



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 24, 2022

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, continued preparation of FY23 budget, prepared for and attended the 10/17 Select Board budget meeting, worked on preparing draft warrant for capital items, attended monthly meeting of MMANH, confirmed status of documents to DRA for tax rate setting, notified former owners of tax deeded properties of their repurchase options, continued processing applications for Human Services assistance.

This week's activities include: continue work on the FY23 operating budget, review status of ongoing projects with the DPW Foreman, continue work on capital requests for warrant, prepare for and attend the Select Board 10/25 Board meeting, review independent bids for surplus equipment, attend Primex training on conducting a press conference, review FY22 year to date status, meet with land use administrator regarding grant options for housing development and master plan updating, meet with communications consultants to the public safety facilities evaluation committee, Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 4 Building permits issued
- 30 phone calls answered
- 60 emails answered
- 12 inspections
- 3 trailer permit investigations
- Issued one CO
- Attended budget review meeting

Finance:

- Process payroll
- Prepared bank deposits for the Treasurer
- Created invoices for Special Detail work performed
- Answered budget questions, compiled information to bring to the Board's budget work session
- Continued to work on reconciling bank statements from September
- Attended a zoom meeting regarding submittal of grant payment requests
- Worked with Mainstay to diagnose printer problems
- Attended Board of Selectmen's budget workshop
- Entered BOS budget changes into MTS
- Entered preliminary default budget numbers into MTS
- Created and sent reimbursement requests to the Trustees of the Trust Funds

Department of Public Works:

No report this week.

Fire Rescue:

1. Northwood Firefighters responded to a second alarm house fire on Davlynn Drive. There was no civilian or firefighter injuries. Several communities responded to assist Northwood. The fire started in the laundry room and quickly extended to the second floor. The fire was quickly knocked down saving the house and most of its contents.
2. This week the router on our computer system failed. Mainstay said they could not replace the router because it was not budgeted for. As all our reporting software is internet based, we could not function without the router. A new router was purchased, installed, and working much better than the old router.
3. Chief Tetreault attended a meeting of the Public Safety Facilities Committee.
4. Chief Tetreault attended a meeting of the Great Northwoods Rotary Club.
5. A conditional offer of employment was tendered to a new Career firefighter. He has already passed his background check and will going for his physical during the first week of November. This will bring the fire department to full staffing on the career side.
6. The Rotary Club is hosting an Apple Crisp Social at the Community Hall. The event is free and open to everyone. Apple Crisp, Cider, and Cider Doughnuts will be served. Come find out what Rotary Club is all about! Wednesday October 26, 2022. 6:00pm – 8:00pm

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

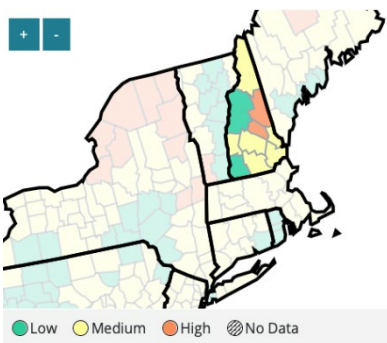
No report this week.

Recreation:

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

Northwood EMD’s report for week prior to 10/24/2022

1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis



shows an expected fall uptick in cases. Note: Carroll and Belknap Counties showed high rate of transmission. Northwood had eleven active cases at last update. The Omicron variant remains dominant with BA.5 at just below 70% and BF.7, BA4.6 and BQ.1 contributing an additional 25%.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. (more rain expected this week). Webinar with HSEM, NWS and DOT provided information on new graphics to be used with weather alerts. DOT has a shortage of winter plow contractors and drivers. There are a couple of tropical disturbances in the Atlantic at this point, but no Tropical Storms have been detected.

3. USGS issued a drought map on Thursday for New Hampshire. NW Northwood is now listed as only abnormally dry, but this week’s rains should significantly improve. Drought monitoring will be removed from future reports. Fire danger remains low.

4. \$75,000 could be available through EMPG for Northwood School generator. EMD is expecting a second generator quote. 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