



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 14, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work on the remaining Town property auction properties with Town Counsel and the auctioneer, continued review of files of other Town owned tax deeded properties and tax agreements and work with former owners on repurchasing agreements, prepared for and attended the Select Board meeting on 2/8, met with Mainstay representative to review option for new email platform for Town accounts including Office 365, prepared for and directed the monthly department head meeting, attended the new finance software training on creating and processing purchase orders, coordinated the completion of the new firewall and internet router, and processed new human services applications.

This week's activities include: continue review of existing policies for updating where needed, attend a meeting with the Town Planner, engineer and Counsel regarding NHDES AoT approval for the Eames subdivision, attend the Strafford Region Economic Development meeting, attend the kickoff meeting for the updating of the Local Emergency Operations Plan, attend the monthly meeting and training of the MMANH, meet with the library trustee chair and director on some library matters, prepare for the 2/22 Select Board meeting, coordinate the final form and information for the 3/8 voting ballots with the Town Clerk and prepare a draft of the 2022 voter guide and fact sheet for Board review. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 7 phone calls
- Sent 21 emails
- Performed 3 routine inspections
- 1 Foster care inspection (Health Officer)
- Attended Department Head meeting
- Attended training for new software
- Wrote one violation letter
- Responded to car collision w/ building

Finance:

- Processed Payroll
- Prepared deposits for the Treasurer
- Researched 941 form discrepancy from 2020, Qtr. 3
- Attended the Department Head meeting
- Attended MTS training on PO's and reporting
- Worked with Mainstay to get access to old Finance email address and reviewed 900+ old emails for relevant information.
- Trained department heads in the MTS PO system
- Research payroll accrual history for several long-term employees
- Prepared for the upcoming audit

- Sent out Special Detail invoices
- Continued to work on updating the fixed asset report
- Answered department head questions on entering POs into MTS system

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

The highway department has to report that we have been busy as usual with daily projects, we just replaced both wing arms on the 550 and found a broken ear on the lift piston so we will be replacing it today 2-15, knock on wood we haven't had a bunch of snow lately but we are prepared for it when we do.

The transfer station as usual has been running smooth with the normal number of cans per week being hauled to the land fill.

Fire Rescue:

1. Northwood Firefighters staffing Engine 2 responded to a 2nd alarm structure fire in Epsom. Engine 1 was also dispatched but cancelled due to a medical emergency at the fire station.
2. One of our members responded to the Narrows Fire Station to respond with Engine 1 to the Epsom Fire. Upon arrival at the station, he parked along the edge to the ramp where some ice had accumulated due to recent melting, when he exited his truck, he slipped on the ice striking his head. Upon evaluation it was determined he needed to be transported to the hospital. Upon arrival, at the hospital he was evaluated and released with a diagnosis of a concussion.
3. During this week we have responded to several falls due to ice. We have encountered difficulty accessing patients due to ice covered driveways and roads. Although town-maintained roads are well maintained the private roads remain ice covered.
4. Northwood firefighters responded to a vehicle into the building on First NH Turnpike. Upon arrival we found a vehicle had crashed into the deck of the building with damage to the deck and vehicle but no injuries. The building inspector responded to the scene to evaluate the structure. This incident is likely ice related.
5. This was our first week using the new financing software. The software seems intuitive and easy to use, but we will see how successful we were once Cheryl reviews our entries.
6. Ambulance 2 is out of service for routine maintenance. We expect it back in service Tuesday.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

The planning and zoning boards continue to be busy with new applications. Many inquiries from prospective buyers of Northwood property are still being received by the Land Use Department during the winter months.

Planning Board

There is no work session this month so that members may attend the school deliberative session. Next regular meeting is Thursday, February 24 at 6:30 pm.

Zoning Board

The zoning board meets on February 28 at 6:30 pm.

Conservation Commission

Next meeting of the commission is Tuesday, March 1 at 7 pm. There will be a work session on Wednesday, Feb. 23 at 7 to review a Special Exception application. **The commission is currently in need of alternates.**

Police Commission

Next meeting of the commission is Tuesday, February 15 at 5 pm at town hall.

Annual 2021 Town & School Report

The 2021 Annual Town and School Report is being sent to the printer this week. Thank you to all departments for submitting great reports and photos.

Library:

No report this week.

Recreation:

Youth Ice Fishing Derby

Saturday, Feb 26th 8-11am @ Harvey Lake

parking available at Coe-Brown lot

volunteers needed to assist with holes, prizes, etc!

Northwood EMD's report for week prior to 2/14/2022

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count decreased to 33 from 60 the prior week. (A "substantial" rate of infection is considered at 5 or above). Northwood had 16 active cases on Friday. "It ain't over 'til it's over," but we are seeing state and local new case numbers and hospitalization numbers decreasing. The pandemic appears to be moving into an endemic phase.
2. Work will begin on Northwood's Emergency Operation Plan (EOP) with first meeting to be held by Zoom 2:00 pm on February 17th. At this meeting, staff will be assigned responsibilities for each of 16 Emergency Support Functions (ESF).
3. EMD met with Northwood School Staff to evaluate an off-site evacuation location. EMD provided situation awareness for both the Town and School Deliberative sessions.
4. EMD will be coordinating with NFD regarding Tier II and Hazmat reporting.

Bob Young, Northwood Emergency Management Director