



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 10, 2022

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, reviewed status of ongoing projects with the DPW Foreman ledge work at Rec field was completed this week, continued review FY22 budget status with Finance Director, reviewed summary of revaluation (MS-1) with Town contract assessor, appointments with the assessors were completed, continued preparation of FY23 budget held meetings with each department head to review and discuss their proposed numbers with finance director, prepared for the 10/11 Select Board meeting, reviewed FY22 budget items with Finance Director, reviewed final list of properties scheduled for tax deeding for recommendation to Select Board regarding waivers, monitored bids on surplus equipment and responded to bidder questions, continued processing applications for Human Services assistance.

This week's activities include: coordinate ongoing DPW and facilities projects schedule with DPW Foreman at the Rec fields and other locations, prepare for and attend the Select Board meeting, prepare for and attend the monthly department head meeting, meet with Mainstay regarding the 2023 IT needs several departments, finalize department head/TA FY23 budget for presentations to Select Board, transfer surplus equipment sold in the recent auction, continue to monitor the current FY22 expenditures, continue processing applications for Human Services assistance. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 21 phone calls answered
- 50 Emails
- 6 permits reviewed and issued
- Investigated 1 complaint
- Issued 1 Certificate of Use
- Issued 1 violation letter
- 1 health inspection for Coe Brown
- 10 building inspections
- 3 hours of Health Officer training

### **Finance:**

- Trained/Assisted Carol Manter with processing payroll
- Prepared bank deposits for the treasurer
- Created and sent invoices for special detail police work performed
- Met with department heads and TA Johnson to review department proposed budgets
- Continued to work on the Fy23 budget.

### **Department of Public Works:**

No report this week.

## **Fire Rescue:**

1. This week all representatives from MSA Conducted annual flow testing of our breathing apparatus. As our air packs are guaranteed for 10 years, the only cost to us was for the testing. Any needed repairs or adjustments were free of charge.
2. Firefighter McGinn attended the monthly meeting of the NH Fire Explorer training academy
3. This week, Perkins Fire Pumps was here to perform annual maintenance on all our pumps
4. This week we had a close call at the Narrows. Firefighters went to the Ridge Fire Station to exchange trucks out. Upon arrival they heard a humming noise. They searched the building and found the electric motor on the compressor had seized and the motor was extremely hot. Had this occurred in the middle of the night it is very likely we would have had a fire in the station.
5. Engine 1 developed a coolant leak; it was taken out of service and Engine 3 was moved to the Narrows Station. Engine 1 will be going to Burgess Repair on Wednesday.
6. This week we begin State Inspections on all our apparatus. We are not anticipating any major repairs will be needed
7. We noticed with the weight of the command box in the back of car 1 the suspension is sagging. We plan to install air bags to boost the rear suspension.
8. This week we took delivery of a ceremonial bell. This bell was purchased by the firefighter's association in memory of Allen "Joe" Holmes. If you would like to see the bell in person, please stop by the Narrows Station.

## **Library:**

### **October 2022**

July computer tally: 26 patrons

August computer tally: 56 patrons

**September computer tally: 43 patrons**

July Downloadable Audiobooks: 545 items

August Downloadable Audiobooks: 501 items

**September Downloadable Audiobooks: 455 items**

July circulation: 1,169 items

August circulation: 1,368 items

**September circulation: 1,088 items**

July new patrons: 14

August new patrons: 16

**September new patrons: 26**

**Total number of registered library card holders: 2,772**

### **MEETINGS**

October 14 – Trustee Meeting 9:00am

October 17 – Friends Meeting 4:30pm

## PROGRAMS

October 3, 17, 24, 31 – Senior Café 1:00-2:30pm  
October 4, 11, 18, 25 - Writers Group 2:00pm  
October 4, 11, 18, 25 – Tech Tuesday 3-4pm  
October 5, 12, 19, 26 - Story Time 10:30am  
October 5 - Afternoon Book Discussion 2:00pm  
October 6, 13, 20, 27 – LEGO Club 3:00-5:00pm  
October 8 – NH Library Trustee Association Award Ceremony (Mr. Grano) 10:30am  
October 19 – Evening Book Discussion 7:00pm  
October 20 – Punkin’ Junkin’ 3:30-5:30pm  
October 22 – Local Author: Lisa Allen-Kennard 10:30am  
October 26 – Middle School Book Club 4:30pm

## NOTES

1) Library closed Monday, October 10 (Columbus Day)

### Police Department:

No report this week.

### Town Clerk/Tax Collector:

No report this week.

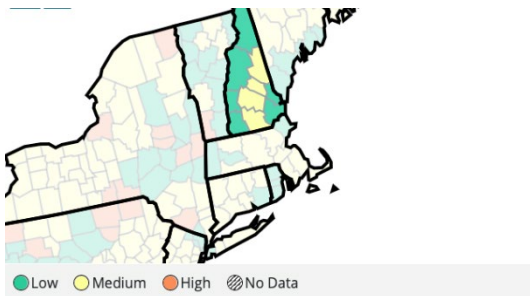
### Weekly Report from Linda Smith, Land Use Specialist

No report this week.

### Recreation:

- Upcoming events!
  - Fall foliage vendor fair this Sat, Oct 15 at Town Hall
  - Pumpkin carving this Sat at Town Hall 11-12
  - Trunk or treat, Sat Oct 29
  - Candy collection needed!
  - Youth Basketball registration open now

### Northwood EMD’s report for week prior to 10/10/2022



Time Period: COVID-19 Community Levels were calculated on Thu Oct 06 2022.

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC show signs of the expected fall uptick in cases. Northwood had fourteen active cases at last update.
2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed.

3. USGS issued a drought map on Thursday for the New Hampshire (left Oct 4th and right Sept 27th). Last Wednesday's rain should appear as an improvement in next week's map. Fire danger remains low.

Drought Classification



October 4, 2022



September 27, 2022

4. EMD was in contact with local HSEM field rep. to begin the process for acquiring a generator for Northwood School. \$75,000 could be available through EMPG. EMD scheduled a second contractor to provide an additional cost estimate. EMD is developing the MOU between School District, School and Town regarding sheltering.

5. Items awaiting completion:

- a. Memorandum of Understanding (MOU) between School

District and Town (sheltering).

- b. BOS to sign off on Emergency Operations Plan (EOP).
- c. Transitioning Emergency Operations Center (EOC) to the Town Hall.
- d. Purchase Laptop for EMD/EOC compatible with town budget and operating system.
- e. Procure funding for generator at the Northwood School
- f. Review the Emergency Operation Plans for the upcoming state election.

Bob Young, Northwood Emergency Management Director