



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 9, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work with two tax deeded property, continued to develop and update the spring and summer DPW projects list with the Chris Brown, DPW Foreman prepared for the 5/10 Select Board meeting, continued to work on the personnel policy handbook revisions/update, reviewed on going compliance and land use issues with land use specialist and code compliance officer, received the second shipment of offsite stored Town documents for culling outdated documents, issued the RFP for road improvement projects, continued preparing draft of new SRO agreement with Coe Brown Academy, coordinated the annual septage lagoon inspection and monitor well testing, met with the tax collector and assessing assistant to prepare 1st issue property tax warrant for Select Board signatures, attended a site walk of proposed road runoff improvements on a section of Gulf Road along Pleasant Lake in conjunction with the NHDES 319 grant award, attended the 4th and final work session on updating the emergency operations plan, and viewed road reconstruction and paving projects and improvements to the Harvey Lake and Northwood Lake boat ramps with DPW Foreman, met with the Emergency Management Director on a number of issues, and reviewed the final draft of the FY2021 financial audit.

This week's activities include: continue review of existing policies for updating where needed, accept the balance of town documents stored offsite for purging and scanning, prepare and attend the 5/10 Select Board meeting, continue finalizing draft of new SRO agreement with Coe Brown Academy, start reviewing stored admin documents for retention or destroying, attend the Primex conference on risk management, meet with DPW Foreman on the bid status of the 2022 road and facility projects, meet with the Finance Director to review FY22 budget status, Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

No report this week.

Finance:

- Processed Payroll
- Prepared bank deposits for the Treasurer
- Sorted through old storage files/purge
- Created and sent out invoices for Police Special Detail work performed
- Updated tax agreement files
- Attended the Emergency Operations Plan meeting

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

No report this week.

Fire Rescue:

1. We had the new to us boat evaluated by former career firefighter and experienced former member of the Coast Guard Kevin Madison. He was very enthusiastic about the boat and stated it was in very good condition.
2. On Monday we welcomed Captain Schaub back to work. Adam has been out of work for the past 2 weeks after undergoing a minor medical procedure.
3. Paramedic Lipshetz remains out of work after undergoing a surgical procedure incurred at his full-time job. We look forward to getting Joe back to full duty in a month or so.
4. Engine 2 has been experiencing issues with the foam system on the truck. 4-guys contracted with Perkin's Fire pumps to evaluate and repair the system. Perkins was able to diagnose the problem and a new part is being shipped. Unfortunately, the part will not ship until July. Engine 2 remains in service, except for the foam system. We will be putting a foam inductor and a few buckets of foam on the truck until the repairs are complete.
5. Northwood Fire Fighters assisted Chichester on their second alarm brush fire. So far, we have been unscathed by the dry conditions but there were a number of brush fires state wide.
6. On Monday Ambulance 1 will be going out of service for repairs to the air conditioning system. We expect Ambulance 1 will be out of service for approximately 1 week.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Land Use Specialist

- Received all new monthly applications for planning (2 new) and zoning board (5 new)
- Follow-up with Master Plan contract and schedule
- Prepare 2023 CIP documents and send out to all departments and school.
- Prepare outreach for creation of CIP subcommittee
- Prepare for and attend conservation meeting
- Update escrow accounts/update board files
- 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 zoning board applications.
- Consulted with planner on upcoming work/applications

Library:

February computer tally: 36 patrons

March computer tally: 53 patrons

April computer tally: 56 patrons

February Downloadable Audiobooks: 397 items

March Downloadable Audiobooks: 546 items

April Downloadable Audiobooks: 446 items

February circulation: 865 items

March circulation: 969 items

April circulation: 955 items

February new patrons: 10

March new patrons: 12

April new patrons: 6

Total number of registered library card holders: 2,984

May 13 – Trustee Meeting 9:00am

May 23 - Friends Meeting 4:30pm

PROGRAMS

May 2, 9, 16, 23 - Senior Café 1:00-2:30pm

May 3, 10, 17, 24, 31 – Writers Group 2:00pm

May 4, 11, 18, 25 - Story Time 10:30am

May 4 - Afternoon Book Discussion 2:00pm

May 5 – Choco Taco 3:00-5:30pm

May 18 - Evening Book Discussion 7:00pm

Recreation:

Adopt-a-Spot Program gives citizens, non-profits, businesses, and other organizations the opportunity to show pride in our community. This program reduces litter along roadways and park systems

For more information on Adopt-a-Spot Program, please call the Scott Blewitt, Recreation Director

Northwood Parks and Recreation Department 603-568-1306 or email sblewitt@town.northwood.nh.us

To sign up for the Adopt-a-Spot Program, you may register at

<https://northwood.recdesk.com/Community/Home>

Northwood EMD's report for week prior to 5/2/2022

No report this week.