



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 25, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work on the final draft version of the Rules and Regulations for Town Beaches and Parks for Select Board approval, continued work with one tax deeded property, continued to develop and update the spring and summer DPW projects list with the Chris Brown, DPW Foreman and continue to finalize the lighting upgrade project for all facilities, prepared for and attended the 1st quarter budget committee meeting, prepared for the 4/26 Select Board meeting, reviewed comments from Town Counsel on the personnel policy handbook revisions/update, reviewed on going compliance and land use issues with land use specialist and code and compliance officer, prepared and submitted the 1st. ARPA funds report to US Treasury with Finance Director, attended NHHSEM monthly briefing call.

This week's activities include: continue review of existing policies for updating where needed, continue to coordinate the retrieval of town documents stored offsite for purging and scanning with the Finance Director, attend the HSEM HMGP grant info webinar, prepare for and attend the 4/26 Select Board meeting, attend the planning board meeting regarding subdivision of Town property, prepare RFP for road improvement projects, complete personnel performance evaluations, meet with lighting improvement contractor for final review and adjustments, prepare draft of new SRO agreement with Coe Brown Academy and complete and submit waste oil grant agreement. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 14 phone calls
- Sent 15 emails
- Performed 9 inspections
- Meeting w/ Town Administrator
- Town Hall routine water test
- Wrote violation letter

Finance:

- Processed Payroll
- Attended Primex training session "HR for the Non HR Professional"
- Attended the Budget Committee meeting
- Prepared bank deposits for the Treasurer
- Prepared for open enrollment for benefits - sent out notices to eligible employees
- Started creating a procedures manual for the Finance Office.
- Performed miscellaneous journal entries
- Performed file maintenance, upkeep, and organization
- Prepared and sent out invoices for Police Special Detail work performed
- Sent out returned check notices
- Updated the returned check log.

- Continued work on organizing personnel files
- Attended a virtual demonstration from the Treasury department on filing requirements for the ARPA funds.
- Worked with Walter to submit the quarterly ARPA funds reporting.

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

No report this week.

Fire Rescue:

No report this week.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Land Use Specialist

- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Consulted with Building Inspector regarding pending code enforcement matters
- Consulted with Building Inspector on potential zoning board applications
- Work session with subcommittee to review RFP proposals received for Master Plan Chapter Updates to the planning board
- Complete minutes of subcommittee meeting
- Prepare and attend Police Commission Meeting
- Attend Budget Committee Meeting
- Assist with RFQ for proposed purchase
- Review proposed changes to planning board procedures and CIP procedures
- Update all planning board applications (pdf's) to reflect changes in procedures
- Create new Private Campsite Application(s) based on change in zoning ordinance
- Create new handout sheet for Private Campsite Regulation

Library:

No report this week.

Recreation:

No report this week.

Northwood EMD's report for week prior to 4/25/2022

No report this week.