



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** September 27, 2021

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**Town Administrator:** This past week's activities included: I was out of the office on vacation this past week. This week's activities include: Continue work on Town owned property for sale closings from the abutter sale, continue review of existing policies for updating where needed, work with Town property sale auctioneer in preparation for the 10/16/21 property auction as the auctioneer has posted all the information on their website: [www.nhtaxdeedauctions.com](http://www.nhtaxdeedauctions.com), prepare for and attend the Select Board meeting, attend the second meeting with DPW Foreman, Town consultant Bob Strobel and representatives of Strafford Regional Planning Commission regarding the Road Surface Management Plan project, continue work on the FY22 budget, meet with Chief Tetreault regarding department equipment and other matters, meet with the DPW Foreman regarding the status of department projects including Japanese Knotweed treatment starting this week, road reconstruction and paving starting October 8<sup>th</sup>, improvements to the Northwood and Harvey Lake boat ramps completed last week, evaluate the staffing needs of the Town offices and reassign some duties as needed and attend a meeting of the cable TV franchise agreement renewal consortium. Have a great week. Be well and stay safe.

**Assessor:** The 2021 Town and Village Districts MS-1 Reports of Evaluation were completed and submitted to the NH Department of Revenue.

### **Building Inspector:**

#### Week of 9/20/21

- Returned 10+ phone calls
- Sent 15+ emails.
- Confirmed septic approval w/DES
- Referred oil burner inspection to Fire Dept.
- Scheduled state inspection for town truck
- Performed water test/transported to lab
- Had two meetings w/ two residents
- Performed 6 inspections
- Worked on dept. budget
- Issued permits

### **Finance:**

- Processed Payroll
- Met with Library Director regarding HR issue and budget prep questions
- Met with Town Clerk to discuss budget creation and processes
- Attended reception to recognize 20 years of service from Chief Drolet.
- Attended webinar by NH Retirement System regarding the enrollment process and benefit calculations.
- Attended the Library Trustees meeting to answer questions about the new budget format.
- Met with the Building Inspector to assist in budget creation
- Reviewed list of tasks and duties currently performed by the Municipal Secretary and became familiar with the location of assorted files and information in his work area and on his computer.

- Updated returned check log and sent out notices
- Sent out invoices for Special Details performed by the police department
- Prepared NH Retirement report for September
- Worked on creating various budgets for 2022.
- General file maintenance and clean up.
- Completed various general journal entries.
- Researched and resolved issues with PO's that were showing incorrectly as outstanding.
- Completed quarterly tax filing (941 Form) and quarterly unemployment report.

**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. FF Cary was presented with a commendation for injuries received in the line of duty. Nick received second degree burns to his wrist and face while attempting a rescue at a heavily involved structure fire this June. Similar to a Purple Heart, given by the military for combat injuries, this commendation is given to firefighters who receive significant injuries in the line of duty. FF Carey also received a commendation bar for his Class A Uniform
2. Our Housing Ceremony for the new tanker (Engine 2) was a huge success. Linda Smith finished the graphics in the nick of time. Thank you, Linda! We have several speakers including Chairmen Kreider, Captain Schaub and Jon Cares from Granite State Fire Apparatus. Pastor Guzowski offered a blessing over the new truck. A barbeque followed.
3. State Motor Vehicle inspections are complete, although we did have some expenses, we made it through without significant unexpected expenses.
4. We continue to struggle with a high census at Concord Hospital, although the crisis seems to be easing. Concord hospital is still experiencing increased wait times for patients arriving by ambulance. Concord Hospital satellite facilities in Laconia and Franklin are back to normal. I should also note the high patient count has not been attributed to the Covid 19 crisis.
5. Our call Volume is still trending up. As of 09/28/2021 our emergency calls are up 12% from 2020.

**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 Olde Canterbury Rd. which has been continued to Thursday, October 8 at 6:30 pm. Granite Street Properties LLC requested an extension

of one year to meet the conditions of their 8/27/2020 conditional subdivision approval at the September 23 meeting, and it was approved by the board. Also, that evening a public hearing on the draft Capital Improvements Plan was held. The hearing was continued to October 7 to follow up on questions and for the public to submit any additional testimony. A copy of the plan is on the town website.

### **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, October 5 at 7 pm at the town hall.

### **Budget Committee**

Next meeting of the budget committee is scheduled for Thursday, October 21 at 7 pm at the town hall. The subcommittee selected to review committee procedures met on Monday, September 20. A number of proposed changes to the committee procedures are being recommended and will be reviewed by the full committee at their October 21 meeting.

### **Police Commission**

The police commission met on Tuesday, September 21 at 5 pm at the town hall. Before the start of the meeting, a surprise thank you was held for Chief Drolet to acknowledge his 20 years of dedicated service to the town of Northwood. Members of the board of selectmen, police department personnel, town staff and members of the public were present to recognize and thank the Chief.

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

The planning board approved the draft CIP on September 9 and held a public hearing on Thursday, September 23. The public hearing **was continued to Thursday, October 7 at 6:30 pm**. A copy of the plan is on the town website. Following all 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:**

No report this week.

### **Recreation:**

No report this week.

### **Northwood EMD's report for week prior to 09/27/21**

No report this week.