



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 27, 2021

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, continued work on the FY22 budget with the Finance Director, 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, reviewed files of other Town owned tax deeded properties and tax agreements and worked on reports for 2021 Town Report, met with contract assessor to review status of property value exemptions.

This week's activities include: continue work on updating personnel handbook and review of other existing policies, prepare for and attend the 12/28 Select Board meeting, continue work on FY22 operating budget and warrant articles for Select Board review and update, continue review of the balance of the FY21 operating budget for year-end closing, continue to work on reports for 2021 Town Report, attend the Joint Loss Management Committee (JLMC) meeting. Have a great week! Be well and stay safe

### **Assessor:**

No report this week.

### **Building Inspector:**

- 9 Phone calls
- 6 emails
- Meeting with property owner
- Meeting with land use/property owner
- Performed 4 inspections
- Monthly town hall water test
- Issued Certificate of Occupancy
- Attended Holiday Luncheon

### **Finance:**

- Processed Accounts Payable
- Updated the expenditure report with encumbrances through the end of the year
- Attended a zoom meeting the software developers to discuss the set-up of the purchase order module
- Met with software developer to research payroll discrepancies and fix them.
- Ran a test payroll in the new software
- Prepared deposits for the Treasurer
- Updated returned check logs
- Updated Accounts Receivable files
- Performed general journal entries
- Worked on balancing all Due To/Due From accounts in preparation for year end.
- Prepped for the year end audit.
- Ran a test Accounts Payable batch in the new software
- Miscellaneous filing and record maintenance

**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.

**Weekly Report from Linda Smith, Land Use Specialist**

**Planning Board**

The next meeting of the planning board is Thursday, December 30 at 6:30 pm. Two new applications include a major site plan for Harding Metals and a Minimal Impact Site Plan for Lake Shore Farm Inn. There will be a second public hearing on the proposed (revised) zoning amendment on Thursday, January 6, 2022 at 5:30 pm.

**Zoning Board**

There are 2 new applications which will be held on Monday, December 27 at 6:30 pm: 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 commission is currently in need of alternates.**

**Budget Committee**

The budget committee met on Thursday, Dec. 16 and finalized a recommended operating budget for the town for 2022. **Work sessions and public hearings are scheduled for Wednesday, January 12 at 6 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 will meet on Tuesday, January 18 at 5 pm at the town hall.

**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](mailto:lsmith@town.northwood.nh.us)

**Library:**

No report this week. Library Closed for the week.

**Recreation:**

Progress on the Center School is moving along. Trash and other materials have been removed and all the inventory of arts and crafts supplies has taken their place. Cleaning inside and out will be a continuous process as we progress towards classes for the public to enjoy.

Basketball continues at the gym on multiple days each week. Game officials are needed as games will be starting soon.

The Recreation department would be very interested in starting an Old Home Day event in 2022. Contact Scott Blewitt at [sblewitt@town.Northwood.nh.us](mailto:sblewitt@town.Northwood.nh.us) if you also have interest.

**Northwood EMD's report for week prior to 12/27/21**

No report this week. The most recent Northwood COVID-19 numbers are from last Thursday.

Bob Young, Northwood Emergency Management Director