



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 15, 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 bids are due on 8/18 for a mobile home at 10 Gary Rd., reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, continued to prepare amendments to the Transfer Station management policy and tipping fees, prepared the 8/9 Select Board meeting, attended a meeting regarding development of a Town and community newsletter, attended the quarterly budget committee meeting, prepared for and attended the monthly department head meeting, reviewed the land use admin assistant position description with land use specialist Linda Smith and made necessary updates and modifications, prepared ad and notice for the open land use admin assist position,

This week's activities include: prepare for the 8/23 Select Board meeting, coordinate ongoing projects and obtain quotes for upcoming projects with DPW Foreman at the Rec fields and other locations, continue work on revisions to the transfer station management policy with DPW Foreman, coordinate uploading scanned documents to town hall server with Mainstay, meet with Code, Compliance, Building Officer to discuss several ongoing matters, attend the quarterly MMANH meeting, issue RFP for all town electric accounts for new electricity contracts, accept bids for town property sale due on 8/18, review FY22 budget status. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- Answered 18 emails
- Returned 18 phone calls
- Issued 3 violation letters
- Issued 1 permit denial letter
- Issued 7 building permits
- Investigated 6 properties about filed complaints.
- Conducted 6 building inspections
- Attended Department head meeting
- Attended 4 hours of training on Insulated Concrete Forms

### **Finance:**

- Processed payroll
- Processed accounts payable
- Created and sent invoices for special detail work performed
- Prepared employee paperwork
- Prepared for and attended Select Board meeting.
- Attended zoom meeting with software developers regarding budget module set up
- Attended the Board of Selectmen meeting in Walter's absence.
- Attended a zoom webinar on a new process of accessing grant reporting software through Amplifund
- Continued to work on reconciling bank accounts with the Treasurer for July
- Attended the Budget Committee meeting

- Attended the department head meeting and took and transcribed notes
- Attended training on the budget module of the finance software presented by MTS
- Prepared bank deposits for the Treasurer
- Created and entered miscellaneous journal entries
- Miscellaneous file maintenance and upkeep.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

No report this week.

**Library:**

**AUGUST LIBRARY REPORT**

May computer tally: 40 patrons

June computer tally: 30 patrons

**July computer tally: 26 patrons**

May Downloadable Audiobooks: 513 items

June Downloadable Audiobooks: 546 items

**July Downloadable Audiobooks: 545 items**

May circulation: 1,043 items

June circulation: 1,547 items

**July circulation: 1,169 items**

May new patrons: 5

June new patrons: 28

**July new patrons: 14**

**Total number of registered library card holders: 2,991**

**MEETINGS**

August 12 – Trustee Meeting 9:00am

August 22 – Friends Meeting 4:30pm

**PROGRAMS**

August 1, 8, 15, 22, 29 - Senior Café 1:00-2:30pm

August 2, 9, 16, 23, 30 – Writers Group 2:00pm

August 3- Afternoon Book Discussion 2:00pm

August 3 – Summer Reading Program Party/Crafts/Activities

August 13 – Library Table @ Tournament 2:00-4:00pm

**Police Department:**

**1. Stats June**

- a. Call for Service: 354
  - i. Business/Property Checks: 391
- b. Arrests: 13
- c. Accidents: 7
- d. Warnings: 111
- e. Summonses: 12

**2. Building**

- a. Met with Selectman Kreider regarding safety facility.

**3. Cruisers**

- a. Car 1, which struck a deer back in March, has finally come back from the body shop. We waited over 2 months for a replacement grill. Back in service as of July 15<sup>th</sup>.

**4. Personnel**

- a. Currently have 2 open full-time positions and the SRO position is also open.

**Town Clerk/Tax Collector:**

- Dogs have a \$3 late fee
- Civil forfeiture begins August 31st (\$25 plus cost of late fee and registration) Police will be handing these out
- Registration renewals will go out next week for September by mail/email
- ACH and Credit/Debit Cards are accepted online for Dogs, Renewals, Vital Records & Taxes
- American Express is accepted now ONLINE ONLY
- You can still REGISTER to VOTE up until August 31st at 4:30 p.m.
- Property deeding for 2019L unpaid taxes is Sept 29, 2022, decision is made by BOS

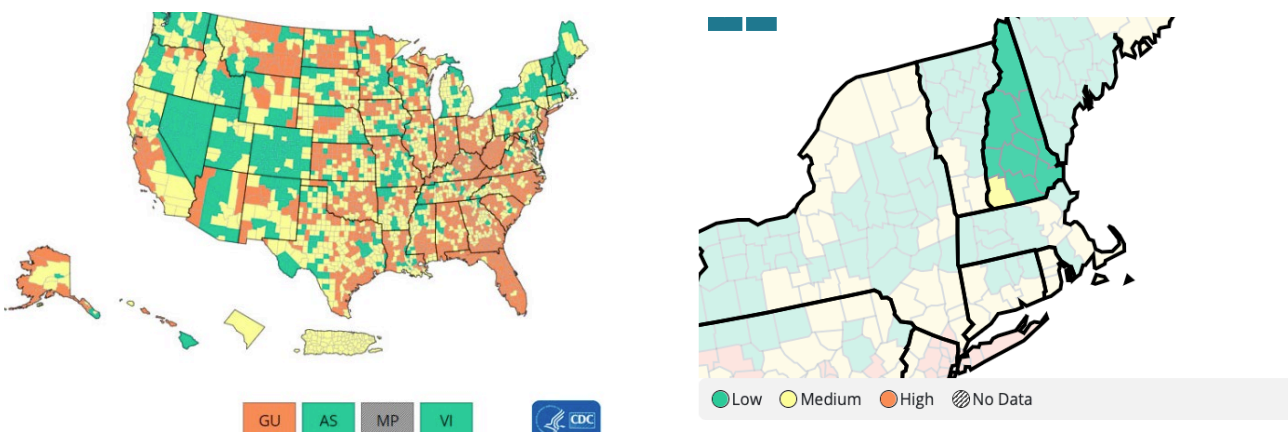
**Weekly Report from Linda Smith, Land Use Specialist**

- Review amended planning board minutes
- Review list of potential zoning ordinance changes
- Prepare for and attend budget committee meeting
- Attend department head meeting
- Attend budget software training
- Prepare for and attend planning 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:**

- Senior trip- Fryeburg fair! Reserve your seat today! Bus and entry included
- School supplies are needed! Drop off at town hall
- Soccer referees needed! Pays \$25 per game

**Northwood EMD's report for week prior to 8/15/2022**



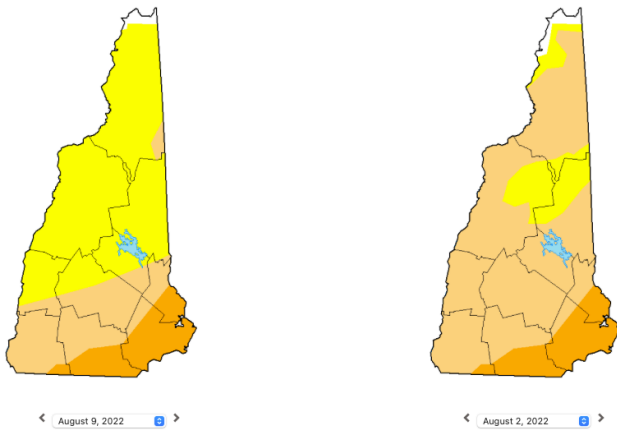
Time Period: COVID-19 Community Levels were calculated on Thu Aug 11 2022.

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 New Hampshire with low transmission levels (8/11/22). New England continues to have very low transmission rates.

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

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

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



3. USGS issued a drought map for the New Hampshire (left Aug 9th and right Aug 2nd) Although most of Rockingham County remains under severe drought conditions, Northwood remains under moderate drought conditions. Last week's rain improved conditions in the Lakes Region and above.

4. Items awaiting completion:  
a. Memorandum of Understanding (MOU) between School District and Town sheltering.  
b. Completion and sign off on

Emergency Operations Plan (EOP),

- c. Transitioning Emergency Operations Center (EOC) to the Town Hall.
- d. Purchase Laptop for EMD/EOC compatible with town budget and operating system.

Bob Young, Northwood Emergency Management Director