



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** July 19, 2021

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**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, continued research and analysis of individual properties and lost tax revenue, interest and penalties with Carol to determine maximum amount Town can retain when sold, met with Hal to review Town property sale options, met with Hal and Matt regarding ground maintenance of the Rt.4 sports field complex, met with Code and Compliance Officer Shaheen to review current land use matters, prepared performance evaluation for some staff, continued review of existing policies for updating where needed, prepared for and attended the Select Board meeting, met with Town Counsel on Loon Estates Coop request, prepared contracts for roadside mowing and paving projects, attended NHDOT preconstruction meeting for Rt. 107 culvert replacement, prepared for and directed monthly department head meeting, attended a meeting with budget committee chair and vice chair to prepare for committee meeting on 7/29 and met with NHDOT District 6 engineer regarding working with the town on the drainage problem at the intersection of Rt. 4 and Lower Bow Street.

This week's activities include: Continue work on Town owned property for sale, continue to prepare performance evaluation for some staff, continue review of existing policies for updating where needed, follow up with Town Counsel on Loon Estates Coop grant subornation request, attend meeting with library trustees regarding budget questions, attend the kick-off meeting for the Road Surface Management System (RSMS) update work, manage the restoration of the lower level of the Town office building damaged by heavy rains, meet with Land Use staff to discuss questions regarding the forest management plan for the Town Forest, attend a NHMA Right to Know webinar regarding public meetings, prepare follow up communication with NHDOT District 6 engineer Lower Bow St. drainage issue, engaged a surveyor to research the ownership of Harvey Lake dam. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

**Building Inspector:**

No report this week.

**Finance:**

- Processed Payroll
- Prepared Qtr 2 reports for the Budget Committee, Board of Selectmen, and posting on the website.
- Met with Budget Committee Chair and Vice-Chair, Selectmen Rep to the Budget Committee, and Town Administrator to review reports for the upcoming quarterly Budget Committee meeting to ensure the Committee will have what it needs.
- Attended monthly department head meeting
- Submitted reports to be posted on the website.
- Responded to inquiries from IRS, and Primex.

**Tax Collector:**

- Dog registrations now have late fees added
- Taxes were due July 8th now property tax amount owed has changed

- We have dog pictures hanging in our lobby for residents to come and see
- In the next month I will be working on deeding from 2018 Lien properties
- Residents will need to re-register to vote, if they have voted within the past 4 years (Thursday July 29th at 10:00 am, meet with the Supervisors of the Checklist) - or come to Town Clerk's office and re-register before that

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

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

1. Evaluated our ambulance billing rates and made recommendations to the Town Administrator.
2. We have been experiencing failures of our halyard ropes on our extension ladders. This week we ordered new heavy-duty rope and replaced all halyard rope.
3. Hosted the Southern NH Forest Fire Wardens annual Chicken Barbeque. Approximately 40 people attended. Thank you to all our members for making this a success, especially Chris Brown.
4. Attended our monthly department head meeting.
5. Took delivery of a new portable refrigerator for Ambulance 2. Some of our Paramedic level medications need to be refrigerated.

**Police Department:**

No report this week.

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

**Planning Board**

The planning board has one pending case: Chestnut and Cape Elderly Housing which is scheduled for Thursday, July 22 at 6:30 at town hall.

**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, August 17 at 7 pm.

**Budget Committee**

Next meeting is July 29 at 7 pm. There is one vacancy on the budget committee. If you are interested in serving on this committee please send a letter of interest to [lsmith@northwoodnh.org](mailto:lsmith@northwoodnh.org) no later than Tuesday, July 28 at 4 pm.

**Police Commission**

Next meeting is August 17 at 5 pm.

**2022 CIP (Capital Improvements Plan)**

**All department heads** are requested to attend the planning board's August work session to present their 2022 requests for the CIP and to confirm existing requests in the plan. Meeting scheduled for Thursday, August 12 at 6:30 pm at town hall.

**Library:**

It's a busy week at the library! Senior Café met on Monday, July 19, at 1:00 pm.

Technology Training Sessions are available on Mondays and Tuesdays from 11:00 am until 4:00 pm.

The Summer Reading Program activity this week (Adopt A Wild Stuff) takes place on Wednesday, July 21, from 10:30 am until 6:30 pm. The Summer Reading Challenge is in full swing with four teams competing to read the most books: Team Dolphin, Team Shark, Team Whale, and the Underwater Team.

The Evening Book Discussion Group meets on Wednesday, July 21, at 7:00 pm.

**Recreation:**

No report this week.

**Northwood EMD's report for week prior to 07/19/21**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood has had no reported COVID-19 cases since June 25th. EMD continues to provide weekly and as-needed briefings to town and school officials.
2. The Delta variant (VOC) is now quite active in the US, specifically in areas with low vaccination rates. Of further concern is an increase in COVID-19 cases within Coos County, where the transmission rate remains substantial.
3. Heavy rain the past two week has removed any local drought conditions.
4. We continue to await word on our EMPG grant to cover half the cost of updating Northwood's Emergency Operations Plan (LEOP. At some point there should be a meeting of the School Board and BOS to develop an updated MOU and to discuss how to best fund a generator for that facility. Working with the TA to provide safe options for large meetings within the town hall.