



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 8, 2021

Town Administrator:

This past week's activities included: Continued work on Town owned property for sale closings from the abutter sale, continued review of existing policies for updating where needed, prepared for and attended the Select Board budget work session, continued work on the FY22 budget with the Finance Director, attended the NH Government Finance Officers Association (NHGFOA) Conference, and finalized the draft a policy to address complaints against Town officials and employees. began work on 2022 annual meeting warrant, attended the preconstruction building condition survey at the community hall for the bridge construction, reviewed current equipment leases for payment schedules and current balances.

This week's activities include: continue work on closing the sales of the town owned property sold in house abutter sale one remains to be closed, prepare 2021/2022 winter road maintenance contract for contractors, prepare for and attend the Select Board meeting, continue work on FY22 budget, prepare for Select Board review of department head budgets work session #3 on 11/16, continue work on updating and revising employee policy handbook, meet with contractor and Eversource for lighting upgrade project, prepare for and attend the monthly department head meeting, continue work with IT contractor on hardware upgrades. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Returned 10 phone calls
- Sent 20 emails
- Sent 1 violation
- Consulted w/ NHDOT representative
- Issued 2 building permit
- Issued 1 demo permit
- Performed 5 inspections
- Had meeting w/ land use and planner

Finance:

- Processed Payroll
- Processed time-sensitive Accounts Payable payments
- Prepared for and attended the Board of Selectmen work session on the budget.
- Researched and responded with answers to questions brought up at the work session.
- Updated the expense projection report through year end.
- Sent out invoices for police details worked
- Prepared deposits for the Treasurer
- Reconciled bank statements with the G/L
- Reconciled with the Town Clerk revenue report

- Reconciled with the Tax Collector revenue report
- Continued to work on updating the 2022 budget worksheet as new info became available.
- Prepare for a meeting next week with the Chair and Vice Chair of the Budget Committee next week to review the format of the budget worksheet.
- Perform various general journal entries

Tax Collector:

Town Clerk

New hours have been going on for 1 week now

Tax Collect

Nothing to report

Department of Public Works:

No report this week.

Fire Rescue: Below is an outline of the happenings at the Fire Department this week:

1. During the month of October Northwood Ambulances responded to 43 Medical Emergencies with 30 transports. Ambulance revenue for the month of October was \$17,014.

2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806	\$11,474	\$13,286	\$10,847	\$8,266	\$5,867
2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355	\$18,166	\$7,961	\$15,102	\$17,014
Budget 2021	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000	\$52,500	\$60,000	\$67,500	\$75,000
Ambulance Revenue Input Area										
2021 Monthly	\$8,812	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355	\$18,166	\$7,961	\$15,102	\$17,014
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323	\$67,678	\$85,844	\$93,805	\$109,509	\$126,523

2. Northwood Firefighters participated in two victory parades for Coe Brown State Championships. Track and Field and Volleyball.
3. Conducted a final occupancy inspection for Heigis Real Estate Office.
4. During the month of October, Northwood Firefighters responded to 50 9-1-1 emergencies.

1 Hazardous Materials	1 Mutual Aid Coverage
2 Cancelled enroute	2 Electrical Problem
37 Medical Emergency	1 False Alarm
1 Service call	1 Smoke Scare
2 Smoke Detector Malfunction	2 Unintentional false alarm

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The land use department continues to receive many phone and email inquiries regarding use of properties, particularly the ability to build on non-conforming, undeveloped lots.

Due to the Thanksgiving holiday the planning board will hold their regular monthly meeting on Thursday, Nov. 18 starting at 6:30 pm. There are two new applications: expansion of storage units for a site currently approved for storage units and a subdivision of land on Old Turnpike Road.

Zoning Board

Two meetings are scheduled for November: Monday, Nov. 8 and Monday, Nov. 22 at 6:30 pm The first meeting will address applications continued from the October meeting. The regular monthly meeting on Nov. 22 includes two new applications: one is an appeal to RSA 674:41 and the other is an after the fact application for work completed on an undersized lot. **The board is currently in need of one member and alternates** for the board.

Conservation Commission

The commission met on Wednesday, Nov. 3 at 7 pm. The commission is planning to change its regular monthly meeting date to the third Wednesday of each month (rather than the first Tuesday) and will meet on Wed. Dec. 15 **The commission is currently in need of alternates.**

Budget Committee

The committee met on Monday, Nov. 1 at 7 pm to discuss process for taking public input/comments at the upcoming budget sessions. A lengthy discussion was held on how to best allow comments while still having adequate time to review and vote on the budget.

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 police commission is Tuesday, Nov. 16 at 5 pm at town hall.

2022 CIP (Capital Improvements Plan)

A copy of the plan is on the town website.

Library:

The Library Director and the Board of Library Trustees met with the Board of Selectmen last week to review the proposed 2022 Library Budget. We are very happy to report that our lovely front door is back! The door was restored with Conservation License Plate "Moose Grant" funds from the Division of Historical Resources. The library carpets were cleaned last week so it was a busy week for library maintenance projects. We are pleased to announce that Andrea Kraus has joined our team as our new Library Technology Assistant. Welcome, Andrea!

Recreation:

Northwood Recreation is currently taking registration for youth Basketball (Grades 1-8th Boys/Girls). Volunteer coaches and paid officials are also needed. The season will begin in Mid-November and run until Late Feb.

The Holiday season is right around the corner. Event plans are in the works to celebrate in town. If you have suggestions or would like to get involved, please let me know.

Thank you! Scott Blewitt, Recreation Director

Northwood EMD's report for week prior to 11/08/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Once the DHHS web site was again operational, it was evident that COVID-19 is on the rise in Northwood again and within the region. Friday's 14-day new-case count was at 22 (well above a "substantial" rate of infection). Northwood had 13 active cases on Friday. Statewide demographics indicate almost all cases were among the un-vaccinated population, with at least a quarter of those cases in children under the age of 12. It is timely that the "pediatric" Pfizer vaccine became available for distribution last week.
2. Planning for emergency sheltering at Northwood School continues to move forward. EMD had been in discussion with school officials and SAU 44 Superintendent. Sheltering is expected to be discussed at this week's School Board facilities meeting. The town administrator and I will determine how the town best proceed regarding funding a generator for the school building. Town officials should continue to address deficient items regarding our Emergency Operation Plan rewrite to begin following budget season.

Bob Young, Northwood Emergency Management Director