



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 21, 2022

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued review of FY22 budget status with Finance Director, continued preparation of FY23 budget, prepared for attended the 11/15 Select Board meeting, continued worked on preparing draft warrant for capital items, finalized the new tax rate with DRA at \$12.58, prepared a repurchase agreement for a tax deeded property for Select Board review and consideration, attended the NHMA annual conference, prepared tax billing warrant for Select Board approval, forwarded 2nd issue property tax warrant to tax collector for bill preparation and collection, finalized budget details and backup for delivery to budget committee with Select Board, continued processing several 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 the Select Board 11/29 regular meeting, review FY22 year to date budget status, delivered FY23 budget, warrant and supporting documents to land use assistant for distribution to budget committee members and, continue work on requests for human services assistance. Have a great week! Be well and stay safe. Have a Happy Thanksgiving!

Assessor:

No report this week.

Building Inspector:

- 7 Phone calls answered
- 19 Emails answered
- 2 violations investigated and Notices issued
- 4 Building inspections conducted
- Water sample test pulled for town hall
- 5 Building permits issued
- 1 meeting about development proposal

Finance:

- Processed payroll
- Created invoices for Police Special Detail work performed
- Attended the Board of Selectmen meeting
- Created bank deposits for the Treasurer

Department of Public Works:

- Plows Set up
- Started building loading Ramp for loading sand in to 6 wheelers
- Crane work to remove trees
- General Transfer Station duties

Fire Rescue:

1. Our Explorer Post is doing their annual Pie Sale. Pies will be available Wednesday morning at Heritage Market. Pies are Pumpkin and Apple. They are raising money to attend the NH Fire and Emergency Services Explorer Academy
2. Chief Tetreault attended a meeting of the Northwood Rotary Club. The main Topic of discussion was what the club could do for the Christmas season.
3. Chief Tetreault and FF. McGinn attended an operational subcommittee meeting regarding the Explorer Academy. On the first night of the Academy Cadets will view a few episodes of the 70's TV show Emergency, hopefully followed by an electronic cameo appearance of Randy Mantooth who played Jonny Gage in these series.
4. Kayla Tasker has accepted our conditional offer of employment. She will be completing her background check and drug test soon.
5. Chief Tetreault attended a meeting of the East side Capital area Chiefs. Of note is Tri- Town ambulance will be dissolved and reformed as Pembroke Ambulance. Allenstown Fire will be taking over ambulance services for Allenstown. The new Fire Department budget will likely exceed \$1 million dollars.
6. FF McElroy and McGinn participated in Concord's Santa Clause Parade. Engine 2 was awarded a trophy although we are not sure what for yet.

Library:

LIBRARY REPORT

August computer tally: 56 patrons

September computer tally: 43 patrons

October computer tally: 36 patrons

August Downloadable Audiobooks: 501 items

September Downloadable Audiobooks: 455 items

October Downloadable Audiobooks: 483 items

August circulation: 1,368 items

September circulation: 1,088 items

October circulation: 898 items

August new patrons: 16

September new patrons: 26

October new patrons: 3

Total number of registered library card holders: 2,775

MEETINGS

November 18 – Trustee Meeting 9:00am

November 28 – Friends Meeting 4:30pm

PROGRAMS

November 1, 8, 15, 22, 29 - Writers Group 2:00pm
November 1, 8, 15, 22, 29 – Tech Tuesday 3-4pm
November 2, 9, 16 - Story Time 10:30am
November 2 - Afternoon Book Discussion 2:00pm
November 3, 10, 17– LEGO Club 3:00-5:00pm
November 5 – Humor&Harmony 7:00pm (Friends of the Libraries)
November 7, 14, 21, 28 – Senior Café 1:00-2:30pm
November 16 – Evening Book Discussion 7:00pm
November 18 – Author Susie Spikol “How To Be An Animal Adventurer” 6:00pm (Grano Children’s Initiative)
November 21, 22, 23 – Games And Puzzles (during library hours)

NOTES

- 1) Library closing @ 4:00pm Wednesday, November 23
- 2) Library closed Thursday, November 24

Police Department:

1. Stats October

- a. Call for Service: 328
 - i. Business/Property Checks: 428
- b. Arrests: 13
- c. Accidents: 10
- d. Warnings: 108
- e. Summonses: 10

2. Personnel

- a. Currently have 2 open full-time positions and the SRO position is also open. One officer is still deployed with the National Guard.

Town Clerk/Tax Collector:

- Tax bills go out this week due December 27th
- The recount has been done, official results will be posted this week
- Renewals can be done up to the month of February 2023
- Boats can be renewed beginning December 2022
- Dog renewals will be due beginning January 2023
- New transfer station/beach pass sticker have arrived pick up at Town Clerk tax collector's office only valid to 2025
- New information posted on Town page and tax bills permanently
- Town clerk tax collector hours will be changing January 2023

Weekly Report from Linda Smith, Land Use Specialist

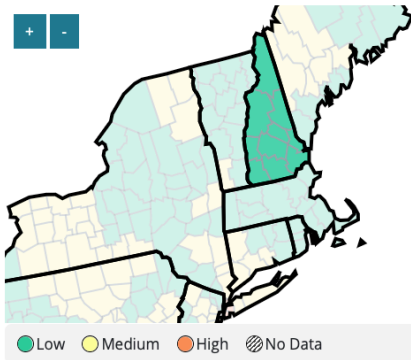
- Prepared for and attended police commission meeting
- Attended NHMA Municipal Conference and attended 3 classes
- Prepared for and attended planning board meeting
- Held land use staff meeting after planning board meeting to review pending land use tasks
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

Northwood Recreation Dept is excited to provide the opportunity to write a "Letter to Santa". The North Pole Mailbox will be located in front of Town Hall from Nov 29th to Dec 12th. Please make sure the child's name and mailing address are included and legible. Open to all Northwood residents.

Northwood EMD's report for week prior to 11/21/2022

1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis has all of New Hampshire with low levels of transmission. Northwood had only six active cases at the last update.



Time Period: COVID-19 Community Levels were calculated on Thu Nov 17 2022.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed.

3. Most of Northwood is now considered "normal" regarding drought conditions. Despite local wind conditions, fire danger remains low.

4. EMD is developing an MOU between the School District, School and Town regarding sheltering and is coordinating the EMPG process. EMD is working with Northwood School to expand their EOP. EMD met this weekend with a generator installer regarding Northwood School.
5. Wishing everyone a Happy Thanksgiving.
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. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director