

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

**TO:** Board of Selectmen

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

**RE:** Weekly Report

 **DATE:** December 28, 2020

**Town Administrator:** This past week's activities included:  Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; reviewed and processed Human Services requests; prepared draft agenda for 12/29 Select Board meeting; prepared encumbrances for 12/29 board meeting; investigated status of records preservation plan and contacted vendor for quote; and reviewed repurchased property from 2020.

This week's activities include: Participate in conference calls with NHHSEM regarding the Covid-19 pandemic; continue preparations for new finance director coming on board January 4th, Coordinate FY20 audit schedule with auditors, finalize reports for annual town report, on site review of computer hardware with Mainstay Computer, prepare for and attend the Select Board meeting, and process current Human Services applications. Have a great week. Be well and stay safe and have a very happy holiday!

**Assessor:** Our contract assessor continues to hold telephone hearings with property owners to discuss their values.

**Finance:** No report this week.

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

 **Department of Public Works:** We have finally mixed and filled all sand/salt bins to the max, on Tuesday 12-29 we took delivery of our new 12ft push box for our backhoe and new 40 & 45 yard compactor cans have been ordered from premier Recycling and just waiting for them to be delivered, the highway department crew have been out on 2 call outs for black ice and preparing for the upcoming weeks snow/freezing rain for Friday. The transfer station saw a huge spike in trash/cardboard on Saturday, Sunday and Monday due to the holiday, one 40 yard can for card board was filled in one day.

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

1. We still have not firefighters in quarantine and no unprotected exposures to COVID-19.
2. We have begun the process of vaccinations against COVID-19. All members of the department are eligible. As required by the state we have submitted our roster and classified each member as high risk, moderate risk, and low risk.
3. This weekend members of the department participated in a live fire training exercise in Hill NH.
4. Delivery of the new Ambulance has been pushed out the approximately Jan. 15,2020. The Ambulance is scheduled to leave the factory in NJ on Wednesday, it will be transported to ME where dealer installed options will be installed.
5. New call and part-time firefighters are in the process of completing their pre-employment requirements.
6. During the month of November Northwood Fire Department Ambulance responded to 26 Medical emergencies resulting in 12 patients being transported to a medical facility

**Police Department**: No report this week

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

 **Planning Board**

 Scheduled December meeting, including public hearing on zoning amendments, did not occur due to lack of quorum. Chairman Strobel re-scheduled the public hearing for January 7 and pending cases to January 14. The cases will require new notification to the public and abutters at the town’s expense.

 **Zoning Board**

 One case pending that is a re-hearing of a case heard in October- applicant seeks to develop a 0.5-acre lot on corner of Big Buck and Bigelow Road. Scheduled for Dec. 28. Attorney Spector-Morgan will be attending for the board.

 **Conservation Commission**

 Nothing new to report.

 **Budget Committee**

 Not scheduled until January

 **Police Commission**

 Nothing new to report

 **Town Report**

 Deadline is Monday, January 4. Confidential email sent regarding dedication

 **Library:** The Chesley Memorial Library remained at Phase 4 in the Phased Reopening Plan. The library is closed to the public with limited staff in the building following the required guidelines. Constraints caused by the pandemic reduced the number of staff in the building. Although reduced, remaining staff members continued to provide all of the following services even when just one staff member remained on duty: curbside delivery, faxing services, copying services, printing services, and reference services via email and telephone. The past year has been extremely challenging, but the library provided the Northwood community with the services it needed in new ways and will continue to do so in the new year.

 **Northwood EMD’s report for week prior to 12/28/20**

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Northwood continues to average 2 to 3 new cases daily. With school vacation and holiday gatherings, an additional rise in cases is expected come early January. Although surface cleaning is always appreciated, it appears the best solutions for preventing COVID-19 spread are good handwashing and appropriate mask use. Wash your hands, wear your mask and watch your distance.

 

1. EMD continued 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 were provided as needed. EMD was on conference calls this past week with NWS, HSEM (2), DHHS (2), CAPHN and PHS.
2. The School and Town Deliberative Sessions in February and the the town election in March need to be discussed in light of community spread of COVID. Most residents will not be receiving their vaccine until May at best, making indoor gathering difficult. Holding a deliberative session remotely would come with a number of unique problems, not the least being voter identification, so early planning is imperative.
3. Northwood experienced its third winter event this past week with significant rain, unseasonably warm temperatures, high winds and flooding over Christmas, followed by a rapid freeze. Drought conditions have improved from severe to moderate and are predicted to be back to normal by March.