



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: July 5, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work with tax deeded property owners, review status of DPW projects with the DPW Foreman, completed preparing the final version of Employee Handbook update, prepared for and attended the 6/28 Select Board meeting, continued work on ARPA projects details, set up for document scanning projects this week and met with staff to review the project format, issued letters to property owners regarding property assessments update, reviewed applications and hold interviews for the building, code and compliance officer, met with our IT contractor Mainstay to discuss new email program and security upgrades, attended demo of new electronic message sign, continued to prepare amendments to the Transfer Station management policy and tipping fees.

This week's activities include: meet with DPW Foreman and Land Use Specialist regarding the estimated traffic count and road specifications for the Class VI portion of Winding Hill Rd., meet with DPW Foreman and painting contractor regarding the painting project on the exterior of the community hall, follow up with code, compliance and health officer candidates regarding conditional offer, prepare for the 7/12 Select Board meeting, continue research and obtain additional details on Town Parade electronic message sign, continue to obtain estimates for work being considered for the remaining ARPA funds, and continue to work with Town and RPC staff on the document scanning project. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

No report this week.

Finance:

- Processed payroll
- Created and sent invoices for police special detail work
- Created bank deposits for the Treasurer
- Created and entered miscellaneous journal entries
- Assisted an employee with personnel paperwork
- Created invoices to CBNA for SRO expenses and cruiser costs
- Updated the returned check log
- Started the NH Retirement report for June
- Attended a meeting to kick off the document scanning project
- Attended a two-day NHGFOA (NH Government Officers Finance Officers Association) conference. There were many seminars on varied topics such as GASB announcements, review of often overlooked RSA's, stress reduction techniques, dealing with first amendments audits, legislative updates, processing of unclaimed property, and volunteerism and participation in local government.
- Processed accounts payables for next week since I will be out on vacation.
- Prepared bank deposits for next week for the treasurer

Department of Public Works:

No report this week.

Fire Rescue:

1. Chief Tetreault along with our Explorers attended the Fire Chief's show in Worcester MA.
2. Engine 1 is out of service with an air leak. Burgess repair will be evaluating this week
3. On the way to Worcester, Car 1 got a flat tire. Unfortunately, the tire was not repairable and needed to be replaced.
4. Materials and parts have been ordered to get the new boat in service.
5. During the month of June Northwood Firefighters Responded to 34, 9-1-1 emergencies:
 - a. 1 Cancelled enroute
 - b. 25 Emergency Medical
 - c. 1 Extrication
 - d. 3 Service Calls
 - e. 2 Detector malfunction
 - f. 2 Unintentional Alarms
6. The smokey sign at the Narrows got a face lift, Thank you to FF. Bataran.

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

No report this week.

Recreation:

No report this week.

Northwood EMD's report for week prior to 6/13/2022

No report this week