



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 13, 2021

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, prepared for and attended the continued Budget Committee's review of the FY22 operating budget and warrant articles, continued work on the FY22 budget with the Finance Director, met with the DPW Foreman regarding fall projects, continued work on updating and revising employee policy handbook, prepared for and lead the monthly department head meeting, reviewed and assessed the status of the FY21 operating budget and updated budget encumbrances for 2021, continued work on the remaining Town property auction properties with Town Counsel and the auctioneer.

This week's activities include: continue work on updating personnel handbook, prepare for and attend the Budget Committee's review of the Town operating budget and appropriation warrant articles session #3, review and assess status of year end expenditures for FY21, coordinate new lighting installation with contractor in most Town buildings, attend the Joint Loss Management Committee (JLMC) meeting, attend the cable TV franchise renewal consortium meeting, prepare for an attend the Select Board meeting, prepare for and attend the budget committee meeting, attend the monthly MMANH meeting. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Returned 8 phone calls
- Priced/reviewed permits for 3 new homes
- Performed 4 inspections
- Wrote 1 violation letter
- Attended department head meeting
- Followed up on 2 ongoing complaints

Finance:

- processed A/P
- prepared weekly deposit for the Treasurer
- updated the expenditure report with encumbrances through year end
- prepared reports for the Budget Committee
- attended the Budget Committee meeting Monday and Wednesday nights
- met with the software developers for training on G/L and A/P modules
- met with the representative from Colonial Life
- prepared a year-end A/P procedure for department head meeting
- updated returned check log
- miscellaneous filing and record upkeep
- attended a virtual training by Primex on Workmen's Comp, unemployment, and property/liability insurances
- entered test runs of A/P in the MTS system

Tax Collector:

TOWN CLERK:

- You can renew a vehicle now with your birth month up to March 2022
- Dog renewals are coming up (January 3, 2022) register by April 30, 2022
- Boats can be done starting January 3, 2022
- Titles are about 3 months out to be sent per the state title bureau
- We are starting the process for Town Election Candidacy Officials TBD 2022
- Absentee Ballot applications can be found online now

TAX COLLECTOR

- TAX BILLS HAVE BEEN SENT OUT. Payment is due by January 10, 2022 to avoid fees
- Taxes cannot be paid online
- Cash, check and credit card accepted-NO American Express (credit card payment can ONLY be done in person, 3% fee added)

Department of Public Works:

The highway department has to report that we have been out treating roads for a couple small dustings and one day of heavy rain, the highway dept was out at 5am 2 hours ahead of the storm and had all the roads pretreated before the rain arrived, the rain turned all dirt roads into a sheet of ice but all town dirt roads were fine and safe for travel. We are replacing the cutting edge on the old international today 12-14 as soon as we are done with the repairs to the demo can roof. All the bins of sand and salt are full and ready for our next storm, all town trucks are also ready and prepared for the next call out as well.

The transfer station is running smooth and everything is going accordingly as usual, my transfer station Forman Tim has returned back to work yesterday 12-13 after having surgery so we are back to full staff and with hope we will be hiring a new guy to fill in part time with the selectman approval as an on-call attendant as needed, recycling revenue is continuing to hold steady and every month we are receiving income from steel and single stream cardboard/plastic.

Fire Rescue:

1. One of our ceiling furnaces in the Narrows Fire Station has failed. Irving spent several hours attempting to repair the issued to no avail. Currently we are soliciting proposals for the replacement of the furnaces.
2. Attended our monthly department head meeting
3. Solicited a proposal from "Magna Grip" for the installation of a diesel exhaust system for the Narrows Station.
4. As our Lease with Air Gas expires on Jan 1, 2021, we are attempting to ensure we are getting the best value for our medical gases. We have requested a proposal from Maine Oxy.
5. The Northwood Firefighters Association and member of the Rotary club got together to wrap presents for the Santa's Helpers Program.
6. Paramedic Joe Lipshetz instructed a CPR and Basic First Aid Class for our explorer post. We are happy to report all our explorers passed the class.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The planning board met on Thursday, Dec. 9 and held 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. Several people attended and provided comment on the ordinance. Following the public hearing, the board approved changes to the original text and will be posting those changes for a second public hearing scheduled on Thursday, January 6 at 6:30 pm at the town hall. The complete text of the revised amendment will be posted on the town website as soon as it is available.

Zoning Board

There are 2 new applications for the December meeting: a setback request for Square Box Storage, 679 First NH Turnpike, to retain structures located within the building setback; and a special exception for a wetland impact for a shared driveway entrance as part of a proposed subdivision on Old Turnpike Road. **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 will review the special exception application noted above as part of the application process.

The commission is currently in need of alternates.

Budget Committee

The budget committee met on Saturday, Dec. 4 at Northwood School from 9 am to 4 pm to review the proposed town budget for 2022. They recessed and met again for evening meetings on Monday, Dec. 6 and Wednesday, Dec. 8. They are scheduled to meet again on Thursday, Dec. 16 at 7 pm at the town hall. The committee also met on Saturday, Dec. 11 at Northwood School and reviewed the proposed 2022 budgets of the Northwood School District, Village of Northwood Ridge Water District, Cove Village District and Gulf Village District. No additional school district meeting date has been set at this time. **Public hearings are scheduled for Wednesday, January 12 at 7 pm for the Town budget and warrant articles and Thursday, January 13 at 7 pm for the School District, Village of Northwood Ridge Water District, Cove Village District and Gulf Village District budgets and warrant articles.** Check the town website for the most up to date information.

Police Commission

The police commission has cancelled its December meeting. Any questions, please email lsmith@town.northwood.nh.us

Annual 2021 Town & School Report

DEADLINE for submission of town department reports for the 2021 Annual Town Report is Monday, January 3, 2022. Please contact me if you have any questions: lsmith@town.northwood.nh.us

Library:

The Library Director attended an ARPA Round 2 Webex meeting with other directors from the Suncook Interlibrary Cooperative on Monday, December 6. The Library Board of Trustees met on Friday, December 10. We are making plans for a drop-in Holiday Game Day on Wednesday, December 22, from 10:30am until 5:30pm.

Recreation:

Progress is beginning on reaching out to contractors to get pricing for work on the Center School building. All trades will be involved on this gem of a building.

3rd-6th grade Basketball teams participated in the league jamboree last Saturday. Regular season games start in January. Games officials are needed!

Northwood EMD's report for week prior to 12/13/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Last Friday's (12/10/21) 14-day new-case count was at 54 (a "substantial" rate of infection is considered at 5 or above). Northwood had 34 active cases on Friday, an increase from 26 the prior Friday. Statewide demographics indicated nearly all cases were among the un-vaccinated population. A majority of Hospital ICU beds are now occupied by COVID-19 patients. The NH National Guard and Medical Surge teams from outside the state are now assisting overburdened New Hampshire hospitals.
2. Town officials should continue to address deficient items regarding our Emergency Operation Plan. Our rewrite will to begin following budget season in January. Planning for emergency sheltering at Northwood School continues to move forward.
3. WHO, CDC and State officials are watching a new variant of concern (VOC). Strain, B.1.1.529 is being called the Omicron variant. The Delta variant remains the dominant infective agent in the Northeast and New Hampshire. EMD anticipates information on current vaccine effectiveness to Omicron later this week.
4. Winter brings an added threat of house fires, not just from heating systems and seasonal decorations, but from critters moving indoors, nesting in walls and removing insulation from electrical wiring in the home.
5. A further reminder that the ground is now cold enough to support ice and snow accumulation on road surfaces.

Bob Young, Northwood Emergency Management Director