



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 18, 2022

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, continued work with tax deeded property owners and anticipate a settlement on one property soon, reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, set up for document scanning projects, continued researching information of new electronic message sign, continued to prepare amendments to the Transfer Station management policy and tipping fees, followed up with code, compliance and health officer candidates regarding conditional offer, prepared for and attended the 7/12 Select Board meeting, prepared for and attended the monthly department head meeting, participated in the preemployment orientation of the new building, code, compliance and health officer, assisted DPW Foreman with obtaining quotes for several projects and a new MSW compactor for the transfer station as the current one is failing, and attended the MMANH monthly meeting.

This week's activities include: obtain final details on Town Parade electronic message sign and finalize agreement to purchase, continue to obtain estimates for work being considered for the remaining ARPA funds, prepare for the 7/26 Select Board meeting, work with DPW Foreman on road reclaiming and paving which starts on Monday 7/19 on Old Turnpike, Old Pittsfield, Ye Old Canterbury, Old Canterbury Roads and Bow Street next week, attend a training session on new budget module for financing software with finance director, attend a monthly briefing with NHHSEM office, meet with new Code, Compliance and Building Official regarding duties and other pending items, and finalize the schedule for switching the current email system. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

Building Inspector in Training

### **Finance:**

- Processed payroll
- Prepared deposits for the Treasurer
- Prepared new employee paperwork
- Sent out returned check notices, updated the returned check log
- Created and sent out invoices for Police Special Detail work performed
- Updated the invoice log
- Performed bank reconciliations on most of the bank accounts
- Attended the monthly department head meeting and took notes
- Entered journal entries to record revenue
- Created and entered correcting journal entries
- Worked on creating the Qtr. 2 financial reports
- Worked with software developers to work through issues with glitches in the system
- Coordinated training session for Walter and myself on the budget module of the software.

## **Department of Public Works:**

No report this week.

## **Fire Rescue:**

1. This week Northwood firefighters participated in the funeral services for Barnstead Deputy Fire Chief Shawn Mulcahy. Shawn served the town of Barnstead for more than 40 years and I am sure Shawn responded to assist Northwood on numerous occasions.
2. This week Northwood Firefighters participated in funeral services for Carol Welch. Carol served the Fort Lauderdale Fire Department for 19 years. Carol was one of the first female firefighters on the department. In her retirement she moved to the area and was a parishioner at St. Joseph's Church
3. Northwood Hosted the Southern NH Fire Wardens meeting at the Narrows Station. A full Chicken Barbeque was provided and cooked by our very own Chris Brown. On display were a few new government surplus forest firefighter apparatus from around the area. Big Thank to Chris and his girls for making this happen.
4. We received word this week that Firefighter Challinor passed her Paramedic Training. Paramedic training is a long arduous course with extensive testing. Our congratulations to Addie on this significant accomplishment!

## **Library:**

### **JUNE 2022**

March computer tally: 53 patrons

April computer tally: 56 patrons

**May computer tally: 40 patrons**

March Downloadable Audiobooks: 546 items

April Downloadable Audiobooks: 446 items

**May Downloadable Audiobooks: 513 items**

March circulation: 969 items

April circulation: 955 items

**May circulation: 1,043 items**

March new patrons: 12

April new patrons: 6

**May new patrons: 5**

**Total number of registered library card holders: 2,988**

### **MEETINGS**

June 10 – Trustee Meeting 9:00am

June 27 - Friends Meeting 4:30pm

### **PROGRAMS**

June 1 - Afternoon Book Discussion 2:00pm

June 1, 8, 15 - Story Time 10:00am

June 4 – Local Author Visit: Mike Edgecomb

June 6, 13, 20, 27- Senior Café 1:00-2:30pm

June 7, 21, 28 – Writers Group 2:00pm

June 14 – Northwood School Visit (to promote Summer Reading Program)

June 15 - Evening Book Discussion 7:00pm

June 20 – Summer Reading Program Registration Begins

**Police Department:**

No report this week.

**Town Clerk/Tax Collector:**

No report this week.

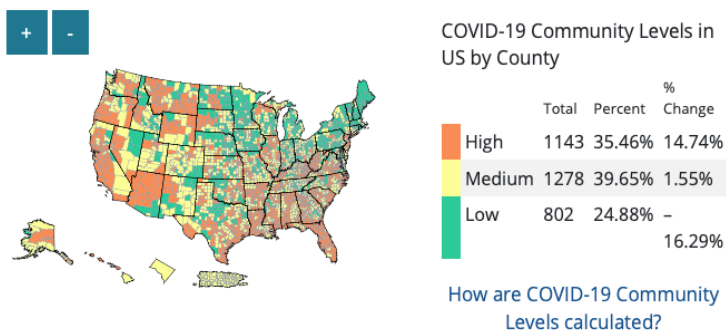
**Weekly Report from Linda Smith, Land Use Specialist**

- Review pending applications and attend planning board meeting
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Continue summer project of sorting and purging files/documents

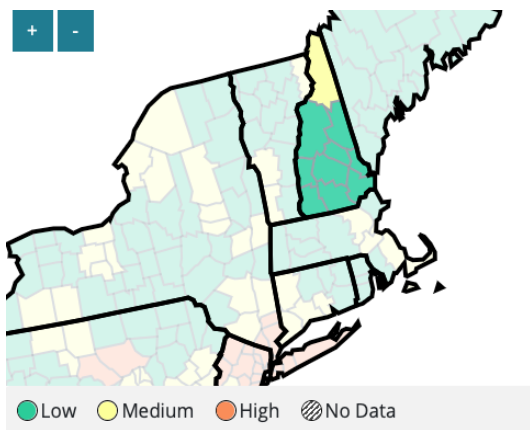
**Recreation:**

No report this week.

**Northwood EMD’s report for week prior to 7/18/2022**



1. Emergency Management continues to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC continue to show most of New England and southern New Hampshire with low transmission levels.



2. EMD and our contractor are finishing up on Northwood’s Emergency Operation Plan (EOP). Emphasis is now on completing the vender and partners data table for inclusion in the final document. Document is scheduled for an August submission to the BOS and HSEM.

3. EMD met with the Capital Area Public Health Network’s RCC last Wednesday to address changes in the Public Health Networks and meet new leadership at CAPHN.

4. EMD continues to provide situation awareness and weather-related warnings to town and school officials. Potential thunderstorms are predicted for 7/18/22

5. USGS issued a drought map and predictions for the Northeast (left July 12<sup>th</sup> and right July 5<sup>th</sup>.) Conditions are deteriorating as severe drought is reported in southern Rockingham. Northwood and surrounding towns remain under moderate drought conditions.

Bob Young, Northwood Emergency Management Director

**Drought Classification**

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)

- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data

