



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 26, 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, appointments with the assessors continue, prepared for and attended the cable TV franchise contract renewal consortium meeting, attended a webinar training for the new electronic message sign programming, attended the NHMA policy conference, continued work on preparation of FY23 budget, prepared for and attend the Select Board meeting, continued processing applications for Human Services assistance.

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 as ledge work begins this week, continue preparation of FY23 budget, prepare for the 10/11 Select Board meeting, review FY22 and FY23 budget items with Finance Director, review properties scheduled for tax deeding, continue processing applications for Human Services assistance, meet with Mainstay representative to review and update hardware needs for 2023-2025, submit surplus equipment to online auction company for sale, and finalize conditional hiring agreement with land use admin assistant candidate. Have a great week! Be well and stay safe.

Assessor:

Conducted meetings with property owners regarding new revaluations.

Building Inspector:

- 41 phone calls answered
- Issued one violation letter
- Issued one stop work order
- Responded to 45 emails
- Issued 8 building permits
- Reviewed Woods Grille site plan and answered planning and zoning questions
- Conducted 17 building inspections
- Took water sample for town hall and delivered to Concord
- Attended Joint Loss Committee meeting

Finance:

- Processed payroll
- Did training with Carol Manter on payroll as back up to Finance
- Created invoices for Police Special Detail work performed
- Attended NHMA Budget training virtual workshop
- Met with representative from Interware and town treasurer to review reconciliation process for credit cards received through the clerk's office and online.
- Attended a Primex seminar on Managing Protected Leave
- Created bank deposits for the treasurer
- Continued work on creating salary and benefit information for various budgets
- Entered budgets for various departments into the MTS system
- Updated accounts receivable logs

Department of Public Works:

No report this week.

Fire Rescue:

1. Engine 2 returned to Cummings Diesel for ongoing coolant issues
2. Rescue 1 is out for several repairs:
 - a. Check Engine light
 - b. Stability Control light
 - c. Seat belt warning
 - d. Mirror replacement
 - e. State Inspection
3. Chief Tetreault attended the following meetings this week:
 - a. Safety Facilities Committee Meeting
 - b. Selectmen's Meeting
 - c. Capital Area Mutual Aid
 - d. Rotary Club
4. Northwood Firefighters Assisted Barnstead with their second alarm structure fire.
5. Northwood Firefighters participated in the Coe Brown Homecoming festivities.

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.

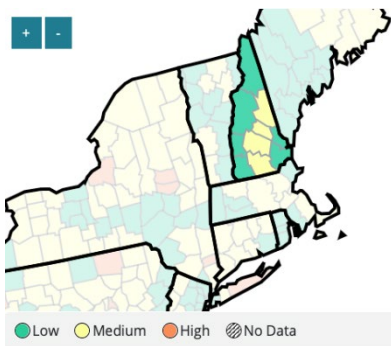
Weekly Report from Linda Smith, Land Use Specialist

- Prepared for and attended police commission meeting
- Prepared for police commission budget work session
- Prepared for planning board meeting
- Planned October calendar with tasks/deadlines with Administrative Assistant
- Distributed CIP info to board members
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

- Upcoming events!
 - Pumpkin people contest- details coming soon!
 - Fall vendor fair
 - Community pumpkin carving
 - Trunk or treat
 - Youth ski/ snowboarding program
 - Youth Basketball
 - Letters to Santa

Northwood EMD's report for week prior to 9/26/2022

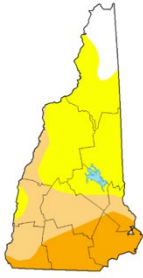


Time Period: COVID-19 Community Levels were calculated on Thu Sep 22 2022.

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. There was a return to findings of the prior week showing a moderate level of transmission through the center of the state. Northwood at last update, still has ten active cases.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. Watching Hurricane Ian's progress. Congratulations to Chris Brown.

Drought Classification



3. USGS issued a drought map for the New Hampshire (left Sept 20th and right Sept 13th) Locally, little had changed with recent soaking rains, but the fire danger remains low.

4. EMD awaiting final draft of the EOP from the contractor. Grant completion paperwork due to HSEM on Friday of this week.

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