



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 12, 2021

Town Administrator:

This past week's activities included: Continued work on Town owned property for sale closings from the abutter sale, continued review of existing policies for updating where needed, worked with Town property sale auctioneer on 10/16/2021. prepared for the Select Board meeting, continued work on the FY22 budget with the Finance Director, finalized a draft of revised facility use policy and use form, inspect improvement repairs at the community hall and town office building, meet with department heads and Finance Director to review proposed FY22 budgets, attend a installation kickoff meeting with the new finance software vendor and Finance Director, continue work with Finance Director on FY22 budget preparation for several budgets, and met and worked with owners of pending tax collector deedings for payment agreements.

This week's activities include: continue work on closing town owned property sold in abutter sale, prepare 2021/2022 winter road maintenance contract for contractors, attend 10/12 Select Board meeting on 10/12, prepare draft inclement winter weather maintenance policy, prepare for and direct the monthly department head meeting, prepare for and attend the Town property public action on Saturday the 16th at the elementary school with registration beginning at 10:00am and auction starting at 11:00am, coordinate additional repairs to the community hall, attend the MMANH monthly meeting, and deliver the Department Head/Town Administrator draft FY22 operating budget to the Select Board . Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

Week of 10/12/21:

- -Returned 15+ phone calls
- -Sent 6 emails
- -Answered auction property questions
- -Reviewed septic designs
- -Did 4 inspections of town properties
- -Performed around 10 scheduled inspections
- -Issued several permits
- -Requested a new address
- -Issued several Certificates of Occupancy/completion

Finance:

- Processed Payroll
- Project kick-off meeting with software reps and Walter to go over plans and timelines for the new software install/training/go live dates.
- Researched info and provided data to the software reps to aid in setting up the program.
- Met with Town Clerk/Tax Collector and Walter to review the budget.
- Met with Highway Foreman and Walter to review budgets.
- Met with Recreation Director and Walter to review budgets.

- Met with Land Use Specialist and Walter to review budgets.
- Met with Fire Chief and Walter to review budgets.
- Met with Library Director, Library Trustees, and Walter to review the budget.
- Met with Police Chief and Walter to review budgets.
- Met with Walter to do a review of the total budget.
- Continued work on updating the budgets and adding informational notes.
- Prepared quarterly reports for the upcoming Board of Selectmen meeting.
- Prepared quarterly reports for the Budget Committee for their upcoming meeting.
- Filed Quarterly Unemployment reports with the State.
- Prepared deposit of town hall and transfer station receipts.
- Performed miscellaneous journal entries.

Tax Collector:

- Hours change on Nov. 1
- Mon. & Thurs. 9am-4pm
- Tues. & Wed. 10am-6pm
- Fri. – Sun. Closed
- Tax office attending conference 10/13/21-10/15/21
- Office will be closed wed. and Thurs. 10/13-10/14

Department of Public Works:

Pavement reclaiming and paving began on Thursday 10/7 and will be completed on Tuesday 10/12.

Fire Rescue: Below is an outline of the happenings at the Fire Department this week:

1. Reviewed Budget with the Town Administrator and Finance Director.
2. Attended a FEMA Zoom Meeting Re: Assistance to Firefighters Grant.
3. During the Month of September Northwood Firefighters Responded to 50 - 911 emergencies.
 - a. 1 Combustible Liquids spill
 - b. 3 Cancelled in route
 - c. 1 Electrical Problem
 - d. 34 Emergency Medical Calls
 - e. 1 False Alarm
 - f. 1 Good Intent
 - g. 1 Assist Invalid
 - h. 3 Service calls
 - i. 1 Steam mistaken for smoke
 - j. 2 Detector malfunction
 - k. 2 Unintentional alarms

28 Billable Ambulance Transports

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

There have been many inquiries regarding the upcoming property auction of town owned properties regarding their potential uses and development. It is noted that all properties are subject to the current regulations including zoning ordinance, site plan, etc. All information is listed on the auctioneer's website.

There is one pending application-Chestnut & Cape Elderly Housing on Olde Canterbury Rd. which has been continued to Thursday, October 14 at 6:30 pm. The CIP public hearing was continued to October 7 to follow up on questions and for the public to submit any additional testimony. One member of the public was present to receive updated information.

There are two new applications this month: a four-lot subdivision on Old Turnpike Road and a site plan for 2 office buildings at the corner of First NH Turnpike and Harmony Road. The regular monthly meeting will be held on Thursday, October 28. A conceptual consultation is also scheduled for that evening for Harding Metals.

Zoning Board

The next meeting of the zoning board met is Monday, October 25 at 6:30 pm at the town hall. There are two new applications this month and one addition to an application in process. **We are currently in need of one member and alternates** for the board.

Conservation Commission

The commission met on Tuesday, October 5. **The commission is currently in need of one member and alternates.**

Budget Committee

Next meeting of the budget committee is scheduled for Thursday, October 21 at 7 pm at the town hall. The committee will review the third quarter town and first quarter school reports. A number of proposed changes to the committee procedures by the subcommittee are being recommended and will be reviewed by the full committee at their October 21 meeting.

Police Commission

The police commission met for a budget workshop on Tuesday, October 5 and approved the proposed 2022 department budgets for the Police Department, Police Commission and Animal Control. Next regular meeting of the commission is Tuesday, October 19 at 5 pm

2022 CIP (Capital Improvements Plan)

The planning board held public hearings on the draft CIP on September 23 and October 7. Following the second public hearing the board approved the final draft CIP which will be presented to the board of selectmen at their meeting on Tuesday, October 12. The plan will also be made available to the budget committee. A copy of the plan is on the town website.

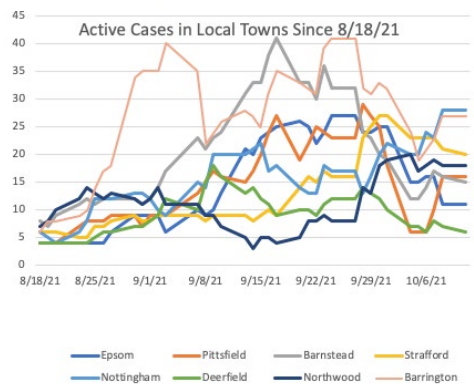
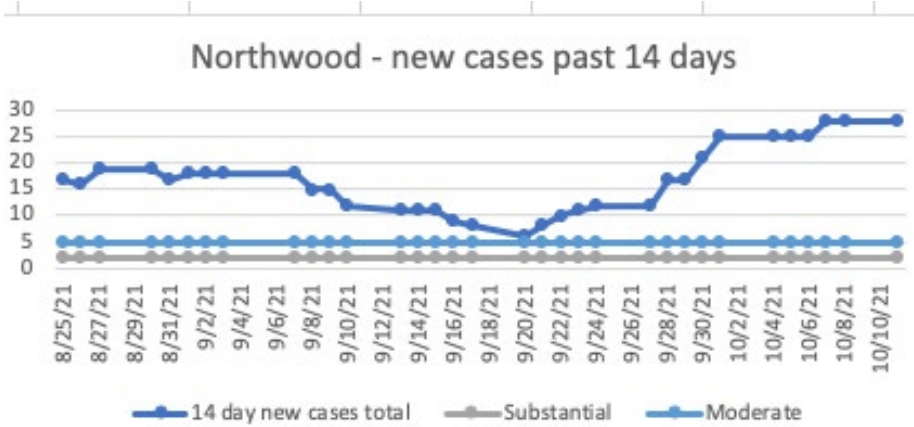
Library: No Report This Week

Recreation: No Report This Week

1.

Northwood EMD's report for week prior to 10/12/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. As this report is coming out after a three-day weekend, the data may only reflect what was known as of Friday, October 8th. Northwood's 14-day total of new cases was up to 28. Any "14-day number" above 5 is considered a substantial rate of transmission for a town of our size.



The number of currently active COVID-19 case remain high in all towns other than Deerfield at this time. Note Northwood is the solid black line on the graph.

State officials are suggesting caution for Halloween activities, but as most will be outdoors and children by now are sensitive to COVID precautions from school and day-care, it will probably be a safer event this year.

3. The Delta variant (VOC) is now the predominant confirmed strain in New Hampshire. Almost all current cases have occurred within an unvaccinated population. In-door mask wearing continues to be advised. Influenza season is also upon us. Public Health officials are expressing concern for a large "fifth wave" of COVID-19 around the Thanksgiving-Christmas Holiday season due to indoor events.

4. Our EMPG grant to cover half the cost of updating Northwood's Emergency Operations Plan (LEOP) has been signed by Governor and Council. This money is available through July of 2022. Glen and Walter have suggested that meetings be postponed until after budget season. Planning for emergency sheltering at Northwood School continues to move forward.

Bob Young, Northwood Emergency Management Director