



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

Town Administrator: This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, continued research on Harvey Lake Dam and Boat Ramp, processed the abatement settlement with Consolidated/Fairpoint for 2018 and 2019 with contract Assessor, 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, evaluated DES request for action notice on Gulch Mountain Pond Dam, and completed the Management for the 2020 audit with Town auditors and finalized kickoff meeting with SCRPC for the Road Surface Management System (RSMS) for July 20th, issued addendum for paving RFP, prepare a budget impact analysis on FD wage balancing with Finance Director, and met with part time transfer station applicants.

This week's activities include: Participate in a conference call with NHMA weekly legal call; continue work on Town owned property for sale, prepare performance evaluation for some staff, continue review of existing policies for updating where needed, contract for tree removal on Town Hall property, meet with new website designer for follow-up meeting, meet with Hal to review Town property sale options, complete review of 2020 audit report, prepare draft agenda for 7/13 Select Board meeting. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 6/21/21

- 2 gas inspections
- 3 electrical inspections (tag service meter)
- Pool inspection
- 2 foundation inspections
- Met with contractor, advised to get structural engineer
- Sent violation letter for non-conforming work
- Issued CO for bunk house at camp Yavneh
- Issued CO for Nail Salon
- Met resident at property to answer questions

Week of 6/28/21

- Generator inspection
- 4 foundation inspections
- Pool inspection
- Electrical inspection (tagged meter for service connection)
- 3 final inspections (2 certificates issued, 1 pending)
- Met with resident to review building plans and organize requires documents

Finance:

- Processed payroll
- Invoiced utilities for special detail performed and Coe Brown for SRO cruiser and 1st half payroll expenses for SRO
- Processed monthly reports for NHRS
- Completed quarterly federal 941 reports for IRS and NH unemployment
- Coordinated and processed new hire paperwork
- Work on salary research for Fire Dept proposed salary adjustments
- Research repayment requests for old returned checks, send new requests for payment. Some cases turned over to the Police for further action.
- Began the A/P process for next week to make it a little easier on Paul while I am out on vacation.

Tax Collector: No report this week.

Department of Public Works: The Highway Department reports that we have gotten all preparations completed on Harmony Road, Bow Street and Bigelow Road, i.e., dig safe culverts marked and saw cut all the culverts that have to be replaced and the mini excavator will be delivered on the 8th for one month. In that month we are planning on ditching other areas that need attention as well. I have heard from 2 company's regarding our paving RFP's and expect them to send quotes in the next couple days.

The Transfer Station has been running smooth as usual and we have been staying extremely busy with the influx of summer residents coming up to their camps. Cardboard again has been staying high in the recycling market and we have been seeing a large profit coming from recycling it. We did get 1 application for the Transfer Station and did hire the individual, so it should relieve Jeff and I from having to be there to run it. This will allow us to get back to work the Highway Department full time.

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

1. We travelled to the 4 guys plant in Meyersdale PA to do a repaint inspection of our new fire truck. We finalized a few items and met with body construction division and finalized location of shelving and brackets: we met with the electrical division and finalized switches, power needs computer programming; and the graphics department to finalize lettering.
 - a. While we were at the factory one of our member suffered a medical emergency. He was transported to the local hospital, he was treated and released from the hospital approximately 8 hours later. His PCP has released him back to full duty effective July 5, 2021.
2. The State Fire Marshal has released the cause of the McNally fire as accidental.
3. During the month of June Northwood Firefighters responded to 32 medical emergencies resulting in 26 transports and generating \$12,355 in ambulance revenue.

	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	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 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355							
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 Monthly	\$8,812	\$8,900	\$9,511	\$15,496	\$13,206	\$12,355
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323	\$67,678

1. The State Fire Marshal has released the cause of the McNally fire as accidental.
 - a. FF Carey has returned to work, modified duty. He is expected to be back to work full duty on Saturday.
 - b. We hosted a Critical Incident Stress Debriefing on Thursday

2. During the Month of June Northwood Firefighters responded to 46, 9-1-1 emergencies. Those incidents are broken down as follows:

a. Hazardous materials	1
b. Canceled enroute	2
c. Emergency Medical	29
d. Vehicle Fire	1
e. Brush Fire	1
f. Service call	2
g. Structure Fire	2
h. Fire Alarm Det Malfunction	3
i. Fire Alarm Unintentional	4
j. Water Problem	1

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Next meeting is Thursday, July 8 at 6:30. No new applications this month.

Zoning Board

No new applications this month; next meeting is Monday, August 23 at 6:30 pm. **We are currently in need of one member** and alternates for the board.

Conservation Commission

Next meeting is Tuesday, July 13 at 7 pm.

Budget Committee

Next meeting is July 29 at 7 pm.

Police Commission

Next meeting is August 17 at 5 pm.

2022 CIP (Capital Improvements Plan)

The planning board will be setting a calendar to complete their review and approval of the document, including meeting with the department heads regarding their requests. Once finished, it is sent to the board of selectmen and budget committee.

Library:

June circulation: 1,109 items

June computer tally: 29 patrons

June Downloadable Audiobooks: 348

June new patrons: 15

Total number of registered library card holders: 2,929

MEETINGS

July 6 – Friends of the Libraries Meeting 6:00pm

July 9 – Trustee Meeting 9:00am

PROGRAMS/EVENTS

July 7 – Afternoon Book Discussion 2:00pm

July 21 – Evening Book Discussion 7:00pm

Recreation:

No report this week.

Northwood EMD's report for week prior to 07/05/21

No report this week.