



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 31, 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 the 11/1 Select Board budget meeting, continued worked on preparing draft warrant for capital items, reviewed independent bids for surplus equipment, met with land use admin assistant regarding grant options for housing development and master plan updating, 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 11/1 budget work session, review FY22 year to date budget status, attend the 3rd quarter budget committee meeting, attend a pre-elections planning review of safety and security for the 11/8 general elections with town moderator, prepare deed and paperwork for completed tax deeded property repurchase. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 28 Answered Phone calls
- 48 Answered Emails
- 15 Building Inspections
- 1 Violation investigation
- 8 hours of Health Officer Training
- 1 land use meeting
- 16 Building permits reviewed and issued

Finance:

- Processed accounts payable
- Attended the Board of Selectmen meeting
- Researched answers to questions brought up at the Board of Selectmen meeting
- Prepared bank deposits for the treasurer
- Prepared and filed the Oct NH Retirement Report
- Worked on Oct month-end financial reports
- Prepared budgets for the Board of Selectmen budget work session this Tuesday
- Created and entered various general journal entries
- Miscellaneous file maintenance

Department of Public Works:

No report this week.

Fire Rescue:

1. Northwood Firefighters responded to Deerfield with Ambulance 2 and the Gator for a search for a 4-year-old child. The child was found safe and sound just as we arrived.
2. Northwood Firefighters participated in a victory parade for the Coe Brown Cross Country Team.
3. Chief Tetreault attended the Rotary Club Apple Crisp Social.
4. Chief Tetreault attended the seacoast Chief's Breakfast, Newton Fire Department hosted the breakfast.
5. Northwood Firefighters participated in the Trunk or Treat event at the athletic fields.
6. Ambulance 2 is at Lakes Region Fire Apparatus for Body work. The ambulance is expected to be out for approximately 2 weeks.

Library:

No report this week.

Police Department:

No report this week.

Town Clerk/Tax Collector:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

- Land Use Staff meeting to discuss weekly tasks
- Attended Master Plan Update (MPU) subcommittee meeting
- Completed MPU minutes
- Prepared for and attended Planning Board meeting
- Continued work on reorganizing office space and files
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

Northwood Recreation Department "Trunk or Treat" was a huge success with over 75 trinkets and 300 treaters!

Huge thanks to all the participated!

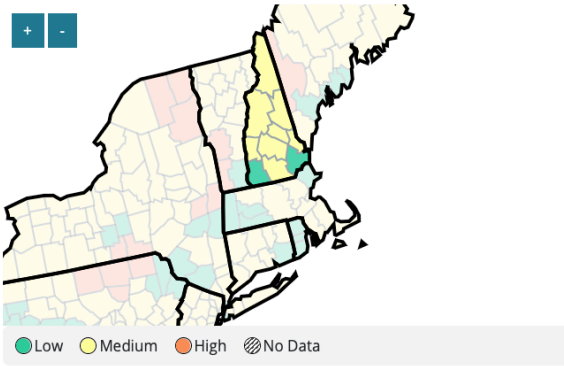
Pumpkin People winners!

Rosanne & David Soule - Residential

Eliza Farrar - Organization

Judy Burke - Organization

Northwood EMD's report for week prior to 10/31/2022



1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis saw most of the state return to moderate levels of transmission. Rockingham County showed a low rate of transmission. Northwood had nine 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 New Hampshire. Northwood is now listed as only abnormally dry. Drought monitoring will be removed from the next report. Fire danger remains low.

4. EMD is awaiting a second generator quote to begin EMPG process for school generator. EMD is developing the MOU between School District, School and Town regarding sheltering.
5. EMD, Town Moderator, Town Administrator, Police, Fire EMS, and DPW will be revising emergency plans for the November 8th election on Tuesday morning. HSEM, DOS, SOS and AGs office have a conference call Tuesday at 1 PM on safeguarding election materials in an emergency.
6. 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