



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 09, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for summer sale and met with auctioneer regarding a plan for the auction of Town tax deeded and other properties with a tentative date of October 16th for the auction at a venue to be determined, prepared performance evaluations, updated the task manager, researched financing options for the new tanker/pumper for the FD, continued working on finalizing restoration of lower level of Town office building, worked with department heads on CIP presentations to planning board, finalize paving contract, prepared Select Board packets for 8/10/21 meeting, attended MMANH virtual Executive Committee meeting, prepared a draft of a new process for the sale of taxed deeded property for Select Board consideration on 8/10.

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, continue work with department heads on CIP presentations to planning board meeting on 8/12, finalize financing for the new fire truck scheduled for delivery later this month, continue finalizing details for the restoration of the lower level office area after flooding, meet with RSMS team on site to review pavement assessment criteria, this work begins on Monday 8/9/21 and should be completed in one to two weeks, review ongoing summer road projects and issues with DPW Foreman, meet with Eversource representative regarding Town lighting fixture upgrade/savings program, prepare for and direct monthly department head meeting, prepare for and attend the Select Board meeting, meet with Chief Drolet and Finance Director to review PD budget status and wage adjustment options for police officers, meet with DRA representative regarding property assessment exemptions and credits file audit. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 8/2/21

- Contacted DES about shoreland case
- Gave AWC guidance on deck construction
- Signed Warrantee Seal for Mobile home CO
- Investigated complaint about leaking septic
- Investigated camper w/o permit
- Sent violation letters
- Answered joist span question
- Answered other calls and emails
- Performed 6 inspections

Finance:

- Processed Accounts Payable
- Updated return check log and sent out notices for repayment
- Updated Accounts Receivable log and sent out invoices
- Reconciled bank accounts for July

- Produced monthly expenditure and revenue reports for posting on the web site
- Organized files
- Continued work on creating new chart of accounts for software conversion
- Researched and corrected discrepancies in balancing due to/due from accounts.
- Composed and submitted requests to the Trustees of the Trust Funds for reimbursements owed back to the General Fund.

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. I am happy to report all our pumps passed their annual pump test.
2. Ambulance two is back in service, and with some adjustments passed State Inspection.
3. Over the next few weeks, we will be scheduling all our apparatus for annual state inspection and Preventative maintenance.
4. During the month of July NFRD responded to 56, 9-1-1 emergency calls. These calls are broken down as follows:

- 2 Structure Fire
- 1 Trash Fire
- 33 Emergency Medical Call
- 2 Motor Vehicle Crash
- 1 Propane Leak
- 1 Wires Down
- 1 Public Service
- 1 Good Intent
- 3 Cancelled enroute
- 1 No incident found
- 9 False Alarms
- 1 Carbon Monoxide Detector Activation

5. This past weekend Firefighter Challinor attended a training at the National Fire Academy in Emmitsburg MD.
6. This week we started the process of updating our “high hazard occupancies” and updating our response cards.
7. This week we received new batteries for our cardiac monitors. These batteries were desperately needed. New batteries are typically over \$500 each. We received 6 batteries as part of our annual maintenance agreement.
8. This week we accepted the resignation of FF/Paramedic Anthony MacCarrone. Tony has been promoted to the rank of Lieutenant with the Londonderry Fire Department. With Tony’s added

responsibilities he does not feel as though he will have time for part time work.

9. As a potential cost saving measure, we are evaluating our cellular and wifi services. Currently evaluating ATT for service quality. ATT also offers “First Net” this system gives priority to first responders on the towers.
10. We have scheduled the final inspection of our new Tanker. We are traveling to the factory of August 23, conducted a final inspection and service test on August 24 and traveling home on August 25. We expect delivery of the new truck travel time from Pennsylvania. We will be conducting training and mounting equipment for approximately 2 weeks before the new truck goes in service.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Next meeting of the board is Thursday, Aug. 12. There is one pending application-Chestnut & Cape Elderly Housing on Old Canterbury Rd. One new application was received for August – a major site plan for the former Northwood Power Equipment location to add a 2900 sf addition for an RV dealership.

The land use department has been quiet for a few weeks which has provided much needed time to process and file plans and documents, and complete general organizing of office space.

Zoning Board

No new applications this month; no meeting is scheduled. **We are currently in need of one member** and alternates for the board.

Conservation Commission

August meeting has been cancelled.

Budget Committee

Next meeting of the budget committee has not been scheduled at this time. A subcommittee has been designated to review committee procedures; no meeting date has been set.

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:

Technology Training Sessions are winding down, but we still have three sessions this week and two sessions next week. Library patrons have enjoyed working with the Technology Trainer this summer and we are pleased that we could offer this program with the American Rescue Plan Act sub-grant.

The library continued Summer Reading Program events with a Pet Photo Parade the last week of July and a Scavenger Safari the first week of August. Although the events have ended, the Summer Reading Challenge continues until August 21 so there's still a lot of reading going on.

Our weekly Senior Café programs have been very well attended and the Afternoon and Evening Book Discussions have also seen good attendance. It's been a pleasure to see so many patrons participate in our programs this summer. It was also exciting to have 24 people sign up for new library cards last month!

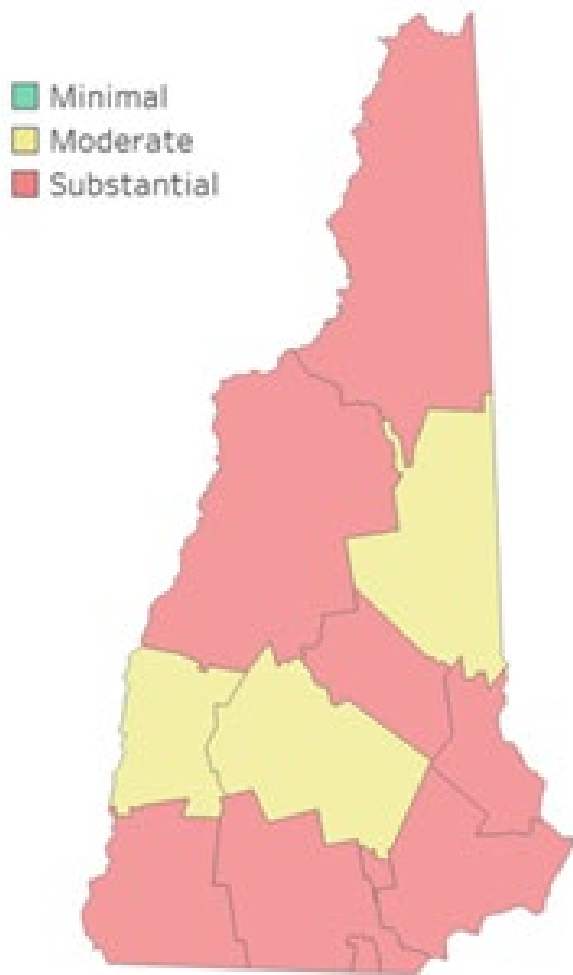
Recreation:

Recreation fall Athletics are going well with 110 soccer players and 35 flag football players. The season will be starting soon. Additional elements of the Northwood Athletic field lower playground will be added this Wednesday and a fence around the main playground on Thursday.

Last Saturday a Fairy House build was held at the entrance to the Transfer Station, a fun event enjoyed by many children and adults. Continuing efforts to clean and organize the Recreation Department supplies and inventory are ongoing. Archery lessons are available for online registration and are open to ages 8 to adults.

Northwood EMD's report for week prior to 08/09/21

1. Emergency Management continues to monitor Covid-19 cases within Northwood and surrounding towns. Although Northwood added five new cases since last week, the number of current active cases remain around four. Nottingham now has eight cases and Strafford and Epsom have five each. Northwood's fully vaccinated population remains at 51.1%. Confirmed reports of the delta variant impacting fully vaccinated persons in crowded indoor conditions are prompting a re-evaluation for mask wearing strategies while indoors.
2. EMD and TA have reached out to SAU 44 to begin discussions on a sheltering MOU and generator acquisition for shelter use. EMD is working with Northwood School to update their Emergency Operations Plan for 9/1/21 submission to HSEM. EMD addressed the Harvey Lake Woman's Club last week on the current state of the COVID-19 pandemic locally and within the state. DHHS conference calls for School Partners (Wednesday) and Health Professionals (Thursdays) are back, following a brief hiatus.
3. Rockingham County, as with much of NH, is now listed as having substantial Covid-19 Transmission. Active cases and hospitalizations are increasing across the state.



Data as of: 8/9/2021

Covid -19 case trends (Weekends averaged)

