



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 25, 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 sale and finalized a repurchase of one Town owned property. reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, finalized agreement for new electronic message sign, continued to prepare amendments to the Transfer Station management policy and tipping fees, prepared for the 7/26 Select Board meeting, attended a monthly briefing with NHHSEM office, met with new Code, Compliance and Building Official regarding duties and other pending items, attended a training session on new budget module for financing software with finance director,

This week's activities include: prepare for and attend the 7/26 Select Board meeting, finalize the schedule for switching the current email system with IT contractor Mainstay, attend the Joint Loss Management Committee quarterly meeting, attend a InvestNH program webinar, coordinate ongoing projects and obtain quotes for upcoming projects with DPW Foreman, continue work on revisions to the transfer station management policy. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 15 phone calls
- 12 emails
- 13 Inspections
- Routine town hall water sample
- Issued 2 certificates of Occupancy
- Issued several permits
- Responded to multiple violation complaints

### **Finance:**

- Processed accounts payable
- Continued work on Quarter 2 financial reports
- Reconciled bank accounts
- Sent out returned check letters
- Updated returned check log
- Prepared bank deposits for the Treasurer
- Prepared quarterly 941 tax filing paperwork
- Prepared reports for the budget committee meeting

### **Department of Public Works:**

No report this week.

**Fire Rescue:**

1. Northwood Firefighters responded to a boat in distress on Northwood Lake. It was reported the boat was taking on water. Marine patrol responded as well. Everyone was safely evacuated from the boat and the boat was towed to shore without incident.
2. Our New To us boat is now in service and able to respond to water emergencies.

**Library:**

No report this week.

**Police Department:**

No report this week.

**Town Clerk/Tax Collector:**

No report this week.

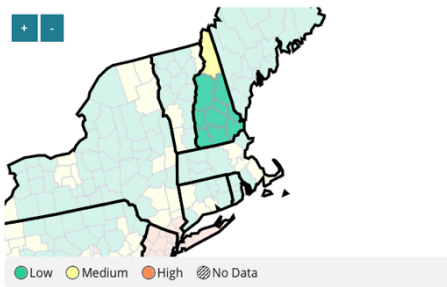
**Weekly Report from Linda Smith, Land Use Specialist**

- 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
- Creating files and folders for archiving documents for land use history

**Recreation:**

No report this week.

**Northwood EMD's report for week prior to 7/25/2022**



Time Period: COVID-19 Community Levels were calculated on Thu Jul 21 2022.

**Drought Classification**



< July 19, 2022 >



< July 12, 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. Hospitalizations within state have begun to rise slightly.

2. EMD and our contractor are finishing up on Northwood's Emergency Operation Plan (EOP). Document is scheduled for an August submission to the BOS and HSEM.

3. EMD continues to provide situation awareness and weather-related warnings to town and school officials as needed.

4. USGS issued a drought map and predictions for the Northeast (left July 19<sup>th</sup> and right July 12<sup>th</sup>.) Conditions remained the same as for last week. Northwood and surrounding towns remain under moderate drought conditions.

Bob Young, Northwood Emergency Management Director