



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 29, 2021

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, prepared for and attended the Select Board meeting, continued work on the FY22 budget with the Finance Director, continued work with IT contractor on hardware upgrades completed the MFA (multifactor authentication) for all town emails accounts, participated in an emergency NHHSEM covid 19 conference call, and met with the DPW Foreman regarding fall projects, continued work on FY22 warrant, assisted the Finance Director in responding to questions from budget committee members, attended a post construction inspection of the Rt107 culvert replacement project, worked with department heads on current budget status and final expenditures for FY21, continued work on updating and revising employee policy handbook, met with Linda Smith and Budget Committee Chair to review the use of fund balance in the 2022 warrant, worked with our DRA representative regarding setting the 2021 property tax rate as information is still needed from one of the village districts before the rate can be set and the tax bills can go out.

This week's activities include: continue work on updating personnel handbook, continue working with Gulf District Commissioners and DRA on setting tax rate, meet with DOT District Engineer regarding Rt4 and Bow Street intersection reconstruction, attend a Superior Court hearing, attend a meeting of the Lamprey Cooperative Board of Directors, attend a training meeting with the new finance software installers, meet with Budget Committee Select Board representative and Finance Director to review budget committee work session presentation, prepare for and attend the Budget Committee's review of the Town operating budget and appropriation warrant articles. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Returned 14 phone calls
- Sent 6 Emails
- Had two meetings with residents
- Performed 3 inspections
- Town Hall routine water sampling
- Followed up on 3 separate complaints

Finance:

- Processed Accounts Payable
- Processed new hire paperwork
- Updated expense projection reports
- Prepared documents for back-up information to go to the Budget Committee
- Prepared updated budget worksheets with changes from Board of Selectmen meeting.
- Prepared bank deposits for the Treasurer
- Requested reimbursements from Special Revenue Funds
- Sent returned check notice.

- Worked with software developers finalizing account numbers for the conversion.
- Began audit preparations

Tax Collector:

No special dates closed for December: Hours Mon. & Thurs. 9am-4pm Tues. & Wed. 10am-6pm
 January 2022 vehicle renewals being sent out within the next week
 Tax bills not available as of 11/29/21
 Dogs and Boats can be renewed starting Jan. 3, 2022

Department of Public Works:

The highway department has to report that we survived our first snow storm of the year with one small break down on the ford F550 that we were able to fix the next day without an issue. This week I have 5 driveway permits to look at and approve, 2 loads of salt was delivered today 11-30-21 and 4 loads of sand to mix up and fill our bins for treatment of the roads, the new public sand building has been a huge success and have had a lot of complements on it and it has been utilized by the public. The transfer station is running smooth as usual with the hiring of our new employee Greg Driscoll, Greg has stepped up and is filling the roll perfectly, I have started to seek other transportation company's due to Rick uncentre being in the hospital in the ICU due to covid 19 and as for now they are still running the company but just to have a backup plan.

Fire Rescue:

1. On Tuesday night I placed the order for two new monitor defibrillators and two new ventilators. The anticipated delivery of the monitor is December 6 ,2021 and the ventilators are expected in 60 – 90 days. Thank you to the Board of Selectmen for their continued support.
2. We have received three applications packages for the career firefighter position.
3. On Wednesday we hosted a breakfast meeting for the area fire Chiefs. Approximately 25 Chiefs attended from Capital Area, Lakes Region and the Seacoast attended. Nick Mercuri from Lakes Region Community College Laconia was our guest speaker. LRCC- Laconia has one of the premiere Fire Science programs in the Country.
4. On Friday evening Northwood Firefighters responded to two serious motor vehicle crashes on Route 4. The first was in the area of Cooper Hill Pizza. A commercial van struck a utility pole. The pole was broken in several places and the impact of collision caused the engine to become dislodged from the van. Power was lost to the area for several hours. Route 4 was also closed in both directions until early Saturday morning. Miraculously there were no serious injuries. The second call was in front of the Mobil Gas station. A pickup truck travelling at a high rate rolled and struck a tree roof first crushing the cab of the truck. It took firefighters operating two sets of the Jaws of life to free the victim. Unfortunately, the lone occupant of the truck was pronounced dead at the scene.
5. Monday evening the firefighters who responded to the fatal car crash will be participating in a Critical Stress Debriefing at the Ridge Fire Station.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The next meeting of the planning board is scheduled for Thursday, Dec. 9 at 6:30 pm at town hall. The board will hold a public hearing on a proposed amendment to the zoning ordinance. The ordinance being proposed is to establish a new definition of Private Campsite as the use of property not within a campground or camping park for camping on a seasonal basis, to permit Private Campsites subject to certain performance criteria, and to establish the performance criteria that apply to this use. The complete text of the amendment is on the town website.

Zoning Board

Two applications for appeal were addressed by the zoning board on Nov. 22: an appeal to RSA 674:41 and a variance request for a cistern to be located in the setback for the proposed elderly housing on Canterbury Road. Both were approved by the board. **The board is currently in need of one member and alternates** for the board.

Conservation Commission

The next meeting of the commission is Wed. Dec. 15 at 7 pm.

The commission is currently in need of alternates.

Budget Committee

The budget committee will meet on Saturday, Dec. 4 at Northwood School from 9 am to 4 pm to review the proposed town budget for 2022. They will meet again on Saturday, Dec. 11 at Northwood School from 9 am to 4 pm to review the proposed 2022 budgets: Northwood School District, Village of Northwood Ridge Water District, Cove Village District and Gulf Village District. Evening meetings in December will be held if needed; check the town website for the most up to date information. Public hearings are scheduled for January.

Police Commission

Next meeting of the commission is scheduled for Tuesday, Dec. 21 at 5 pm.

2022 CIP (Capital Improvements Plan)

A copy of the plan is on the town website.

Annual 2021 Town & School Report

Town department heads and board/committee chairs should consider starting their reports which will due the first week of January.

Library:

No report this week.

Recreation:

Tree lighting ceremony and parade this Sunday, Dec 5th

Parade starts at 3pm

Tree lighting at 4:30

Drop off your letters to Santa in the special mailbox!!

Thank you! Scott Blewitt, Recreation Director

Northwood EMD's report for week prior to 11/29/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. With the holiday, there had been no data released for Thursday, Friday or the weekend. Last Wednesday's 14-day new-case count was at 36 (considerably above a "substantial" rate of infection at 5). Northwood had 16 active cases on Wednesday. Statewide demographics indicated nearly all cases were among the un-vaccinated population, with at least a quarter of those cases in children under the age of 12. Updates are expected Monday evening and will be sent out to our distribution list.
2. Planning for emergency sheltering at Northwood School continues to move forward. Sheltering is to be discussed at an upcoming School Board meeting with a subsequent development of an MOU between town and school. The town is to coordinate funding the generator for the school building. Town officials should continue to address deficient items regarding our Emergency Operation Plan rewrite to begin following budget season.
3. With colder weather, snow and ice are again a concern as a number of drivers discovered on Friday evening. As a reminder, Mountain Road and the Ridge have their own microclimates.
4. WHO, CDC and State officials are watching a new variant of concern (VOC). Strain, B.1.1.529 is being called the Omicron variant. Although the new strain had been detected in a number of countries since its initial discovery in South Africa, it may be a week or so before details emerge as to its actual virulence, or if current vaccines offer any protection from it. The Delta variant remains the dominant infective agent in the Northeast and New Hampshire.
5. The Governor issued an executive order allowing hospitals to set up additional surge capacity in light of increasing hospital and ICU census due to many becoming seriously ill with COVID-19.

Bob Young, Northwood Emergency Management Director