



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 05, 2021

Town Administrator: This past week's activities included: Participated in conference call with NHHSEM regarding the Covid-19 pandemic and NHMA legal call, continued research of Town owned property for spring sale, updated the task manager, continued reviewing applications for the building inspector position and recreation director positions, continued work with Mainstay on e-mail security items and implemented new protocols for all Town e-mails and all Town Office staff e-mails are now on the new protocol, attended a meeting with the Lakes Region cable TV franchise agreement consortium, continue to organize the RFPs for road improvements and the building repairs, attended the pre-bid meeting for the mowing RFP, continued to review preliminary guidelines for the American Rescue Plan through State and Federal sources, scheduled interviews for two recreation director candidates.

This week's activities include: Participate in a conference call with NHHSEM regarding the Covid-19 pandemic and the NHMA weekly legal call; continue work on Town owned property for sale, continue review of Town ordinances and policies, finalize the road and building improvement projects RFPs with the DPW Foreman, prepare for and lead the monthly department head meeting, attend the pre-bid meeting for the roofing RFP, continue work with Mainstay on security upgrades for Town e-mail accounts for all account users, review bids for 2021 mowing contract, conduct interviews with two recreation director candidates and prepare agenda for next Select Board meeting on 4/13. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

No report this week.

Finance:

- I attended a virtual demonstration of a Fund Accounting Software program and am waiting on a price quote.
- I attended a webinar about Employee Privacy and Confidentiality in HR Communications put on by ANHPEHRA (Assoc of NH Public Employers Human Resource Administrators) and presented by Drummond Woodsum attorneys.
- Processed Account Payables
- Continued to work on drafting policies regarding cash receipts, purchasing, and purchase orders.
- Continued to research tax deeded properties

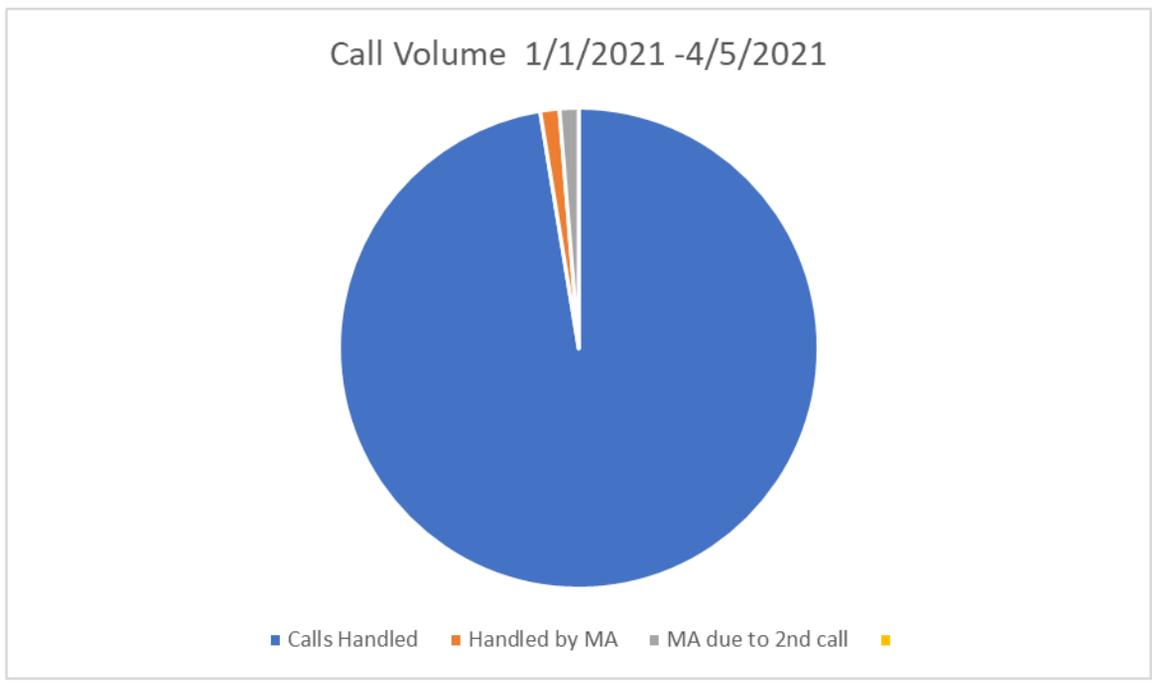
Tax Collector: No report this week.

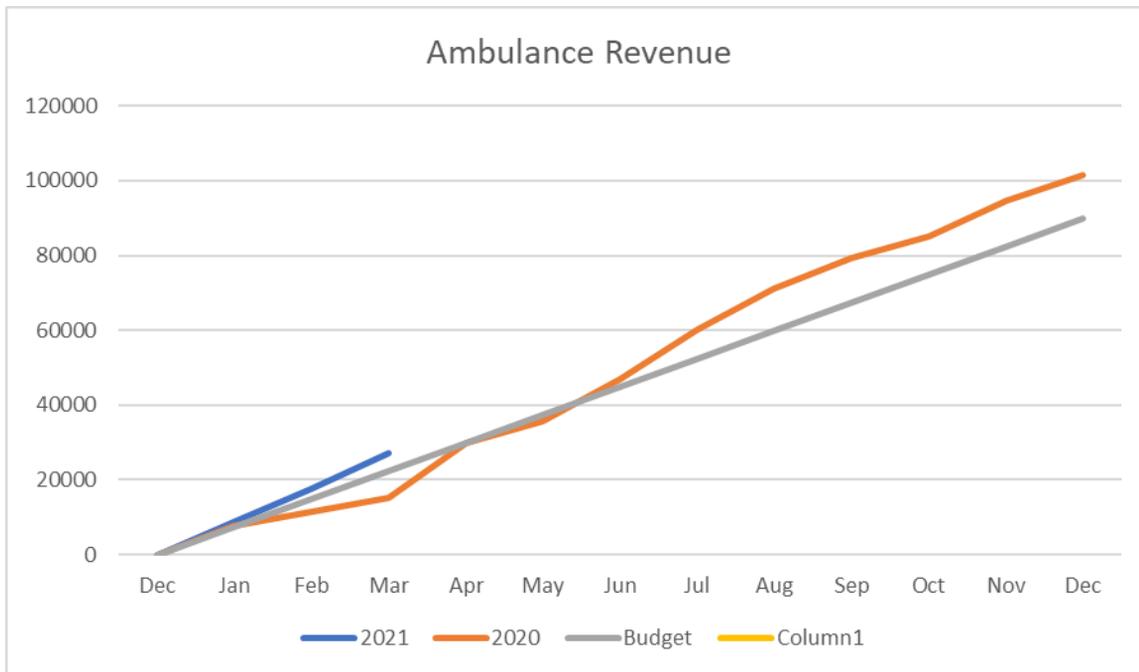
Department of Public Works: No report this week.

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

1. Tanker on developed a leak in one of the elbows in the pump. WD Perkins Inc replaced the elbow.

2. Boat 1 has been put into service for the season
3. During the Month of March Northwood Firefighters responded to 48, 9-1-1 emergencies. Those incidents are as follows:
 - a. Assist Invalid 2
 - b. Hazardous Materials 1
 - c. Controlled Burning 2
 - d. Mutual Aid Cover 1
 - e. Cancelled Enroute 3
 - f. Electrical Problem 2
 - g. Medical Emergency 22
 - h. Fire, other 1
 - i. Good Intent 2
 - j. Brush Fire 2
 - k. Trash Fire 1
 - l. Service Call 1
 - m. Structure Fire 2
 - n. False Alarm 5
 - o. Simultaneous calls YTD 11
 - p. Total Calls YTD 149
4. One of our returning Firefighters, Alexandra Head, has now been cleared to work Shifts. Alex was with us for a short time last year and then went out for a medical issue. She has now returned to full duty and after a few training days she is able to cover shifts.
5. Attached are some charts and graphs to illustrate our ambulance revenue so far this year. Last year we ended the year above our budget projections. So far this year we are above last year's revenue and should again finish the year above our budgeted numbers.
6. So far this year we have been first to arrive at 96% of all our Emergency calls. Of the 4% handled by mutual aid. 2% were simultaneous calls where our duty crew was already handling another call and were unable to respond.





	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Adjust.	Total
Ambulance Revenues														
2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806	\$11,474	\$13,286	\$10,847	\$8,266	\$5,867	\$9,423	\$6,767		\$99,737
2021 Actuals YTD	\$8,210	\$8,900	\$9,511											\$27,223
Budget 2021	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000	\$52,500	\$60,000	\$67,500	\$75,000	\$82,500	\$90,000		\$90,000
Ambulance Revenue Input Area														
2021 Mnthly	\$8,812	\$8,900	\$9,511											
2021 Cumulative	\$8,812	\$17,712	\$27,223											

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Contact via phone and email to the land use department continues to be busy. Many of the calls are for people inquiring about zoning regulations as they are looking at purchasing camps (for conversions) or upgrading existing residences. Six new applications were submitted to the planning board for April including 3 Minor Site Plans, 2 Minimal Impact Site Plans and one Subdivision.

Please note that due to the zoom meetings both planning and zoning applications are continued to a second meeting (at a minimum) to ensure that anyone not being able to get in to the zoom meeting will be heard at the next meeting or anyone who wishes to provide written comments may do so.

Zoning Board

One new application for variance has been submitted for April.

Due to one member stepping down to alternate, **we are currently in need of one member** for the board.

Conservation Commission

Nothing new to report.

Budget Committee

Quarterly meeting scheduled for April 21.

Police Commission

Scott Bryer has been appointed and sworn in as police commissioner.

Town Report

2020 Annual town reports have been delivered to town hall. They are located in the main meeting room near the front doors. We will continue to distribute one to a household or family. There are 300 copies delivered. Copies of the report were delivered to Bob Young (dedication) and Coe-Brown Art Director Scott Chatfield (student art). Electronic version is available to view on the town website under the Selectmen's documents. 2 copies will be delivered to Chesley Library for pickup by the State Library during their normal stop. Chris Brown will be asked to transport the majority of remaining copies to the deliberative session next month.

Library:

March Downloadable Audiobooks: 450 items

March circulation: 563 items

March new patrons: 3

Total number of registered library card holders: 2,920

NOTES

- 1) Curbside Services/Document Services/Interlibrary Loan Services/Notary Services/Take-and-Make Craft Packets available
- 2) In-Person Appointments available

MEETINGS

April 9 – Trustee Meeting 9:00am (via Zoom)

April 13 – Friends of the Library Meeting 6:00pm (via Zoom)

PROGRAMS

April 7 – Afternoon Book Discussion 2:00pm (via Webex)

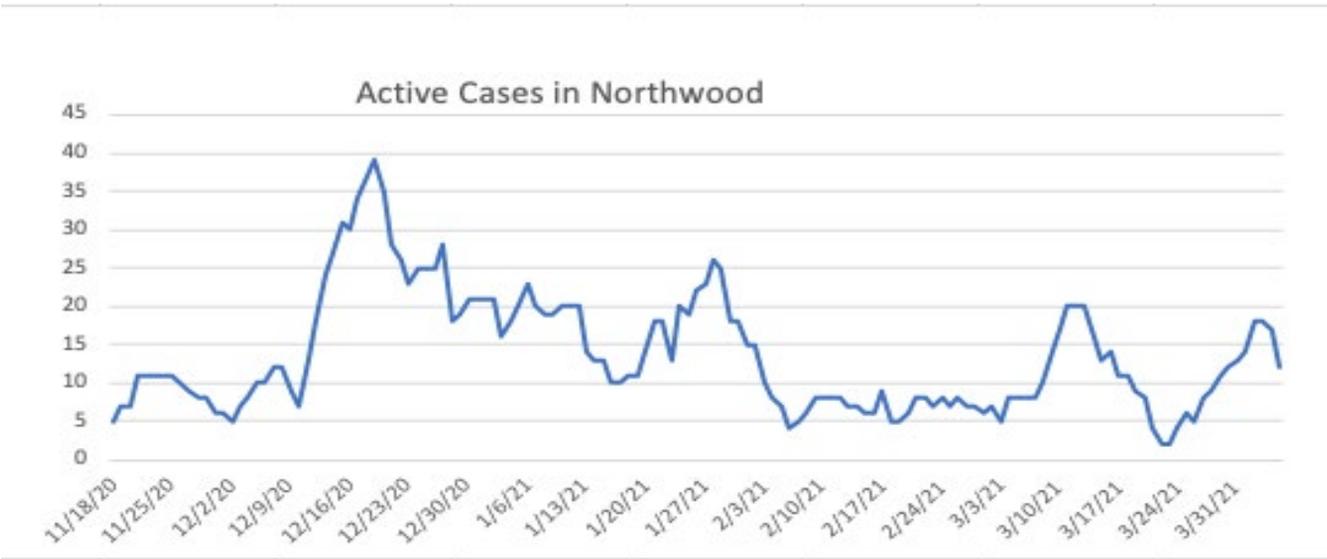
April 21 – Evening Book Discussion 7:00pm (via Webex)

ONLINE ACTIVITIES/RESOURCES

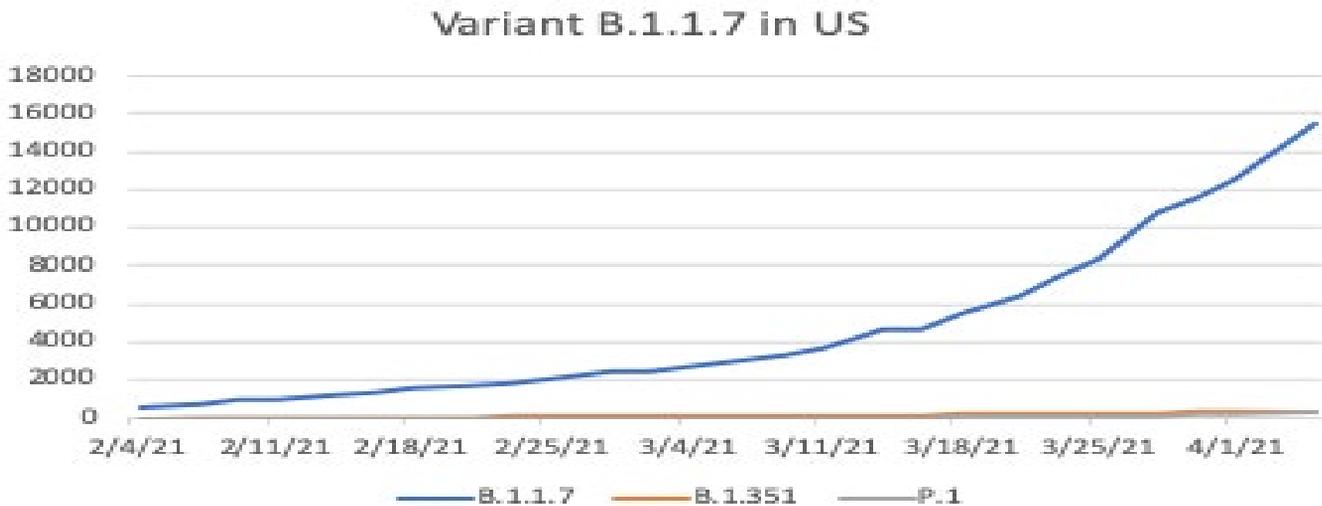
Author Performances, Book Awards, COVID-19 Resources, Crafts, Documentaries
Educational Resources, Legal Assistance Information, Musical Performances, Online Book Resources,
Online Video Resources, Reading Quizzes, Senior Resources, Sing-a-Longs, Story Time, Tax
Information, Virtual Tours

Northwood EMD's report for week prior to 04/05/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood's active cases are increasing along with those in the towns of Epsom and Nottingham. Both schools in Northwood continue to report members of their communities testing positive and their subsequent quarantines of other students and staff. The state continues to declare Rockingham County's community transmission risk as substantial. The good news is the state is reporting to date, at least 18% of the population in NH is fully vaccinated.



2. EMD continued to provide daily evening briefings including a SIT REP each Friday and Emergency Orders (EO), Health Alert Network (HAN) documents and State Issued Guidance as they become available. EMD was on conference calls this past week with HSEM (1) and DHHS (2). This past week changes were made to the Universal Guidelines including recommendations for lodging, camps and libraries. Vaccination options are now available to all NH residents over that age of 16.
3. There is growing concern that the UK variant, B.1.1.7, which appears more contagious than the initial strain will outpace vaccination efforts creating a major surge as we prepare to open up social interactions and the economy. The curve presented by this variant at this time shows exponential growth. New Hampshire had only 6 cases a month ago, but is now reporting 138. Current vaccines appear to work on this variant.



4. Walgreens conducted a second Phase 2a closed pod Covid-19 vaccination clinic at Northwood School. This clinic provided Pfizer vaccine to educators from Coe-Brown, Strafford, Epsom, Chichester and Northwood Schools, and included school bus drivers, coaches and local child care providers.
5. The latest Drought Maps, issued on Thursday, show increasing drought conditions in New Hampshire. Should this trend continue, town officials and TA should revisit the town's drought plan.

including directives for water conservation, assuring available water supplies for fire suppression and considering potable water resources for residents experiencing dry wells. The area is seeing increased fire danger at this time.

6. Town officials and TA are urged to develop a formal COOP/COG plan for Northwood.