



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 30, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work with tax deeded properties, prepared bid summaries for the 2022 road projects and town parade sign, conference call with Town Counsel on Town land use matters, prepared for and attended the 5/24 Select Board meeting, coordinated work at Northwood Lake boat ramp with DPW Foreman, reviewed and approved additional roadside hazardous tree removal work, attended the cable TV franchise agreement renewal consortium meeting, met with Northwood school technology person to review Town AV equipment for use at school or sale, finalized fire chief contract, reviewed Town Forest management contract with Town Counsel and prepared scheduled performance evaluations

This week's activities include continued work on new SRO agreement with Town Counsel, meet with preferred sign company to discuss details of design, the environmental survey of center school is scheduled for this week, attend the NHMA legislative wrap up Zoom presentation, prepare summary of ARPA funds project and items suggestions, review status of DPW projects with the DPW Foreman, Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 10 Phone calls
- Performed 6 inspections
- Sent 20 emails
- Attended Health Officer annual Workshop (virtual)
- Reviewed septic design
- Anon. complaint about cons. vehicles on road

Finance:

- Processed Accounts Payable
- Prepared bank deposits for the Treasurer
- Processed miscellaneous journal entries
- Worked with software company to finalize bank reconciliations up to date
- Updated returned check logs
- Sent out notices for returned checks
- Answered citizen questions at the reception window
- Created and submitted monthly report for New Hampshire Retirement System for May
- Processed payroll for the coming week due to the Monday holiday

Department of Public Works:

No report this week.

Fire Rescue:

No report this week.

Library:

No report this week.

Police Department:

No report this week.

Town Clerk/Tax Collector:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Land Use Specialist

Counter assistance

Prepare for and attend zoning board meeting

Assist Walter with review of proposals

Research property history for site plan and excavation approvals

Prepare for and attend Master Plan Update subcommittee meeting

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 and potential land use applications.

Consulted with planner on upcoming work/applications

Recreation:

No report this week.

Northwood EMD's report for week prior to 5/30/2022

No report this week.