



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 06, 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, continued review of existing policies for updating where needed, finalized financing application package for the new fire truck scheduled for delivery the first week of September, participated in NHHSEM Covid-19 update calls, attended a technical review committee meeting regarding developer improvement to Old Canterbury Road, prepared and review DRA updated report of 2021 estimated revenues with Finance Director, addressed questions from abutters regarding town property sale, reviewed and assessed alternate detour plans for RT. 107 culvert replacement with NHDOT, DPW and NPD and the alternate route was not acceptable, finalized waste oil heater purchase and paving at transfer station, confirmed new paving schedule for Harmony and Bigelow Roads and Bow Street now scheduled for the third week of September. All non-emergency departments and offices were closed on Monday, September 6th in observance of Labor Day.

This week's activities include: Continue work on Town owned property for sale, continue review of existing policies for updating where needed and the facility use policy will be reviewed by the Select Board next, prepare for and direct the monthly department head meeting, complete the financing of the new fire truck, address clarifying questions regarding some Town properties included in the abutter sale, formalize department head list of requests to be included in the ARPA funds expenditures, continue work with HR consultant on updating the personnel policy plan, continue work on the town personnel employment information master list for wage scale update and prepare for 9/14 Select Board meeting. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

#### Week of 8/30/21

- Returned several phone calls
- Priced permit for new barns
- Assisted resident with well concerns/referred to DES
- Consulted with state inspector over violations
- Sent approximately 30 emails
- Performed 6 inspections

### **Finance:**

- Processed accounts payable
- Met with Town Admin Johnson to coordinate the preparation of the MS-434 form (Revised Estimated Revenues)
- Completed and filed the MS-434 form with the Department of Revenue
- Researched PILOT agreements
- Continued work on the budget worksheet
- Researched old employee information for NH Retirement
- Performed bank reconciliations for August balances

- Met with Fire Chief Tetreault and DPW Foreman Brown regarding the line items in their respective budgets and how they will be moved forward into the new software
- Completed August month-end reports for Department Heads and posting on the web site
- Processed Payroll for the coming holiday week to ensure direct deposits are available on Wednesday payday
- Performed miscellaneous file maintenance
- Sent out invoices for Police Special Detail work

**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. We have started to receive equipment for the new pumper tanker. We have transitioned to battery operated saws and ventilation fans. Battery technology has progressed to the point where it is reliable. This will eliminate the need to carry gasoline on the new truck.
2. We had two meetings of our explorer post and are anxious to get it back up and running. As you may know several our career and call firefighters started as explorers.
3. Captain Schaub completes annual inspections of the elementary school and Coe Brown Academy. We have also completed the first fire drills of the year for both schools
4. WD Perkins completed preventative maintenance of all our pumpers. This included a visual inspection, lubrication of the pump and changing of the oil in the pump.
5. During the month of August, we responded to 45, 9-1-1 emergencies below is a breakdown of these responses:
  - a. 35 Emergency Medical
  - b. 1 Vehicle Fire
  - c. 1 Structure Fire
  - d. 6 False Alarms
  - e. 1 Unintentional Alarms
  - f. 1 Hazardous Materials spill
6. During the month of September, we will be scheduling our annual motor vehicle inspection for all our apparatus.

**Police Department:**

No report this week.

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

**Planning Board**

There is one pending application-Chestnut & Cape Elderly Housing on Old Canterbury Rd which is scheduled for the September 9 meeting. The board is currently working on the 2022 Capital

Improvements Plan and potential changes to the Northwood Development Ordinance (zoning ordinance). Granite Street Properties LLC will be on the September 23 agenda to request an extension of time for one condition of their 8/27/2020 conditional subdivision approval.

### **Zoning Board**

The zoning board will be meeting on Monday, September 27 at 6:30 pm at the town hall. Two applications will be heard by the board this month: both applications have existing seasonal structures on undersized lots on private roads that seek to convert to year-round homes. **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 next meeting of the police commission is Tuesday, September 21 at 5 pm at the town hall.

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

The planning board continues to work on the CIP at each meeting. The proposed schedule is to complete the draft on September 9 and to hold a public hearing on Thursday, September 23 at 6:30. The public hearing will be confirmed after the meeting on the 9th. Following public input, the CIP will then be provided to the board of selectmen, and the budget committee, for their consideration in the 2022 budget process.

### **Library:**

August circulation: 1,297 items

August computer tally: 37 patrons

August Downloadable Audiobooks: 460

August new patrons: 16

**Total number of registered library card holders: 2,911**

### **MEETINGS**

September 10 – Trustee Meeting 9:00am

September 27 – Friends of the Libraries Meeting 6:00pm

### **PROGRAMS/EVENTS**

September 15 – Evening Book Discussion 7:00pm

September 15, 22, 29 – Story Time 10:30am

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

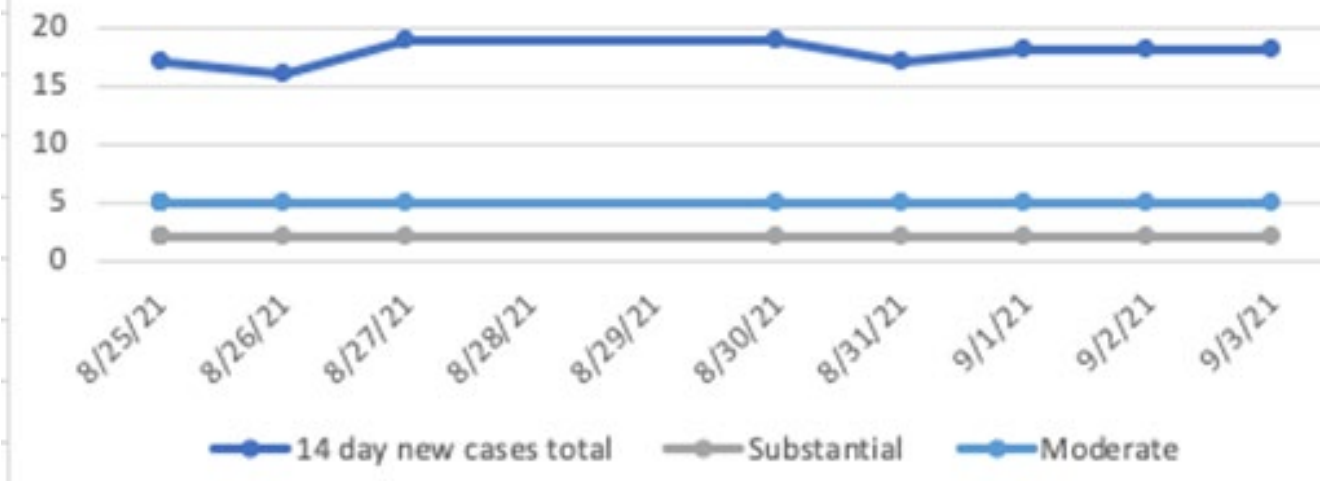
### **Recreation:**

No report this week.

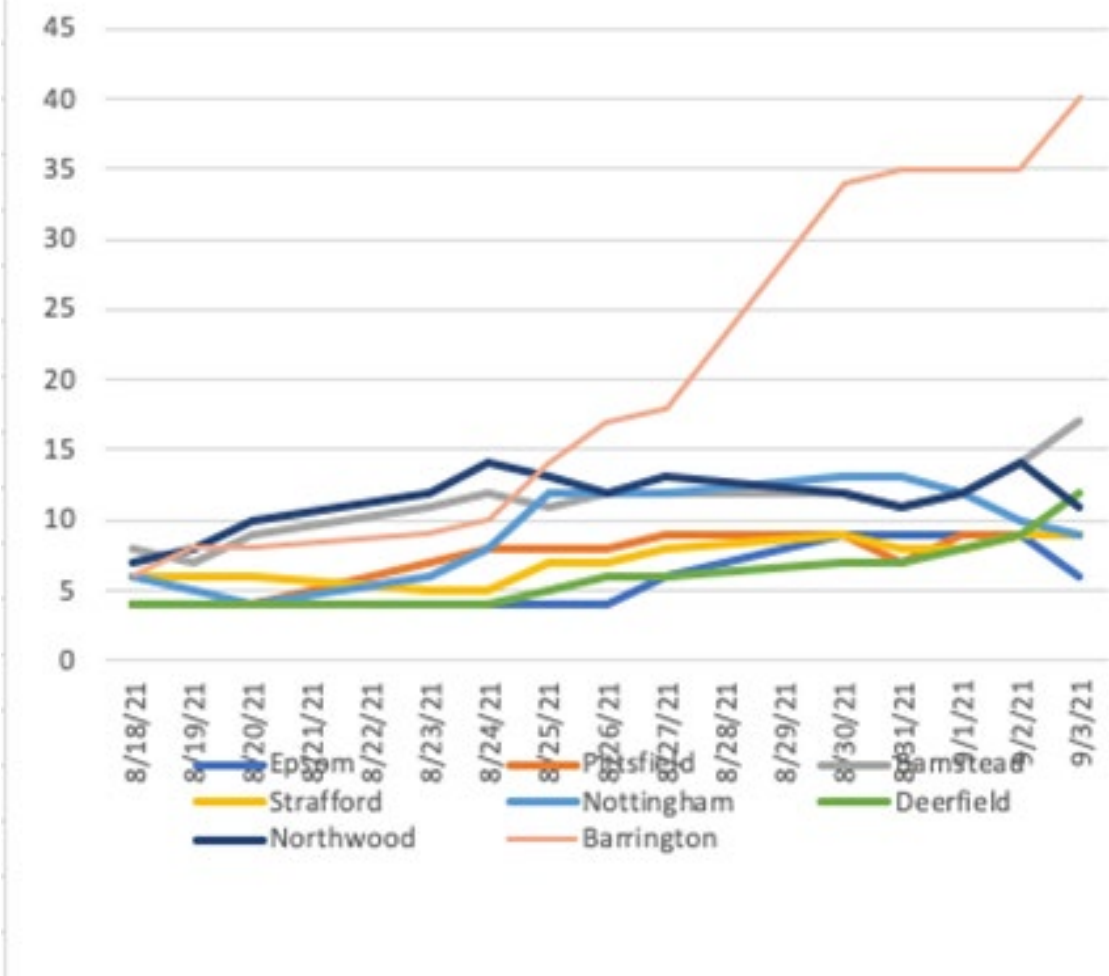
### **Northwood EMD's report for week prior to 09/06/21**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood continues to have high numbers based on its population. The 14-day total of new cases as of Friday had been 18. Any number above 5 is considered to be substantial rate of transmission for a town of our size. The number of active cases in Northwood (black line) had dropped to eleven, but because of the long weekend, new data will not be released until Tuesday evening.

### Northwood - new cases past 14 days



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



2. The Delta variant (VOC) is now the predominant confirmed strain in New Hampshire. Although there have been few reports of fully vaccinated individuals becoming seriously ill, there is evidence that even fully vaccinated can acquire and transmit the delta variant. Mask wearing indoors is seriously advised. Both the elementary and high school in town are conducting in-person classes with necessary precautions.
3. Our EMPG grant to cover half the cost of updating Northwood's Emergency Operations Plan (LEOP) has been signed and forwarded to Governor and Council for signatures. Northwood School submitted their Emergency Operations Plan to the state. The Superintendent, TA and EMD met to discuss sheltering at the school, a generator to support that shelter and completion of a Continuation of Operation Plan for Northwood Elementary. Department heads and the Select Board should be preparing for a rewrite of Northwood's Emergency Operations Plan in the coming month.