



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 14, 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, continued work on the draft version of the Rules and Regulations for Town Beaches and Parks for Select Board review, assisted with coordinating the setup for town voting day, completed personnel performance evaluation and reviewed with Chief Tetreault, reviewed results of the warrant votes and the voters budget, prepared for the 3/15 Select Board meeting, prepared for and led the monthly department head meeting, continued work with two tax deeded property owners on repurchase agreements, reviewed 2014 Rt. 4 safety concerns meeting information and post road limit notices effective midnight 3/9/22.

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, prepare town meeting results reports to the Department of Revenue with the Finance Director, meet with newly elected Select Board member Sanderson on current Board activities, meet with Jared Shaheen, building and compliance officer, and Town Counsel on pending compliance matters, review painting bids for community hall and library, prepare for and attend 3/15 Select Board meeting, attend the second meeting of the local emergency operations plan update group, attend the monthly NH Municipal Managers Association meeting, coordinate the spring and summer DPW projects schedule with the Chris Brown DPW Foreman and manage the ongoing lighting upgrade project. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 11 phone calls
- 20 emails
- 5 inspections
- Attended department head meeting
- Re-issued expired permit
- Reviewed plans/applications
- Closed permit files for completed jobs

### **Finance:**

- Processed payroll
- Created and sent invoices for Special Detail work performed
- Attended a virtual Positive Pay training session with TD Bank to learn how to upload files to the bank for approvals and the process of approving or disapproving items in question.
- Attended the monthly department head meeting.
- Worked on transferring the voted default budget into the new chart of accounts in preparation of entering the budget in the finance system.
- Assisted department heads with questions regarding the new software for requisition entry and

- reporting functions.
- Prepared deposits for the Treasurer.
- Performed miscellaneous journal entries.
- Researched prior W2 information for several employees.
- Performed general file maintenance

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. Provided Coverage on voting day at the elementary school. Staffed the rotary club recruitment table.
2. Followed up with the status of parts for ambulance two, talked about aftermarket options. No update yet on parts.
3. Beginning the process of investigating cost of remounting Ambulance one in the next budget.
4. Attended the monthly seacoast chiefs meeting in Brentwood.
5. Attended department head meeting. Discuss impact of another default budget.

**Police Department:**

No report this week.

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

The Land Use department has been very busy with a variety of applications for both the Planning Board and Zoning Board.

*I will no longer be including upcoming meeting dates/agendas in the weekly report. Please check the town website for the calendar of upcoming meetings and agendas.*

- Followed up via email and phone to all incoming land use inquiries
- Consultation with town planner to discuss land use cases and procedures
- Met with public regarding property inquiries
- Complete research items for land use boards including timeline of zoning ordinance relative to road frontage
- Create RFP for Master Plan Chapter Updates
- Updated Zoning Ordinance to incorporate recently approved zoning amendments
- Met with conservation commission chair to discuss organizing of conservation files in storage area.

**Library:**

The Library Director participated in the following during the first two weeks of March: Suncook Interlibrary Cooperative American Rescue Plan Act “Library of Things” Zoom meeting, New Hampshire State Library Directors Call Zoom meeting, Town of Northwood Department Head meeting, and Chesley Memorial Library Board of Trustees meeting. The Library offered the following programs during that time frame: Afternoon Book Discussion on March 2, Story Time on March 2 and March 9, and Senior Café on March 7. The Chesley Memorial Library Board of Trustees decided at their March 11 meeting that masks were no longer required inside the building after reviewing the latest guidance from a variety of sources.

**Recreation:**

**Spring Archery** Lessons (ages 8-88) - 2 sessions to choose from

**\*\*Spring Soccer\*\* open to all, grades preK-8th\*\* deadline April 8th**

**(Coaches needed!)**

**Yoga** - Level for all ages & levels

**Square Dancing** - Fun Dance, Sunday, March 27th 2-4pm @ Center School

Open to all ages 12 yrs and up.

**Self Defense classes** - in the works!

Northwood Recreation Committee members are needed!

**Northwood EMD's report for week prior to 3/14/2022**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count has decreased to 5. (A "substantial" rate of infection is considered at 5 or above). Northwood had 0 active cases on Friday. (DHHS reported three new cases Monday evening for Northwood). EMD has ceased providing his daily Covid-19 email postings.
2. Work has begun on Northwood's Emergency Operation Plan (EOP) with our second meeting to be held by Zoom 2:00 pm on March 17<sup>th</sup>.
3. EMD met with Northwood School Staff to evaluate an off-site evacuation location. Faculty will be visiting this facility this coming Friday. EMD provided situation awareness for the Town Election last Tuesday.

Bob Young, Northwood Emergency Management Director