



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 10, 2021

Town Administrator: This past week's activities included: Participated in conference call with NHHSEM regarding the Covid-19 pandemic; continued research of Town owned property for spring sale, updated the task manager, continued reviewing applications for the building inspector position, continued work with Mainstay on e-mail security items and implemented new protocols for all Town e-mails, finalized pre-employment conditions for recreation director candidate, met with EMD to review Covid restrictions for public facilities for modification recommendations to Select Board and an update on Ridge Water District, met with Town Moderator to discuss the presentation for the Deliberative Session, attended Fire Department annual awards dinner, attended pre-bid meetings for building repairs and painting projects at the Town Hall, Community Center and Library with no contractors attending, and attended Rockingham County rent relief case management workshop.

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 work with Mainstay on security upgrades for Town e-mail accounts and systems, issue painting and building repair RFPs, attend closing for tax deeded property repurchase for 124 Mountain Av., attend Primex virtual risk management conference sessions, prepare for and attend the Select Board meeting, attend a project TRC, prepare for and attend the Deliberative Session, review and assess the American Recovery Plan funding guidelines, and prepare for and attend the monthly department head meeting. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

No report this week.

Finance:

- Processed Payroll
- Worked on creating a new chart of accounts for consistency across all departments with account numbers to be implemented with new software.
- Worked on researching Capital Asset information and updating the asset list.
- Continued sorting through old files to organize
- Paul continued work on personnel files organization
- Continued research on financial account software packages
- Continued work on purchasing policy and administrative rules

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. I am happy to report the month of April was our best month for ambulance revenue in two years. During the month of April, we recorded more than \$15,000 in revenue.

	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	\$15,496										
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	\$15,496
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117

2. This week we had a mishap with Engine 3. The engine was responding to a call, the driver opened the overhead door to the station, the door was all the way up when the driver keyed his radio to sign on responding, the radio triggered the overhead door to come back down as the truck was driving out. The bottom of the door panel has been temporarily repaired and the light bar on top of the truck was damaged.
3. This week we had a complicated extrication of a person with a broken hip from a second floor. One of our own paramedics responded and administered drugs for pain control. Northwood police also responded to assist with lifting. Thankfully our agencies worked together to ensure the safety and comfort of the patient while ensuring the safety of our first responders.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

No report this week.

Zoning Board

No report this week.

Conservation Commission

No report this week.

Budget Committee

No report this week.

Police Commission

No report this week.

2022 CIP (Capital Improvements Plan)

No report this week.

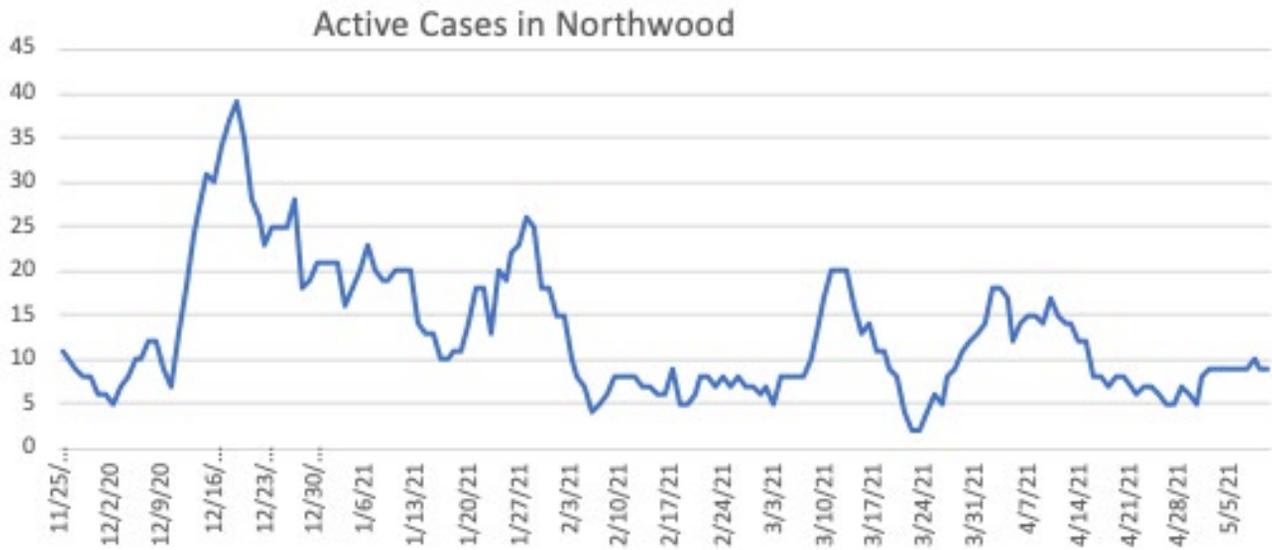
Library:

The Library Director attended the second Design Thinking for Libraries workshop last week. The workshops helped librarians develop ideas for the ARPA sub-grants based on community needs. Northwood community members indicated that some of the biggest challenges our town faced as a result

of the pandemic was the need for more technology training and stronger communication. The Library Director also participated in a virtual New Hampshire Library Directors Meeting last week. Library staff members are planning the upcoming Summer Reading Program with the statewide theme “Tails and Tales.”

Northwood EMD’s report for week prior to 05/10/21

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Northwood has plateaued at 9-10 cases for the past week. That represents about one new case per day added while one case runs its course and leaves the active cases.



2. EMD continued to provide daily evening briefings, but has ceased posting on weekends. EMD was on conference calls this past week with HSEM (1) and DHHS (2). On Friday, May 7th, the Governor announced the end of “Safer at Home” and the shift to “Universal Best Practices.” EMD and Town Administrator met to address COVID-19 policy for the town in light of changing conditions, increased vaccinations and loosening mandates. EMD has been working with the Moderator regarding Deliberative Session and Town Meeting.
3. Last week’s Drought Map showed drought conditions in New Hampshire. Northwood and neighboring towns remain “abnormally dry.” Town officials, Fire and TA should revisit Northwood’s drought plan with regard to potential water use bans, alternate water supply for fire and providing potable water to residents in need.
4. Vaccine administration will move from state run sites back to the private sector. Beginning in June, vaccine will be available in pharmacies, doctor’s offices and medical centers. Pfizer has been granted Emergency Use Authorization for distribution to 12 through 15-year-olds. There is some talk of in-school clinics.