



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** March 28, 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, continued work with two tax deeded property owners on repurchase agreements one agreement has been secured, confirmed the painting bids for community hall and library, prepared for the 3/29 Select Board meeting, developed the spring and summer DPW projects list with the Chris Brown DPW Foreman and continue to manage the ongoing lighting upgrade project for all facilities that was complete on Friday with the exception of the exterior lights at town hall, assisted with setup for the Article 4 recount, finalized budget with Finance Director after recount results.

This week's activities include: continue review of existing policies for updating where needed, coordinate the retrieval of town documents stored offsite for purging and scanning with the Finance Director and prepared for and attended the 3/29 Select Board meeting. I will be out of the office from 3/30 until 3/14. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 20 phone calls
- 21 emails
- Performed 6 inspections
- Attended JLMC meeting
- Met w/ State Vet, assisted w/inspection (2 days)
- Consulted resident @ property
- Consult w/ Loon Estates board member
- Septic design review
- Issued permit for new home
- Issued permit for pool

### **Finance:**

- Processed payroll
- Attending the Joint Loss Management Committee meeting in Walter's place
- Prepared deposits for the Treasurer
- Prepared 2021 year-end reports for the Board of Selectmen meeting on 3/29
- Prepared audit findings report for the Board of Selectmen meeting on 3/29
- Sent out notices for returned checks, updated the returned check log
- Sent out invoices for Police Special Details
- Started going through old storage boxes for possible purging, re-organizing storage area
- Attended the Fire Department annual awards banquet
- Continued working through some bank reconciliation issues with the new software

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. We checked with Zoll Medical and they said our cardiac monitors should be delivered next week.
2. We held our annual awards banquet last Thursday at Johnson's Dairy Bar. Award Winners this year were as follows:
  - a. Firefighter of the year Kevin Bataran
  - b. Fire Officer of the Year Captain Adam Schaub
  - c. EMS Provider of the Year Joseph Lipshetz
  - d. Explorer of the Year Reagan Johnson
  - e. Chief's Award of /excellence Michael McGinn

Years of service awards were also presented. Our member served 150 years  
Michael Corson 35 Years  
Greg LeBlanc 30 Years  
Chris Brown 20 Years  
Jeff Gibson 20 Years  
Naoko Kondrup 15 Years  
Taylor Ashford 15 Years  
Kevin Bataran 15 Years

Special thank you to Selectboard Chair Hal Kreider for his continued support.

3. No new information to report of the return of Ambulance 2.

**Police Department:**

No report this week.

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

No report this week.

**Library:**

No report this week.

**Recreation:**

No report this week.

### **Northwood EMD's report for week prior to 3/28/2022**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count has hovered between 6 and 9 this past week. (A "substantial" rate of infection is considered at 5 or above). Northwood currently has less than 5 active Covid-19 cases. Anecdotal evidence suggest individual case numbers might be higher. Positive at home test results are not being reported. Fortunately, hospitalization had remained low. The much-discussed BA.2 subvariant now accounts for over half of the Covid-19 infections in New England (Region 1).
2. Work began on Northwood's Emergency Operation Plan (EOP). Our third meeting with our contractor was held using Zoom on April 14<sup>th</sup>. EMD is reviewing and editing documents provided.
3. EMD continues to provide situation awareness and weather-related warnings to town and school official. Daily briefings have been curtailed.

Bob Young, Northwood Emergency Management Director