



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 19, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, reviewed status of ongoing projects with the DPW Foreman, continued review FY22 budget status with Finance Director, reviewed status of revaluation with Town contract assessor, calls for appointments with the assessors are being taken over 100 have been scheduled to date that will begin on Wednesday 9/21, continued work on preparation of FY23 budget, coordinated follow up with Mainstay IT regarding any email program change issues, prepared for and attended the monthly department head meeting, participated in the monthly NHHSEM conference call update, attended the CIP subcommittee meeting, assisted with setup and Board needs during election day as needed, attended the monthly MMANH directors meeting, prepared for the 9/20 Select Board meeting, processed applications for Human services assistance and prepared the 2022 – 2024 snow plow contracts for contractors.

This week's activities include: coordinate ongoing DPW and facilities projects and finalize schedule for projects with DPW Foreman at the Rec fields and other locations, prepare for and attend the Select Board meeting, continue preparation of FY23 budget, prepare for and attend the cable TV franchise contract renewal consortium meeting, attend a webinar training for the new electronic message sign programming, attend the NHMA policy conference, process applications for Human services assistance. Have a great week! Be well and stay safe.

Assessor:

Scheduling Meetings with the Assessor regarding new revaluations.

Building Inspector:

- 25 Phone calls answered
- 51 Emails
- 5 building Permits reviewed and issued
- 2 septic permits reviewed
- 3 violations investigated
- 13 Inspections
- 12 Hours of training
- Attended department head meeting

Finance:

- Processed accounts payable
- Prepared bank deposits for the Treasurer
- Continued bank reconciliations
- Attended the department head meeting
- Did training with Carol Manter as back-up for Finance
- Created miscellaneous adjusting journal entries
- Entered general journal entries
- Worked on entering budget information

Department of Public Works:

No report this week.

Fire Rescue:

1. Firefighter McGinn met with the Executive Board of the NH State Firemen's Association, regarding the explorer Academy.
2. Chief Tetreault met with Chairman Kreider regarding public safety facilities.
3. Northwood Firefighters responded to Fiori Road for a person who rolled over in their mobility chair. The person was entangled in the chair. With assistance from Epsom Fire the patient was extricated in approximately 15 minutes with no injuries.
4. Engine 2 went to Cummings Diesel in Concord for a coolant leak. Fortunately this repair was covered under warrantee.
5. Chief Tetreault met with the Planning Board Subcommittee regarding the CIP.
6. This week all our staff are being fit tested for Self-Contained Breathing Apparatus.

Library:

SEPTEMBER 2022

June computer tally: 30 patrons

July computer tally: 26 patrons

August computer tally: 56 patrons

June Downloadable Audiobooks: 546 items

July Downloadable Audiobooks: 545 items

August Downloadable Audiobooks: 501 items

June circulation: 1,547 items

July circulation: 1,169 items

August circulation: 1,368 items

June new patrons: 28

July new patrons: 14

August new patrons: 16

Total number of registered library card holders: 2,750

MEETINGS

September 9 – Trustee Meeting 9:00am

September 26 – Friends Meeting 4:30pm

PROGRAMS

September 6, 13, 20, 27 - Writers Group 2:00pm

September 7 - Afternoon Book Discussion 2:00pm

September 8, 15, 22, 29 – LEGO Club 3:00-5:00pm

September 9 – Teddybear Sleepover/Local Author Mike Edgecomb 6:00pm

September 12, 19, 26 - Senior Café 1:00-2:30pm

September 14, 21, 28 – Story Time 10:30am

September 17 – Open House 10:30am-12:30pm

September 21 – Evening Book Discussion 7:00pm

September 27 – Tech Tuesday 3:00-4:00pm

September 29 – Wes Golumb; Net Zero Homes 6:00pm

NOTES

- 1) Hannaford Community Bag Program benefits the Friends this month

Police Department:

No report this week.

Town Clerk/Tax Collector:

No report this week.

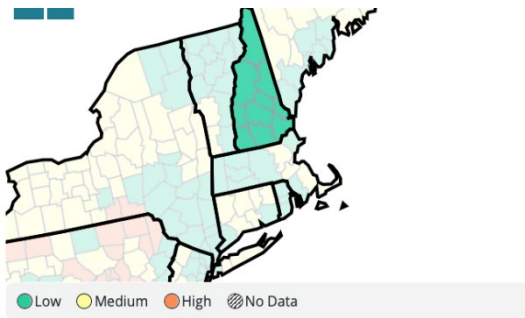
Weekly Report from Linda Smith, Land Use Specialist

- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Prepared for upcoming planning board meeting with planner and land use administrative assistant (temp)
- Followed up on legal matter with Police Commission Attorney McGee

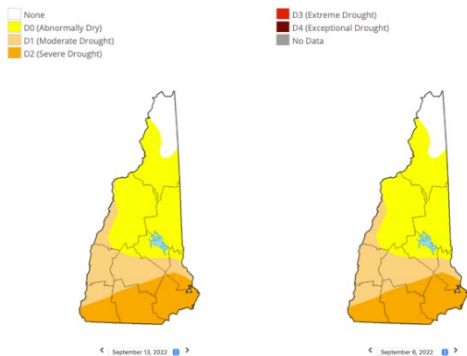
Recreation:

No report this week.

Northwood EMD’s report for week prior to 9/19/2022



Time Period: COVID-19 Community Levels were calculated on Thu Sep 15 2022.



1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC continued to show most of New England and New Hampshire with low transmission levels. Northwood at last update, had ten active cases.

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

3. USGS issued a drought map for the New Hampshire (left Sept 13th and right Sept 6th) Locally, little had changed with week’s soaking rains. The fire danger remains low.

4. EMD awaiting final draft of the EOP from the contractor. Grant completion paperwork due to HSEM by end of September. A note to Department Heads and Emergency Officials, if you spent any additional time beyond attending the EOP meetings, such as reading, reviewing, or researching draft documents, please forward me those estimates. At this time, the town has yet to meet its soft match.

5. The September primary went off without incident.

6. Items awaiting completion:

- Memorandum of Understanding (MOU) between School District and Town sheltering.
- Completion and sign off on Emergency Operations Plan (EOP),
- Transitioning Emergency Operations Center (EOC) to the Town Hall.
- Purchase Laptop for EMD/EOC compatible with town budget and operating system.

Bob Young, Northwood Emergency Management Director