



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, closed the sale of a mobile home at 10 Gary Rd taken by tax deed in 2019, reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, posted notices for a public hearing on amendments to the Transfer Station management policy and tipping fees, completed work on the RFP for all town electric accounts for new electricity contracts to a preferred supplier, reviewed FY22 budget status with Finance Director, reviewed one request for human services assistance, reviewed status of revaluation with Town contract assessor, new values will be finalized by the 9/2, finalized details of the use of the St. Joseph's Parish Hall for the primary elections on September 13<sup>th</sup> begin preparation of FY23 budget.

This week's activities include: coordinate ongoing DPW and facilities projects and finalize quotes and schedules for projects with DPW Foreman at the Rec fields and other locations, coordination with Mainstay IT regarding email program change over on 9/7 and 9/8, continue preparation of FY23 budget, confirm notices of new property assessment values mailed to all property owners, confirmed final details of voting setup at St. Joseph's parish hall for primary voting on 9/13. I'll be working from home most of this week due to illness. Have a great week! Be well and stay safe.

### **Assessor:**

- Assessor finalized preliminary assessment values
- Stuffed envelopes with preliminary values
- Mailed preliminary values to townwide property owners.

### **Building Inspector:**

- 35 phone calls responded to
- 17 Emails responded to
- 10 Inspections conducted
- 3 violations investigated
- 3 meetings with homeowners about building codes
- Picked up bacteria signs from beach
- 11 permits reviewed and issued

### **Finance:**

- Processed accounts payable
- Prepared deposits for the treasurer
- Finalized August report for NH Retirement
- Prepared expense reports as of end of August and reviewed with Town Administrator
- Processed payroll in advance of the Monday holiday
- Stuffed envelopes for the mailing of property assessments
- Prepared and recorded miscellaneous journal entries

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

No report this week.

**Fire Rescue:**

1. Chief Tetreault met with Chairman Kreider, re: Safety facility's needs.
2. Chief Tetreault submitted a report to the planning board CIP subcommittee Re: Fire apparatus, age and anticipated service life.
3. Chief Tetreault submitted a letter of clarification to Mr. Strobel regarding 2023 CIP requests. There was some confusion at the meeting. Clarified that remounting Ambulance 1 and Forestry 1 were CIP priorities for this year.
4. Chief met with Michael Moore regarding fire department square footage needs and the various opinions for facilities.
5. FF Michael McGinn and Chief Tetreault attended the Fire/EMS explorer academy Board of Directors meeting.

**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**

- Prepare for and attend Master Plan Vision Workshop
- Reviewed zoning and planning board meeting minutes
- Provided updates on numerous matters for upcoming planning board meeting
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Met with temporary staff member to plan September work/agendas for all boards

**Recreation:**

No report this week.

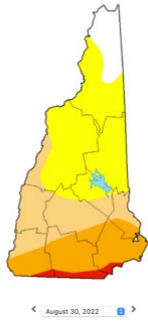
**Northwood EMD's report for week prior to 9/05/2022**

1. Emergency Management continues to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC continue to show much of New England and New Hampshire with low transmission levels (9/2/22). Northwood currently has nine active cases. Strafford County, NH showed medium transmission levels. Oxford County Maine had high levels

2. EMD continues to provide situation awareness and weather-related warnings to town and school officials as needed. NWS is watching one tropical development in the Atlantic. NWS posted a local flood watch to end Wednesday.

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 30th and right Aug 23rd) Little had changed in spite of last Tuesday's soaking rains. It is hoped the last two days of rain will lead to improvements. The fire danger is now low.

4. EMD reviewed final draft of the EOP and completed the Resource Inventory Listing, submitting both to the contractor. Grant completion paperwork due to HSEM by end of

September. EM is developing plans for September primary and November election.

5. 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