



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 3, 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 were completed, met with Mainstay representative to review and update hardware needs for 2023-2025, submitted surplus equipment to online auction company for sale, and finalized conditional hiring agreement with land use admin assistant candidate, continued processing applications for Human Services assistance.

This week's activities include: coordinate ongoing DPW and facilities projects schedule with DPW Foreman at the Rec fields and other locations as ledge work continues this week and should be completed on Tuesday 10/4, continue preparation of FY23 budget holding meetings with each department head to review and discuss their proposed numbers with finance director, prepare for the 10/11 Select Board meeting, review FY22 budget items with Finance Director, review final list of properties scheduled for tax deeding for recommendation to Select Board regarding waivers, monitor bids on surplus equipment and respond to bidder questions, review completed MS-1 (annual report of property valuation) with town assessor, continue processing applications for Human Services assistance. Have a great week! Be well and stay safe.

Assessor:

150+ Assessment Review meetings conducted
Adjustments finalized
MS-1 Run
Adjustment Letters mailed to property owners

Building Inspector:

- 29 phone calls answered
- 70 Emails
- 11 permits reviewed and issued
- Investigated 2 complaints
- Issued 1 violation letter
- 6 building inspections
- 9 hours of training

Finance:

- Processed accounts payable
- Prepared bank deposits for the treasurer
- Entered 2023 budgets into the MTS system.
- Assisted department heads with budget questions and research
- Attended two virtual training sessions from Primex about cyber security

Department of Public Works:

No report this week.

Fire Rescue:

1. Rescue 1 is back and repaired. The most expensive issue was covered under warrantee. Total cost was just over \$1,000
2. Boat 2 is now winterized. The boat is still in service but winterized to prevent any damage and freezing
3. Northwood firefighters assisted Deerfield at the fair, assisting with coverage for Fire protection.
4. Northwood Firefighters participated in a victory parade for the Coe Brown Bass Fishing Team.
5. Chief Tetreault met with a representative from Easter Seals. They would like to place a student at the fire department to assist at the fire station.

Library:

October 2022

July computer tally: 26 patrons

August computer tally: 56 patrons

September computer tally: 43 patrons

July Downloadable Audiobooks: 545 items

August Downloadable Audiobooks: 501 items

September Downloadable Audiobooks: 455 items

July circulation: 1,169 items

August circulation: 1,368 items

September circulation: 1,088 items

July new patrons: 14

August new patrons: 16

September new patrons: 26

Total number of registered library card holders: 2,772

MEETINGS

October 14 – Trustee Meeting 9:00am

October 17 – Friends Meeting 4:30pm

PROGRAMS

October 3, 17, 24, 31 – Senior Café 1:00-2:30pm

October 4, 11, 18, 25 - Writers Group 2:00pm

October 4, 11, 18, 25 – Tech Tuesday 3-4pm

October 5, 12, 19, 26 - Story Time 10:30am

October 5 - Afternoon Book Discussion 2:00pm

October 6, 13, 20, 27 – LEGO Club 3:00-5:00pm

October 8 – NH Library Trustee Association Award Ceremony (Mr. Grano) 10:30am

October 19 – Evening Book Discussion 7:00pm

October 20 – Punkin' Junkin' 3:30-5:30pm

October 22 – Local Author: Lisa Allen-Kennard 10:30am

October 26 – Middle School Book Club 4:30pm

NOTES

- 1) Library closed Monday, October 10 (Columbus Day)

Police Department:

No report this week.

Town Clerk/Tax Collector:

- Requests can still be made for absentee ballots for 11/8/22 election
- Last day to register to vote is Wednesday October 26 by 4:30pm with the Supervisors of the Checklist
- Dog Fines have been presented to owners
- Election day is Tuesday 11/8/22 7am-7pm Parish Hall 844 First NH Turnpike
- Town Clerk/Tax Collector office is OPEN Friday 10/7 at 9am-2pm
- Town Clerks/Tax Collector office closed 10/12 & 10/13
- Tax deeds will be in Mid-October (was 9/29/22)

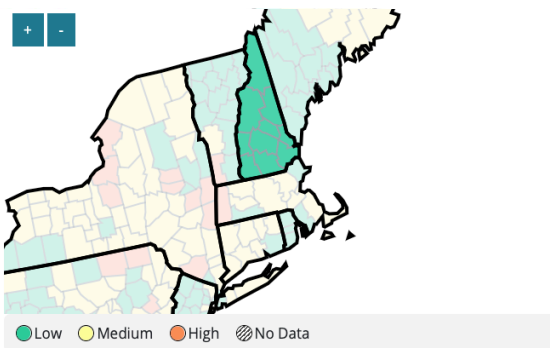
Weekly Report from Linda Smith, Land Use Specialist

- Police Commission Minutes and follow-up
- Police Commission Meeting
- Zoning Board Meeting prep and meeting
- Budget preparation and input into system
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

- Upcoming events!
 - Fall foliage vendor fair @ Town Hall
 - Sat, Oct 15th 9:3pm
 - 50+ vendors
 - Pumpkin people contest
 - Pumpkin carving party
 - Trunk or Treat
 - Youth Basketball registration
 - Gunstock ski program registration

Northwood EMD’s report for week prior to 10/03/2022



Time Period: COVID-19 Community Levels were calculated on Thu Sep 29 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 had eleven active cases at last update.

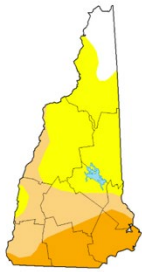
2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed.

Drought Classification

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data



< September 27, 2022 >



< September 20, 2022 >

3. USGS issued a drought map on Thursday for the New Hampshire (left Sept 27th and right Sept 20th). Rockingham County is no longer listed under severe drought conditions. Fire danger remains low.

4. EMD has received the draft of our EOP from our contractor. EMD and TA completed the EMPG closeout process on Thursday. EOP awaits BOS signatures. Thank you all for your support.

5. Items awaiting completion:

- a. Memorandum of Understanding (MOU) between School District and Town (sheltering).
- b. BOS to 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.
- e. Procure funding for generator at the Northwood School

Bob Young, Northwood Emergency Management Director