



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 1, 2021

Town Administrator: This past week's activities included: Participated in conference calls with NHHSEM regarding the Covid-19 pandemic; continued processing current Human Services applications, attended the 4th follow up meeting with the Town Moderator and others regarding the logistics for the Deliberative session on January 30th, prepared for and attended the Select Board meeting on 1/26, posted official warrant and default budget for 2021, prepared for the Deliberative session until rescheduled, prepared minutes of nonpublic session, finalized conditional offer for DPW Laborer II position, attended Joint Loss Management Committee quarterly meeting, 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; continue to process new Human Services requests, prepared and distributed a memo to department heads regarding budget limitations until town meeting day, took delivery of new DPW pickup, continue evaluating office files for value, meet with assessor on pending BTLA case, process notices to utility companies regarding new pole licenses, and follow up on Road Surface Management System update schedule. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector: We had an oil spill of 30-40 gallons at 135 old Canterbury road. Clean Harbor was there along with DES investigator, it should be all set at this point, and I gave a report to Town Administrator about this. I also did an inspection on 58 Main Street and have given a report to the Town Administrator.

Finance:

1. Attended a fraud prevention webinar sponsored by TD Bank.
2. Printed and mailed 1099 forms.
3. Cleaned up the ProFund users list and the employee list and have marked former employees as inactive.
4. In the process of cleaning up the approval paths in ProFund to enable us to go back to a fully functional PO requisition system.
5. Drafting policy recommendations.
6. Preparing for the upcoming audit

Tax Collector: No report this week.

Department of Public Works: No report this week.

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

1. On Friday Engine 3 responded to assist Deerfield with their third alarm structure fire
 2. After pumping for 6 hours in Deerfield, engine 3 developed a water leak from the pump. Upon
- 1 Weekly Report to BOS 01 26 2021

further investigation we found a pin hole leak in the piping from the tank to the pump. The truck was out of service for approximately 24 hours. WD Perkin's was able to repair the leak and Engine 3 is back in service.

3. I neglected to mention last week but ambulance 2 is licensed at the Paramedic level. This means both our ambulances are now licensed at the paramedic level.
4. This week we received Bariatric extensions for our scoop stretcher. As we know Americans are getting bigger. These extensions will allow us the safely secure bariatric patients to our scoop stretcher and to properly secure them, so we reduce the risk of them falling off.
5. In January we responded to 32 medical emergencies resulting in 17 Patient transports.

Police Department: No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Consultation on subdivision; Sullivan (Aroma Joe's) site plan is continued at applicant's request-waiting to hear from NHDOT; 3 new cases include two minor boundary adjustments and one site plan amendment for Camp Yavneh, all three accepted as complete applications and continued to Feb. 11

Zoning Board

Ms. DiMatteo has requested to step down as a full member and continue as an alternate member. (Letter provided for your action). This puts the board in the position (again) of not having a full five-member board. Please get the word out for volunteers on this board-announce at your meeting.

Conservation Commission

Commission is participating in review of planning board site plan application and excavation permit for Docko property.

Budget Committee

All pending minutes accepted as amended.

Police Commission

Nothing new to report.

Town Report

The change in town meeting date provides a much appreciated relief in finalizing the report. It has been a difficult year (timewise) due to land use boards being busy and many inquiries on land use in general. I have sent requests for estimate for printing to three printers as this has not been done in a long number of years.

Library:

January Downloadable Audiobooks: 440 items

January circulation: 401 items

January new patrons: 6

Total number of registered library card holders: 2,914

NOTES

- 1) Closed February 15, 2021 (to observe Presidents' Day)
- 2) Curbside Services/Document Services/Interlibrary Loan Services/Notary Services/Take-and-Make Craft Packets available

MEETINGS

February 12 – Trustee Meeting 9:00am (via Zoom)

PROGRAMS

February 3 – Afternoon Book Discussion 2:00pm (via Webex)

February 17 – Evening Book Discussion 7:00pm (via Webex)

ONLINE ACTIVITIES/RESOURCES

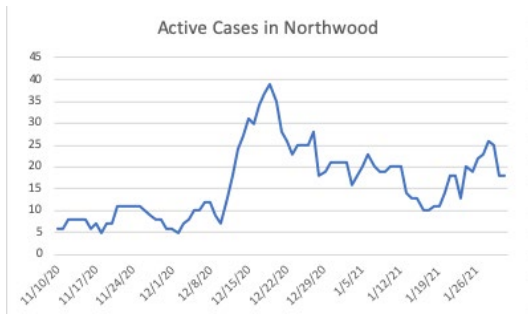
Author Performances, Book Awards, COVID-19 Resources, Crafts, Documentaries

Educational Resources, Legal Assistance Information, Musical Performances, Online Book Resources,

Online Video Resources, Reading Quests, Senior Resources, Sing-a-Longs, Story Time, Virtual Tours

Northwood EMD's report for week prior to 02/01/21

1. Emergency Management continued to monitor a rise in COVID-19 cases within Northwood and surrounding towns. Last week cases had hovered between 20 and 25. This week active cases have come down below 15.



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 (2) and DHHS (2).
3. The School and Town Deliberative and Town Elections were postponed until spring. EMD continued to consult with Moderators, Health Officer and school and town officials. (EMD got his first vaccine shot today.)
4. CDC and State Health Officials are watching the arrival of several SARS-CoV-2 variants into the US. South African (B.1.351) appeared 1/28 in South Carolina. Brazilian (P-1) appeared 1/25 in Minnesota. The UK strain (B.1.1.7) is fixing to become the dominant strain. All are more transmissible than the original Wuhan strain.
5. As I write this, Town DPW and State DOT are preparing for a Noreaster to linger through Tuesday 2/2/21.