



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 17, 2022

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### **Town Administrator:**

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, , continued review FY22 budget status with Finance Director, reviewed summary of revaluation (MS-1) with Town contract assessor, continued preparation of FY23 budget, prepared for and attended the 10/11 Select Board meeting, 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, prepared for and attended the monthly department head meeting, met with Mainstay regarding the 2023 IT needs of several departments, finalized department head/TA FY23 budget for presentations to Select Board, transferred surplus equipment sold in the recent auction, continued to monitor the current FY22 expenditures, 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, final grading work at Rec field will be completed this week, prepare for and attend the Select Board budget work session, continue work on capital requests for warrant, notify former owners of tax deeded properties of their repurchase options, attend monthly HSEM conference call, attend monthly meeting of MMANH, confirm status of documents to DRA for tax rate setting, continue processing applications for Human Services assistance. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- Phone Calls-43
- Emails – 45
- Inspections- 8
- Issued one Certificate of Completion
- Issued one Certificate of Occupancy
- Issued 2 denial letters
- Inspected one violation complaint
- Issued 12 building permits
- Attended Department head meeting

### **Finance:**

- Processed accounts payables
- Prepared bank deposits for the Treasurer
- Attended a planning meeting with Town Administrator and Mainstay Technology
- Prepared 2023 budget information to be sent to Board members.

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

The highway department has to report that we are under way getting equipment and trucks ready for snow, we have been finishing up a ton of small projects that have been put on the back burner when we were busy doing our road paving projects. Manchester Paving just confirmed that Friday the 21<sup>st</sup> and Saturday the 22<sup>nd</sup> they will be crack filling Jenness Pond Road. The Transfer Station has been running smooth as usual, we had a surprise inspection from DES yesterday 10-17 which yelled a few things that needed to be addressed which will be corrected in the next couple days.

### **Fire Rescue:**

1. This week we continued with the State Inspections of our apparatus. We encountered some issues with Engine 1. Engine 1 is a 2008 HME pumper. Issues:
  - a. The front tires are original and must be replaced. Monday they were replaced at Stratham Tire under State Bid pricing of approximately \$1,700.
  - b. The Rear brakes pads need to be replaced
  - c. There is a corroded electrical junction box, and the wiring is exposed to the elements.
  - d. The fuel tank supports have corroded and the fuel tank may need to be replaced.
  - e. The lenses on several of the under-truck lights have been heated by the incandescent bulbs, have cracked and as a result some are not working.
  - f. There is a coolant leak from the roof air conditioner leaking into the cab.

Our plan is to get a second estimate for the brake repair and get a second opinion of the fuel tank issue. We have ordered new LED under truck lights, and we will replace them in house. LED lights do not heat nearly as much as the older style lamps and are likely much brighter than the old-style lamps. We will have to coolant leak evaluated when we send it out to have brakes and fuel tank evaluated.

2. As you may know car 1 is the primary vehicle, we use it to tow our various trailers, with the equipment in the bed of car 1 the rear is beginning to sag, and the problem is significantly amplified when towing a trailer. To address this problem, we purchased air back to bolster the rear suspension (Amazon \$150.00) and Captain Schaub installed the bags. Car 1 will be going in for inspection next Tuesday and will also need an oil change and Tire Rotation.
3. Engine 3 is our 1997 Spartan pumper. Aside from some minor issues it passed inspection. We still need to schedule some routine maintenance like an oil change and replace the air filter.
4. Engine 2 and Ambulance 2 are expected to be evaluated this week and are expected to pass inspection without issue.
5. Rescue 1 passed inspection. That was done when the truck went in for other work.
6. Ambulance 1 will be going in next week. Car 1 will also need an oil change and a tire rotation. Ambulance 1 is expected to pass inspection, barring any unforeseen deficiencies.

### **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:**

- Clerks are back from conference
- Looking for input on POSSIBLY changing hours for town clerk/tax collector’s office for 2023
- NEW transfer station stickers will be issued for 2023 (NOT received yet. These will ONLY be handed out at town clerk’s office)
- Last day to register to vote is Tuesday October 26 at 4:30pm
- Election is on Tuesday November 8 at 7am-7pm parish hall 844 first NH turnpike

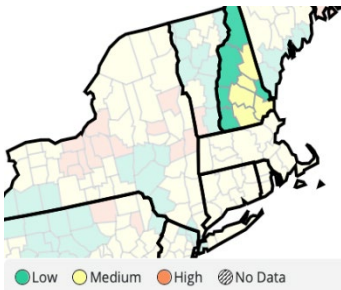
### **Weekly Report from Linda Smith, Land Use Specialist**

- Met with new Administrative Assistant Lisa Weaver to plan process and upcoming meetings
- Police Commission Meeting
- Planning Board meeting
- Met with Finance Specialist Eastman and Town Administrator Johnson to go over budget requests
- Re-organized office space and files
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

## Recreation:

- Upcoming events!
  - Trunk or treat, Sat Oct 29
  - Candy collection needed!
  - Youth Basketball registration open now

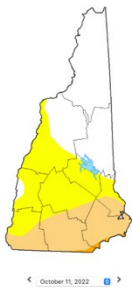
## Northwood EMD's report for week prior to 10/17/2022



Time Period: COVID-19 Community Levels were calculated on Thu Oct 13 2022.

### Drought Classification

None  
D0 (Abnormally Dry)  
D1 (Moderate Drought)  
D2 (Severe Drought)  
D3 (Extreme Drought)  
D4 (Exceptional Drought)  
No Data



1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC show the expected fall uptick in cases. Note Rockingham County is now considered to have a moderate rate of transmission. Northwood had sixteen active cases at last update.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. (more rain expected)

3. USGS issued a drought map on Thursday for the New Hampshire (left Oct 11th and right Oct 4th). Last Thursday's and today's rain improvement in next week's map conditions. Fire danger remains low.

4. EMD was in contact with HSEM regarding a generator for Northwood School. \$75,000 could be available through EMPG. EMD met with a second contractor on Thursday. EMD is developing the MOU between School District, School, and Town regarding sheltering. Superintendent provided data for electricity actually used at the school for a year. Hard copies of

Northwood's EOP were sent to the town. EMD provided background information to Northwood School for their EOP.

## 5. Items awaiting completion:

- Memorandum of Understanding (MOU) between School District and Town (sheltering).
- BOS to sign off on Emergency Operations Plan (EOP).
- Transitioning Emergency Operations Center (EOC) to the Town Hall.
- Purchase Laptop for EMD/EOC compatible with town budget and operating system.
- Procure funding for generator at the Northwood School
- Review the Emergency Operation Plans for the upcoming state election.

Bob Young, Northwood Emergency Management Director