situational awareness through the approach and retreat of Hurricane (then tropical depression) Henri. Morning, noon and evening updates were provided to town officials. EMD participated in six conference calls with HSEM as well as monitored key media outlets, NWS and the Hurricane Center.