



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 8, 2021

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**Town Administrator:** This past week's activities included: Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; prepared and distributed a memo to department heads regarding budget limitations until town meeting day, took delivery of new DPW pickup, continued evaluating office files for value, met with assessor on pending BTLA case, processed notices to utility companies regarding new pole licenses, assisted with the relocation of the finance director's office, followed up on Road Surface Management System update schedule. and participated in the NHMA weekly legal call.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic; prepare for and attend the Select Board meeting, prepare for and direct the monthly department head meeting, continue review of Town ordinances and policies for familiarity, continue research of Town owned property for potential spring sale, and address pending personnel matters. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Building Inspector:** No report this week.

**Finance:**

- With lots of help from Walter, Paul, Chris, Jeff, and Mainstay, I moved my office into its own space and started getting settled.
- I continued to sort through and organize the files. This will be a work in progress for a while.
- Worked on getting ready for the audit in a couple weeks. With the work Greg Colby has done, we are in really good shape for that.
- Continued reviewing policies and drafting updates.

**Tax Collector:** No report this week.

**Department of Public Works:** The Highway Department reports that we have been busy plowing snow for the past few days. Jeff Call was recently hired full time and has been a huge asset to the highway department. The new highway Forman truck was delivered and has been up fitted with the new plow and sander. The truck has been a huge help and with it now on the road I was able to cut one contractor saving \$75 per hour. East Coast is going to pick up our new transfer station containers tomorrow, 2-9-21, and they will be put in service on Wednesday.

**Fire Rescue:** Below is an outline of happenings at the Fire Department

1. All the lights radios and equipment have been removed from the old command car. We can now put

it out for auction.

2. We have begun the process of outfitting the new command car. We are still awaiting on the cap for the back. We are scheduled for graphics next week. Installation of lights and radios started on Monday.
3. We took delivery of our new battery powered jaws of life to be placed on the new Ambulance.
4. We received a donation of a carpet cleaner for the station. We have already used it and does a really good job. This carpet cleaner can be used for floors. It also has an upholstery attachment that can be used to clean the interior of our vehicles.

### **Police Department:**

#### **1. Stats January**

- a. Call for Service: 263
  - i. Business/Property Checks: 366
- b. Arrests: 15
- c. Accidents: 5
- d. Warnings: 108
- e. Summonses: 12

#### **2. Cruisers**

- a. New Cruiser: Should be equipped by the end of next week

#### **3. Covid**

- a. No officers out. Several have received 2nd dose of vaccine.

#### **4. Staffing:**

- a. Officer Cremin, full-time officer, has resigned to take another position in the Town of New Hampton.
- b. Lt. Wells has been activated with the National Guard for 2 weeks.

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

#### **Planning Board**

No meeting last week.

#### **Zoning Board**

Request for change in member position and temporary member sent to BOS for review and action.

#### **Conservation Commission**

Commission reviewed special exception application for Docko/Millstone; follow-up memo sent to ZBA. The commission also reviewed the status of the planning board's Docko/Millstone site plan application and excavation permit. Status of town forest lots were reviewed; recommendations for corrections to be provided to assessor. I will be researching the School Lots – and the record of their adoption as a town forest lot for next month's meeting. Discussion was held on creating updated maps, both electronic and hard copies that depict various natural resources. I have contacted Strafford Regional Planning Commission who will be providing the requested information (at no cost -as part of our annual dues.) Trail work on Lalish lot connection to Saddleback trail has stopped due to winter conditions. Commission reviewed letter from NH DOT on potential mitigation for road work in the Narrows. Email sent to NH DOT, cc TA Johnson.

### Budget Committee

Nothing new to report.

### Police Commission

Nothing new to report.

### Town Report

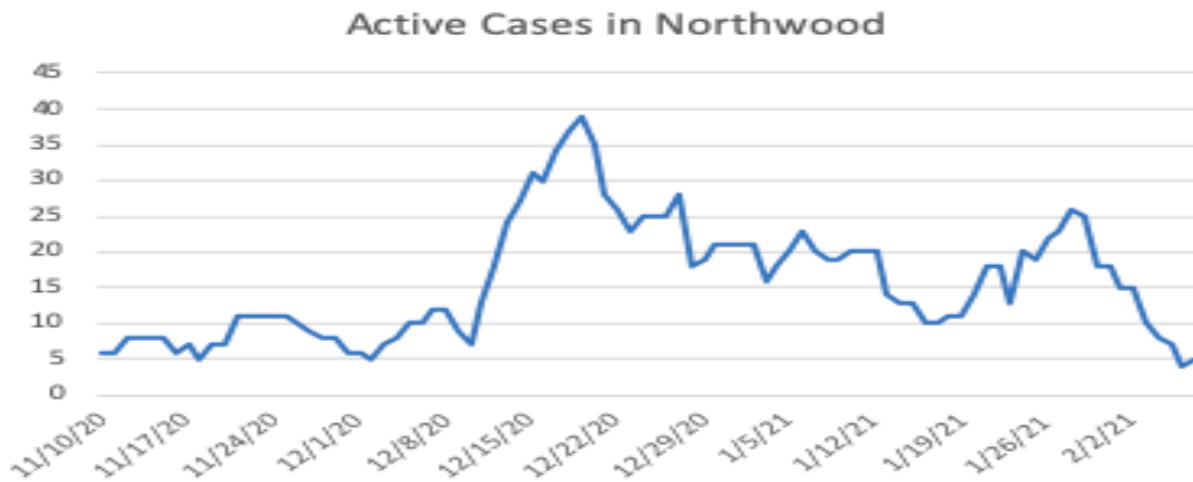
I took a break last week from the town report to catch up on necessary land use follow-up. Finishing up the report in the next few weeks.

### Library:

No report this week.

### Northwood EMD's report for week prior to 02/08/21

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Last week cases had decreased below 5 for a day.



2. EMD continued to provide daily evening briefings including a SIT REP each Friday and Emergency Orders, Health Alert Network documents and State Issued Guidance as they become available. Current briefings include weather alerts. EMD was again on conference calls this past week with HSEM (1) and DHHS (2).
3. CDC and State Health Officials are watching the arrival of several SARS-CoV-2 variants into the US. South African (B.1.351) is up to 6 cases in 3 states. Brazilian (P-1) has reached 3 cases in 2 state. The UK strain (B.1.1.7) was responsible for 690 cases in 33 states including NY and MA. (CDC data as of 2/7/21)
4. Last week the CDC VAMS system in NH was having difficulty scheduling 2<sup>nd</sup> vaccine appointments for 1a and 1b recipients. As of this morning that problem has been addressed.
5. EMD is actively reviewing the Northwood School Emergency plan and those additions required by a state review this past November. Work on the town's EOP will now need to await budget approval in June. Town officials and TA should consider addressing a formal COOP/COG plan for Northwood and review data security in light of increased cybercrime separate from work on the LEOP.