



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 2, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for summer sale, updated the task manager, followed up with Town Counsel on Loon Estates Coop grant subornation request, met with Steve Roberts of Northwood Elementary School regarding accommodations for some member remote participation at board and committee meetings, attended a NH ARPA funding webinar, met with the Fire Chief, Building and Code Officer and the Rec Director to evaluate the Center School building for possible recreation programs, prepared for and attend the Select Board meeting, prepared for and attend the Budget Committee meeting, attended the cable tv franchise agreement renewal consortium meeting, met with Board member Hal and Jim to review fund balance use plan,

This week's activities include: Continue work on Town owned property for sale and meet with auctioneer to coordinate plans for the sale, continue to prepare performance evaluation for some staff, continue review of existing policies for updating where needed, work with department heads on CIP presentations to planning board, research and secure financing for the new fire truck scheduled for delivery later this month, finalize details for the restoration of the lower level office area after flooding, finalize paving contract. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 7/26/21

- Did plan reviews
- Priced out permit for new home
- Wrote violation letter for no shoreland permit
- Wrote denials for building applications on non-conforming lots
- Pulled several property files for information
- Returned several phone calls of questions/concerns
- Made copies of files
- Performed 9 inspections
- Did night inspection of lights

Finance:

- Processed Payroll
- Attended the Board of Selectmen meeting to present the Quarter 2 Finance Reports and to request approval to purchase Financial software.
- Attended the Budget Committee meeting, answered questions as needed.
- Processed NH Retirement reports for July
- Started correspondence with the software company regarding creating the chart of accounts
- Maintained personnel, accounts payable, and payroll files
- Created and entered various journal entries
- Updated the returned check log as needed. Sent out second notices for returned checks.

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. Northwood and Deerfield are conducted fire pump testing today (8/3/21)
2. Boat 1 is now back in service.
3. Ambulance 2 is still at the Ram Dealership. According to Burgess Repair the truck failed State Inspection due to too much play in the front end. We sent it to Tilton to have the front-end work done, they greased the front end and said nothing is wrong with the truck. In only 11,000 miles the front tires have worn uneven, and we found a recall for the drag link in the front end. Today Chief will be calling the State Motor Vehicle Inspection Division for assistance.
4. The month of July was another 2-year high for ambulance revenue. July receivables was \$18,166. During the month of July, we responded to 32 medical emergencies resulting in 28 transports to area hospitals.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Land Use Inquiries and follow up research and responses continue to be steady. The majority of inquiries are about undersized nonconforming lots which do not meet the zoning ordinance in multiple areas. Next meeting of the board is Thursday, Aug. 12.

Zoning Board

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

August meeting has been cancelled. Review of the list of town owned lands for conservation purposes was completed last week and submitted to TA Walter Johnson.

Budget Committee

The budget committee met on July 29. There was no one present to represent the school district regarding the fourth quarter report. A list of questions was compiled which will be sent to the school representative for response. The second quarter of the town was reviewed. TA Walter Johnson and Finance Director Cheryl Eastman were present to answer questions. Requested follow up information was provided by FD Cheryl. Chairman Ginger Dole and Vice-Chairman Tom Chase were re-elected to their respective positions for 2021.

Police Commission

Next meeting is August 17 at 5 pm.

2022 CIP (Capital Improvements Plan)

Department heads have been invited to attend the August 12 work session (6:30 pm at town hall) to discuss their current and previous requests for the 2022 CIP.

Library:

July circulation: 1,378 items

July computer tally: 34 patrons

July Downloadable Audiobooks: 488

July new patrons: 24

Total number of registered library card holders: 2,896

MEETINGS

August 13 – Trustee Meeting 9:00am

August 23– Friends of the Libraries Meeting 6:00pm

PROGRAMS/EVENTS

August 2,3,4,5,7 – Summer Reading Program Scavenger Safari

August 4 – Afternoon Book Discussion 2:00pm

August 18 – Evening Book Discussion 7:00pm

August 21 – “Tails and Tales” Summer Reading Challenge Ends

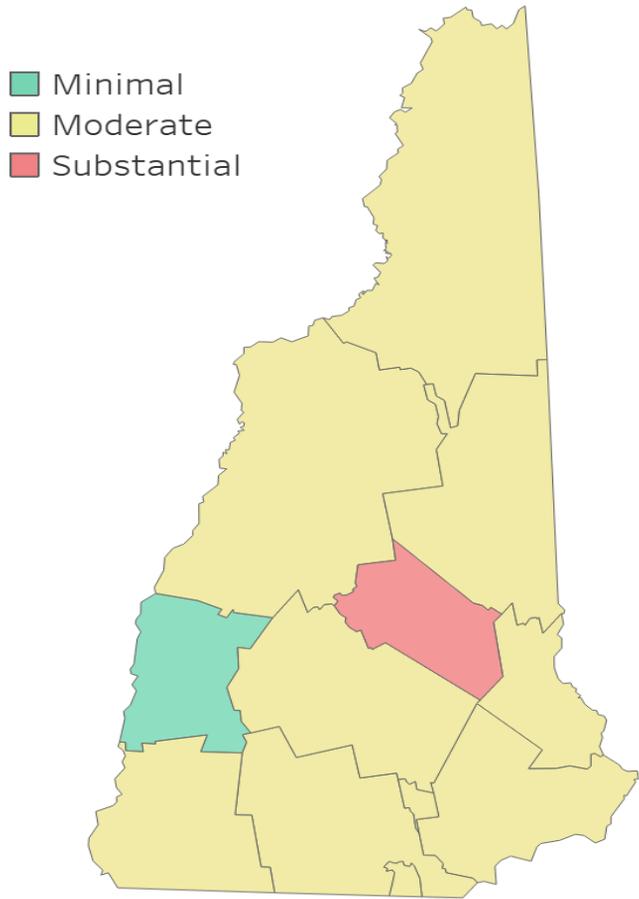
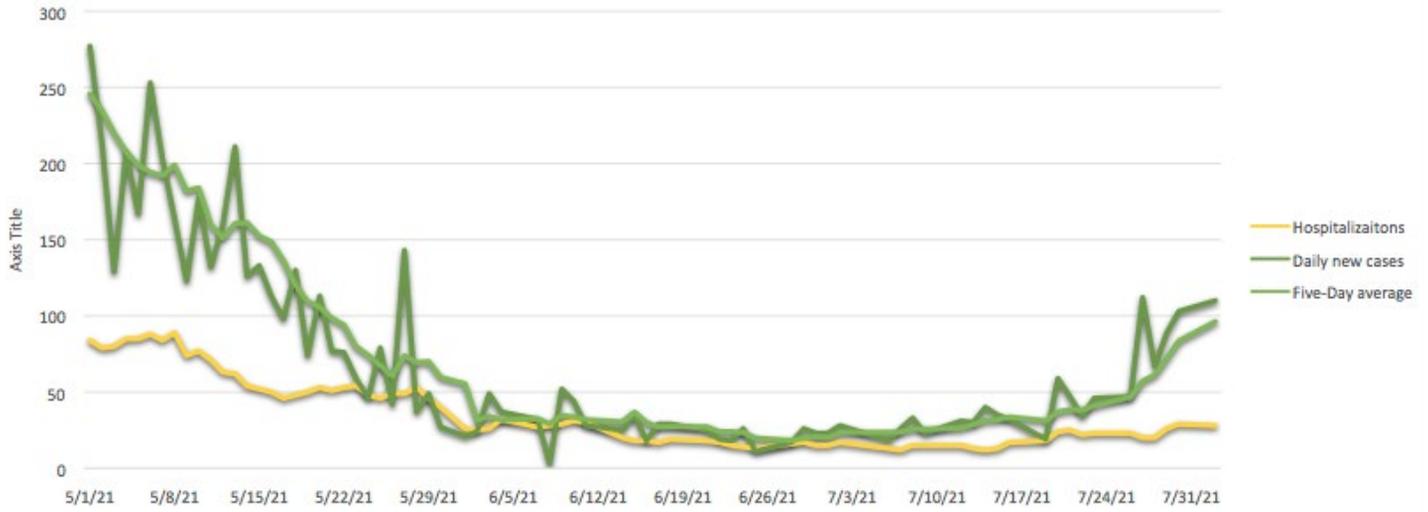
Recreation:

The Recreation department is busy with registration for youth soccer and flag football. Practices will be starting soon at the Northwood Athletic fields. Volunteer coaches are needed at all levels. Paid officials are also in high demand. Additional playground equipment will be installed on August 11 and fencing to be installed at approximately the same time. Continuing efforts progress with cleaning recreational facilities. Disposal of unusable equipment and inventory of quality materials is a key goal at this time. Despite unpredictable weather the town beaches continue to get lots of use!

Northwood EMD’s report for week prior to 08/02/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood, Epsom, Strafford, Nottingham and Deerfield all have active COVID-19 cases. Epsom Health Care had a minor outbreak with three residents and 2 staff members falling ill. Almost all counties are reporting moderate levels of transmission with the Lakes Region now back at substantial. EMD continues to provide weekly and as-needed briefings to town and school officials.

Covid -19 case trends (Weekends averaged)



Data as of: 8/2/2021

2. The Delta variant (VOC) is now quite active in the US, specifically in areas with low vaccination rates. CDC has analyzed a major outbreak in Provincetown on Cape Cod involving fully vaccinated subjects following July 4th gatherings. At least $\frac{3}{4}$ of those infected had been fully vaccinated. Although those vaccinated did not become seriously ill, a comparison of viral loads present in both vaccinated and unvaccinated patients did show high levels of virus in both groups. The recognition that even fully vaccinated individuals may carry and spread the virus led to new recommendations that masks again be worn indoors.
3. The region has experienced heavy rain the past several weeks has removed any local drought conditions. Although the nearby Suncook River reached crest stage, Northwood has had no appreciable damage from the heavy rains.
4. We continue to await word on our EMPG grant to cover half the cost of updating Northwood's Local Emergency Operations Plan (LEOP). Before we begin that process, 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 the school.