



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 7, 2022

---

### **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 continue work with former owners on repurchasing agreements, assisted the onsite auditors as needed with the 2021 fiscal year audit, managed the ongoing repairs to the community hall and the town wide lighting improvement project, finalized and distributed the 2022 voter guide and voter guide mailer, coordinated 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 coordinated the final details of the voting day setup at the Northwood Elementary with the Moderator and DPW Foreman.

This week's activities include: continue review of existing policies for updating where needed, continue work on the draft version of the Rules and Regulations for Town Beaches and Parks for Select Board review, assist with coordinating the setup for town voting day, complete a personnel performance evaluation, review results of the warrant votes and the voters budget, prepare for the 3/15 Select Board meeting, prepare for and lead the monthly department head meeting, continue work with two tax deeded property owners on repurchase agreements, prepare town meeting results reports to the Department of Revenue with the Finance Director, review 2014 Rt. 4 safety concerns meeting information and post road limit notices effective midnight 3/9/22. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- Returned 10 phone calls
- Sent 11 Emails
- Performed 7 inspections
- Had meeting w/ resident
- Met w/ ZBA member
- Wrote violation letter
- Closed out several active files
- Looked into new violation cases

### **Finance:**

- Processed Accounts Payable
- Assisted the auditors doing their fieldwork, researching info, reports...
- Prepared deposits for the Treasurer
- Worked with Mainstay Tech to resolve computer issue with desktop losing connection
- Attended a virtual training session with MTS regarding bank reconciliation module of finance software
- Requested reimbursements from the Special Detail fund for February expenses
- Requested reimbursement from Coe Brown for School Resource Office February expenses
- Updated returned check log
- Prepared and input journal entries

- Filed annual reporting with Primex for unemployment compensation and workmans comp insurances
- Scheduled training for myself and Treasurer with TD Bank for the positive pay system for next week
- Worked on bank reconciliations on all bank accounts for January and February
- Reconciled February reports with the Town Clerk and Tax Collector revenues.

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

The highway department reports that we have been busy fixing broken trucks. The F550 went down with a broken PTO pump and the old '06 international lost the clutch, after getting a look at the truck we found a broken clutch rod and it was ordered and fixed, we just finished the PTO pump today in the 550 3-8-22. As usual we have been out patrolling roads getting ready to post them tomorrow to 6-ton limit.

The transfer station is running smooth as usual, I was able to find a new provider to haul our cans to landfill due to the increase in hauling charges by east coast, \$60 extra a load, the new provider came in at the same rate we were paying.

**Fire Rescue:**

1. Our UTV has gone to Manchester for paint. The Manchester Institute of technology is doing the work for the cost of materials! We expect it back mid to late April.
2. Ambulance revenue for February was over \$13,000. This puts us ahead of last year and way ahead of our budgeted amount.

<b>Ambulance Revenues</b>									
2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806	\$11,474	\$13,286	\$10,847	\$
2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355	\$18,166	\$7,961	\$
2022 Actual	<b>\$22,391</b>	<b>\$13,885</b>							
Budget 2021	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000	\$52,500	\$60,000	\$
<b>Ambulance Revenue Input Area</b>									
2021 Monthly	\$8,812	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355	\$18,166	\$7,961	\$
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323	\$67,678	\$85,844	\$93,805	\$1
2022 Monthly	<b>\$22,391</b>	<b>\$13,885</b>							
2022 Cumulative	<b>\$22,391</b>	<b>\$36,276</b>							

3. During the month of February Northwood Firefighters responded to 57,9-1-1 emergencies including:
  - a. Hazardous materials incidents 2
  - b. Fuel Spill 1
  - c. Cancelled enroute 2
  - d. Electrical Problem 2
  - e. Medical Emergencies 41
  - f. Brush Fire 1
  - g. Structure Fire 5
  - h. Water Problem 1
  - i. False Alarm 2

4. While both Ambulance 1 and Ambulance 2 were out of service the Stafford Fire Department was gracious enough to loan us their second Ambulance. I am happy to report the rear latches on the back of Ambulance 1 have been repaired, Ambulance 1 is back in service, and Strafford's Ambulance has been returned.

### **Police Department:**

No report this week.

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

Land Use inquiries slowed down a bit the last few weeks as the planning and zoning boards geared up for large agendas from previous applications.

### **Planning Board**

The next meeting of the board is March 10 at 6:30 when the board will continue to review the applications for a new maintenance building for Harding Metals, expansion of Patriot Holdings storage units and 4 lot subdivision.

### **Zoning Board**

The zoning board met on Monday March 7. The agenda included 6 applications for relief from the zoning ordinance, a long night for our dedicated volunteers. **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**

The conservation commission is back to their original schedule of meeting on the first Tuesday of the month at 7:15 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:**

#### **WEEKLY REPORT MARCH 7, 2022**

December computer tally: 44 patrons

January computer tally: 35 patrons

**February computer tally: 36 patrons**

December Downloadable Audiobooks: 476 items

January Downloadable Audiobooks: 456 items

**February Downloadable Audiobooks: 397 items**

December circulation: 739 items

January circulation: 867 items

**February circulation: 865 items**

December new patrons: 6

January new patrons: 10

**February new patrons: 10**

**Total number of registered library card holders: 2,968**

**Recreation:**

No report this week.

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

No report this week.

Bob Young, Northwood Emergency Management Director