



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 28, 2021

---

**Town Administrator:** This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, attended additional update sessions regarding the ARP funding guidelines, attended a meeting on cable franchise agreement, continued research on Harvey Lake Dam and Boat Ramp, repairs continued on the Town office building, issued RFP for the 2021 road reconstruction/paving projects, attended a NHMA Right to Know webinar on governmental documents, assist with the new playground build at the recreation field complex, evaluated a proposed abatement settlement with Consolidated/Fairpoint for 2018 and 2019 with contract Assessor, reviewed new finance software proposals with Finance Director and met with preferred vendor to discuss possible implementation process, contracted with a HR consultant to review and comment on existing personnel policy, requested proposals for survey and research work for Harvey Lake Dam and Lucas Pond area roads, met with a representative from Upper and Lower Camp Roads informal association to discuss status of roads, and met with Chief Drolet to review PD staffing needs.

This week's activities include: Participate in a conference call with NHMA weekly legal call; continue work on Town owned property for sale, distribute the RFP for road reconstruction and paving work to regional vendors, review proposed new website layout options with vendor and Carol, prepare for and attend the Select Board meeting, open and summarize bids for the 2021 and 2022 roadside mowing contract, prepare performance evaluation for some staff, continue review of existing policies for updating where needed, contract for tree removal on Town Hall property, evaluate DES request for action notice on Gulch Mountain Pond Dam, and complete the Management Discussion and Analysis for the 2020 audit and finalize kickoff meeting with SCRPC for the Road Surface Management System (RSMS) update in mid-July. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

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

**Finance:**

- Processed Accounts Payable
- Trained Paul to run accounts payable in my absence
- Attended a Right-To-Know law webinar
- Processed paperwork for insurance open enrollment applications
- Met with Walter and a software vendor to discuss options on financial software given the default budget

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

**Department of Public Works:** No report this week.

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

1. As you know we had a serious structure fire this week. The fire went to three alarms calling all Northwood Companies to the scene and 12 other mutual aid agencies to the fire. In addition, Loudon covered our station. Prior to our arrival FF Bataren passed the house on his way to the station. Kevin reported the home was already well involved. Upon arrival LT. Brown reported the home fully involved and struck a second and third alarm. Northwood Lt. Chris Brown and FF Nicholas Cary mounted an aggressive rescue attempt before being forced out by the intense flames. Firefighter Carey suffered second degree burns to his wrist and face in the rescue effort. FF. Carey was transported to concord hospital by Pittsfield Ambulance where he was treated and released. FF. Carey is expected to be out of work for approximately 1 week. Unfortunately, Catherine F. McNally perished in the fire. The manner of death was accidental, and the cause of death was smoke inhalation. The New Hampshire State Fire Marshal is leading the investigation. Contrary to some resent postings on Facebook, both our engines arrived at the fire with full tanks of water.
2. Firefighter Kevin Bataren, Captain Schaub and Chief Tetreault travelled to the “4 Guys “factory for a pre-paint inspection of our new Tanker. Anticipated delivery is August 1,2021
3. EMT Madison Merchant passed her pre-employment screening and worked her first training shift.
4. The air conditioning on Ambulance 1 failed and was recharged at Burgess Auto Repair.
5. We supplied 500 gallons of water to the playground construction project.

**Police Department:**

No report this week.

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

**Planning Board**

The board met at town hall on June 24 for the first “in person” public hearing since early 2020. Election of officers was held. Tim Jandebour was elected chairman for the coming year; Joseph McCaffrey vice-chairman. The board approved a minimal impact/change of use site plan for Heigis Family Trust for a real estate office on the second floor of the former Umami Restaurant, currently The Stand Café. Chestnut & Cape elderly housing application was continued at the applicant’s request so they could address drainage/stormwater management as part of their Alteration of Terrain application with the state. They are continued to the July 8 meeting. The planning board also conditionally approved a two-lot subdivision application for Jim Hadley (Old Mountain Rev. Trust) on Old Mountain Road

**Zoning Board**

Next meeting is July 26. **We are currently in need of one member** and alternates for the board.

**Conservation Commission**

Next meeting is Tuesday, July 6 at 7 pm.

**Budget Committee**

Next meeting is July 29 at 7 pm.

**Police Commission**

June meeting was held on June 22 at town hall. The July meeting has been cancelled due to conflicts with scheduling – the next meeting is August 17 at 5 pm. The police commission may be contacted

through Land Use Specialist Linda Smith at lsmith@northwoodnh.org.

**2022 CIP (Capital Improvements Plan)**

The worksheets submitted by department heads, town administrator, and school principal with additions/changes for 2022 CIP have been provided to Planning Board Alternate Bob Strobel who will be compiling the information into the first draft spreadsheet. The planning board will be setting a calendar to complete their review and approval of the document. Once finished, it is sent to the board of selectmen and budget committee.

**Library:**

Library patrons are enjoying the freedom of accessing all library services inside the building without appointments. Library staff members are enjoying seeing more families return to the library and the registration for our summer reading program “Tails and Tales” is off to a good start! We welcomed our evening book discussion group back into the library on June 16 and look forward to welcoming the afternoon book discussion group back next month. It was nice to meet in person again after months of online discussions!

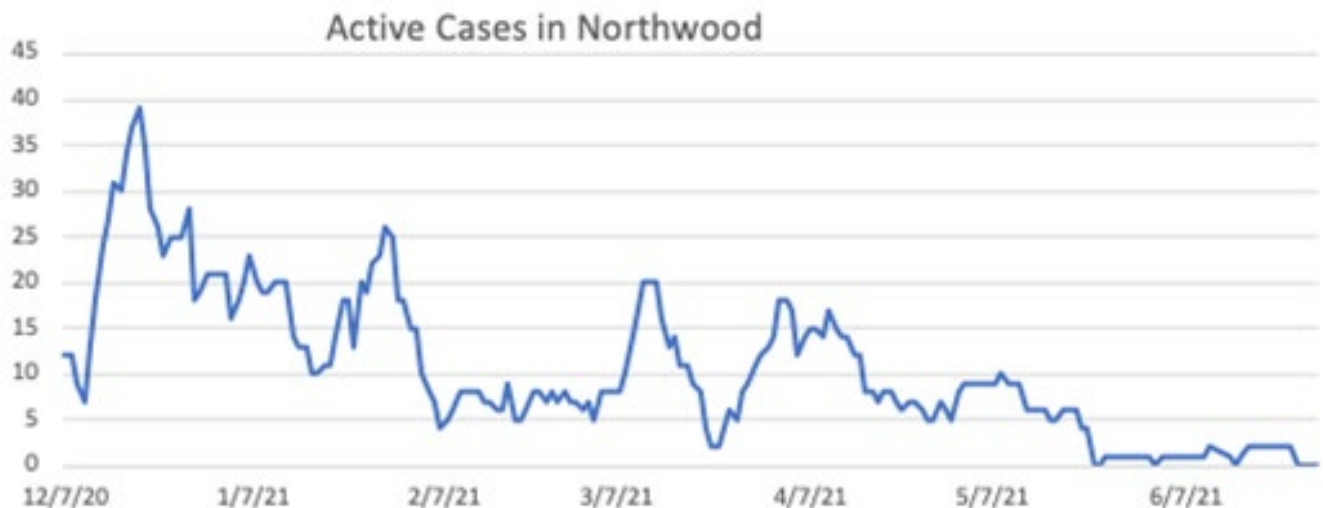
Miranda Avery joined our library team as our Temporary Technology Trainer this summer. The position is funded by the American Rescue Plan Act sub-grant. Technology training is available at the Chesley Memorial Library this summer on Mondays or Tuesdays between 11:00 am and 4:00 pm until August 31, 2021. This project was made possible in part by the Institute of Museum and Library Services and the New Hampshire State Library.

**Recreation:**

No report this week.

**Northwood EMD’s report for week prior to 06/28/21**

1. Emergency Management continued to monitor COVID-19 cases within Northwood and surrounding towns. Rockingham county currently has both a high vaccination rate and a minimal COVID transmission rate. Northwood has no active cases.



2. EMD continued to provide daily evening briefings M-F, having ceased posting on weekends and holidays. As of the end of the month, the daily briefings will be replaced by a weekly one Wednesday evenings. June 30th will be the last Wednesday noon local/legal call from the state, as the State Emergency Operations Center returns to “steady state.” Vaccine effectiveness is proving to be better than expected. State vaccination sites will close at end June as well as vaccination dispersal shifts from the state back to clinics and pharmacies. The Delta variant of concern is now quite active in the US in areas with low vaccination rates and bears watching.
3. Drought conditions are being monitored. NHDES, USGS and NWS predictions for the next 90 days do not forecast enough rainfall to overcome current deficit. With less lake recharge and warmer water temperatures, monitoring of public swimming areas for coliforms and alga blooms would be prudent. Our current heat wave is expected to continue through July 1st.
4. Over the past weeks NH DHHS has released two Health Alert Network documents on infectious disease that were not COVID related. HANs were issued for Tic Borne Illness and yesterday for Mosquito Borne Illness.
5. Still awaiting word from HSEM on EMPG grant status to cover half the cost of updating our Northwood Emergency Operations Plan. HB-79 has changed appointment and training requirements of local health officers.