**MEMORANDUM** - **OFFICE OF THE TOWN ADMINISTRATOR**

**TO:** Board of Selectmen

**FROM:** Walter P. Johnson, Town Administrator

**RE:** Weekly Report

**DATE:** July 20, 2020

**Town Administrator:** This past week's activities included: Worked with the auditor to finalize the 2019 audit, prepared for and managed the monthly Department Head meeting, Attended the budget work sessions on Saturday, Monday and Wednesday, participated in a CDBG workshop webinar, conducted follow up interviews with finance director candidates, continued work on the 2021 town meeting warrant, and continued review of Town policies. This week's activities include: Participate in conference calls with NHHSEM regarding the Covid-19 pandemic, prepare for and attend the Select Board's meeting, work on year end expenditures and encumbrances, prepare notices for DPW Laborer II vacancy and meet with Mainstay Computer Services to review their services. Have a great week. Be well and stay safe.

**Finance:** No report this week.

**Assessor:** Over 400 calls regarding the new property assessments have been received. The contract assessor continues to hold telephone hearings with property owners to discuss their values.

**Tax Collector:** No report this week.

**Department of Public Works:** No report this week

**Fire Rescue**: No report this week

**Police Department**: No report this week

**Chesley Memorial Library:** Due to rising COVID-19 cases in the local area, the Chesley Memorial Library rolled back to Phase 4 of our phased reopening plan:

Library – Closed to the public

Staff – Limited staff in library following required guidelines

Circulation – Ebooks and curbside

Programs – Online

Returns – Outside book drop

Services – Outside (copying, printing, faxing, notary available)

The Library Trustees decided at their December 11 meeting to pay for the furnace repairs from the library’s building maintenance line.

* December 2020 CML Statistical Report

 September computer tally: 1 patron

 October computer tally: 4 patrons

 **November computer tally: 3 patrons**

 September Downloadable Audiobooks: 380 items

 October Downloadable Audiobooks: 406 items

 **November Downloadable Audiobooks: 364 items**

 September circulation: 449 items

 October circulation: 436 items

 **November circulation: 423 items**

 September new patrons: 9

 October new patrons: 6

 **November new patrons: 1**

 **Total number of registered library card holders: 2,903**

* Notes
1. Closed December 24-December 27 to observe Christmas
2. Curbside Services/Document Services/Interlibrary Loan Services available
* Meetings

 December 11 – Trustee Meeting 10:00am (via Zoom)

 January 19 - Friends of the Library Meeting 6:30pm (via Zoom)

* Programs

 November 4 – Afternoon Book Discussion 2:00pm (via Webex)

November 14 – StoryWalk® (Joseph Grano Children’s Initiative) 1:00-3:00pm (Northwood Recreation Fields)

 December 2 – Afternoon Book Discussion 2:00pm (via Webex)

 December 9 – Evening Book Discussion 7:00pm (via Webex)

* Online Activities/Resources

 Author Performances; Book Awards; Census Information;COVID-19 Resources; Crafts;

Legal Assistance Information; Musical Performances; Online Book Resources; Online Video Resources; Reading Quests; Sing-a-Longs; Story Time; Virtual Field Trips

**Planning Board:** Proposed Amendments to Zoning Ordinance are posted and public hearing scheduled for Dec 17. The proposed changes are in the Wetlands Overlay District. The intended purpose of the changes is to resolve numerous points of confusion in the existing overlay to make the section more user-friendly and explicit in its requirements. Minor regulatory changes are proposed.

Anyone wishing to review the complete text of changes can view them on the town website, copy located in the lobby at town hall and the post office public notice board.

The planning board has several long-time cases still pending including Aroma Joe’s, Fatherland Mini Golf, and Millstone Realty quarry.

* Recent approvals include: The Northwood Veterinary Hospital was approved for an expansion of their hospital in order to remodel and redesign their space to accommodate their growing business.
* Ray Properties was approved for a café and real estate office at 635 First NH Turnpike. (next to Mead Village Condos-hair salon, office, Thai food etc.)
* Several lot line adjustments

A design review hearing was held last month on a proposed 21-unit elderly housing development on the land along Old Canterbury Rd. (Pig Street) formerly part of the large Johnson Field which fronts Rt. 4. They anticipate filing an application in early 2021.

**Zoning Board:** One case pending that is a re-hearing of a case heard in October- applicant seeks to develop a .5-acre lot on corner of Big Buck and Bigelow Road.

**Conservation Commission:** The commission reviewed and provided comments to the planning board regarding the proposed amendments to the ZO.

Commission members have been actively completing trail work on several town parcels including Guptill Lamprey Pasture (which now has access from the recreation fields) and Lalish lot on Saddleback. The view from the top of Saddleback trail on the Parsonage lot has been opened up again.

**Budget Committee:** The committee met on Saturday and Monday evening this week and has voted on all departments for the recommended 2021 proposal. Changes to the BOS budget are minimal; one noteworthy increase was to add a small salary for the EM Director who has devoted much of his time in 2020 to the town’s response to Covid. Warrant articles are planned for review and vote this evening.

**Police Commission:** The commission has been meeting monthly in person. New cruiser has arrived and will be in service soon. The December meeting has been cancelled and future meetings may be on zoom depending on the status of the pandemic.

**Town Report:** Deadline is Monday, January 4 except for financial reports. If you are able to provide your report before that time it would be greatly appreciated. Coe-Brown student artwork has been received. Consider adding photos or graphs. Please do not just copy and paste last year ‘s report with a few different numbers. I look forward to receiving your report.

Northwood EMD’s report for week prior to 12/14/20

1. Emergency Management’s greatest concern is the rise in COVID-19 cases within the town and in surrounding towns.



1. FDA has granted EUA for the Pfizer vaccine. Our public health network, CAPHN has reached out to both Fire and Police in preparation for phase 1a where First Responders will be receiving this vaccine.
2. EMD continues to provide daily briefings each evening including a SIT REP each Friday and Emergency Orders, Health Alert Network documents and State Issued Guidance as they become available. Weather updates are provided as needed.
3. Upcoming concerns include the School and Town Deliberative sessions. Will they be held as in-person/in-door events, or be held remotely? Plans should be underway regarding safety issues for the March election.
4. Continued work with the Health Officer to provide support information to town folk and businesses. CDC and NIH have recognized public non-compliance with mask and distancing issues so have begun work on a more appropriate PSA campaign. More to follow.
5. During last week’s storm and subsequent outages, EMD was in communication with his contacts at Eversource, NH Coop and Atlantic Broadband. During the period where internet had been lost, I discovered the “Hot Spot” had been removed from my town phone by town hall. Chief Tetreault is correcting that issue.

**Important Dates to Remember**

**Board of Selectmen’s Meeting, December 15, 2020, ^;00PM Zoom Only**

**All Nonemergency Departments will be Closed on December 24th and 25th**

 **And January 1, 2021. This Includes All Town Offices.**

**Board of Selectmen’s Meeting, December 29th, 6:00PM Zoom Only**

**Board of Selectmen’s Meeting January 5, 2021, 6:00PM Zoom Only**

**Department Head Meeting January 14th at 9:00am via Zoom.**