



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 28, 2022

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, 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 attend the 2/22 Select Board meeting, coordinated the final form and information for the 3/8 voting ballots with the Town Clerk and finalized a draft of the 2022 voter guide, attended a NHHSEM storm call, met with Select Board member to finalize voter guide mailer, worked with tax deeded property owners regarding repurchasing property, continued working with Land Use office on Ames subdivision matters and posted a new RFP for community hall paint and library projects and submitted a draft update to the employee personnel handbook to Town Counsel for comments.

This week's activities include: continue review of existing policies for updating where needed, draft a revised version of the Rules and Regulations for Town Beaches and Parks for Select Board review, assist the onsite auditors as needed with the 2021 fiscal year audit, manage the ongoing repairs to the community hall and the town wide lighting improvement project, finalize and distribute the 2022 voter guide and voter guide mailer, coordinate access to the NHDOT fuel depot with Chief Tetreault and DPW Foreman Chris Brown to purchase lower priced diesel fuel for the fire and highway departments and coordinate the final details of the voting day setup at the Northwood Elementary with the Moderator and DPW Foreman. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 15 Phone calls
- Sent 17 emails
- Performed 5 inspection
- Met w/ resident @ Town Hall
- Wrote denial letter
- Priced permits for 1 garage and 1 home
- Wrote a violation letter
- Reviewed septic design

### **Finance:**

- Prepared deposits for the Treasurer
- Finished preparation for the upcoming audit next week
- Updated returned check log
- Sent out invoices for Police Special Detail work performed
- Worked with Mainstay on ongoing connection problem with the desktop computer
- Updated ongoing tax agreement files

### **Town Clerk/Tax Collector:**

No report this week.

### **Department of Public Works:**

No report this week.

### **Fire Rescue:**

1. Ambulance 3 1 is also out of service. The door latches on the back doors failed. The dealer is scheduled to repair the latches on Tuesday. The town of Strafford was gracious enough to let us borrow their second ambulance while ours are both out for Repair.
2. Ambulance 2 (the new one) is out of service for at least a month. We discovered the engine was leaking coolant and brought it back to the RAM dealer. The dealer found the leak and reported it was coming from an ERG valve. This part is back ordered with no anticipated delivery date.
3. Northwood Firefighters staffing Engine 2 and Car1 responded to assist Barnstead with their second alarm house fire.
4. We have started the process of converting over to the State Diesel pumps to fuel our fire apparatus. Currently we are spending approximately \$4.00 per gallon. The State price is \$2.20 per gallon.
5. Due to cost we have rescheduled our awards banquet to March 24, 2022. Happy Hour will be 5:00pm to 6:00pm with appetizers and a cash bar. Dinner will be ordered off the menu BYOF.

### **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. The zoning board in particular has a high volume of requests for variances and special exceptions. Many inquiries from prospective buyers of Northwood properties continue to come in on a steady basis.

### **Planning Board**

The board met on Thursday, Feb. 24 and continued to review the application by Patriot Holdings for additional storage units at 1060 First NH Turnpike; the application was continued until March 10. Site plan for Joseph Carter for office buildings at the corner of Harmony Road and First NH Turnpike was continued at the request of the applicant. The next meeting of the board is March 10 at 6:30 when the board will continue to review the application for a new maintenance building for Harding Metals.

### **Zoning Board**

The zoning board met on February 28. There was not a sufficient number of members present to open the public hearings so all cases were continued for one week – March 7 at 6:30 pm. **Alternate members are needed on the board** – if interested contact Land Use Specialist Linda Smith at [lsmith@northwoodnh.org](mailto:lsmith@northwoodnh.org) or Land Use Administrative Assistant Susan Austin at [spastor@town.northwood.nh.us](mailto:spastor@town.northwood.nh.us)

### **Conservation Commission**

Next meeting of the commission is Tuesday, March 1 at 7 pm. **The commission is currently in need of alternates.**

### **Police Commission**

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

### **Annual 2021 Town & School Report**

**The 2021 Annual Town and School Reports are in!** You may pick up a copy at the town hall during regular business hours: 9-4 Monday-Thursday. One per household.

### **Library:**

The Library Director participated in a Suncook Interlibrary Cooperative Zoom meeting to review documents for the ARPA “Library of Things” grant on Tuesday, February 22. The Library closed early on Tuesday, February 22, due to staffing issues. The Library Director participated in an online webinar about the New Hampshire State Public Library Public Library Survey on Thursday, February 24. The Friends of the Library will meet at the Library on Monday, February 28, at 6:00 p.m. The Cat in the Hat will be coming to visit on Wednesday, March 2, at 10:30am for Story Time’s “Read Across America Day” celebration.

### **Recreation:**

Registration is open for spring soccer grades preK-8th

Archery for ages 8-88

Yoga for all ages

Waiting for quotes on Center School improvements

Replacement panels coming soon for playground structure

### **Northwood EMD’s report for week prior to 2/28/2022**

No report this week.

Bob Young, Northwood Emergency Management Director