



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 16, 2021

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**Town Administrator:** This past week's activities included: continued research of Town owned property for summer sale and finalized the list of properties to be offered to abutters prior to auction, prepared performance evaluations, updated the task manager, finalized financing options for the new tanker/pumper for the FD, continued working on finalizing restoration of lower level of Town office building carpet will be removed and replaced with vinyl tile, worked with department heads on CIP presentations to planning board, finalized a draft of a new process for the sale of taxed deeded property for Select Board consideration on 8/10, prepared for and attended the Select Board meeting, met with road surface assessment team as they began their field assessment of all Town paved roads, met with Eversource representative regarding town wide lighting fixture upgrade program, met with Chief Drolet and Finance Director Cheryl Eastman regarding department officer's wage adjustments budge impact and the need for a more competitive wage scale to attract new officers and retain existing ones, met with Lion's Club President and Rec Director regarding working as volunteers on repairs to Center School for meeting space and community programs, met with DRA field agent regarding assessing records review for certification, prepared for and managed the monthly department head meeting, met with Select Board member Jim regarding several different topics. This past week the hazardous trees were removed from the Town parade property adjacent to the old town garage and the parking lot lines and marking were repainted.

This week's activities include: Continue work on Town owned property for sale and develop the abutter's list for upcoming mailing, continue review of existing policies for updating where needed, submit financing application package 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 Finance Director regarding status of new software program and preparations for FY22 budget season, prepare notice for public hearing regarding increase in ambulance rates, contact NH Parks Director regarding concerns regarding Meadow Lake dam failure, review report from surveyor regarding Harvey Lake Dam ownership. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

#### Week of 8/9/21

- Returned 13+ phone calls
- Replied to several emails
- Inspected property for potential DES violation
- Contacted DES/filed complaint
- Consulted w/ Legal regarding on-going conflict
- Typed/mailed several letters
- Reviewed files/building documents
- Issued permits
- Approved septic designs
- Performed 8 inspections

**Finance:**

No report this week.

**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. It has been a busy year for Northwood Firefighters at Camp Yavneh. Last night was their end of the season celebration. Last night we also had a medical transport (hopefully our last of the season) to Elliot Hospital
2. Monday Afternoon we received an emergency call that there was a motor vehicle crash at Johnson's Restaurant. The dispatch reported a vehicle had left the roadway and struck several parked cars. Assuming the worst Ambulance 1 was dispatched along with Ambulance 2 (that was returning from Concord Hospital) and Engine 1. Upon arrival firefighters found a crash involving 6 vehicles. Miraculously there were no injuries! Had people been getting in or out of their cars this incident could have been much worse. It is important to note that both our ambulances responded fully staffed, one at the advanced level and one at the Paramedic level.
3. We are preparing for State inspections coming up next month. In evaluating our apparatus, we believe Engine 1 will need front tires and Ambulance 1 will need front tires. Since our vehicles are in for State inspection the mechanic takes this opportunity to perform our annual preventative maintenance.
4. We presented our CIP to the planning board. This is new this year but seemed to be a very valuable exercise in our budget process. Planning board member asked several good questions during the meeting. It was pointed out that the CIP is a living document and can be tweaked or adjusted as needed or as the town finances dictates.
5. Currently our year-to-date call volume is up more than 10% over last year.

**Police Department:**

No report this week.

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

**Planning Board**

Next meeting of the board is Thursday, Aug. 26. 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.

**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 attended the August 12 work session and discussed their current and previous requests for the 2022 CIP. The planning board will complete the final CIP and meet with selectmen in September to discuss the plan.

### **Library:**

The last two Technology Training Sessions were held this week. Round 2 of the State Library's American Rescue Plan Act sub-grant will open soon. This round is more competitive and requires collaboration in order to receive funding. Several libraries in the Suncook Interlibrary Cooperative plan to submit a grant together and the Library Director attended a meeting this week to begin the planning process.

The Summer Reading Challenge ends on August 21 so we have seen a lot of patrons in to report their reading tallies. The winning team will be announced next week but all of our readers are winners as far as we're concerned!

The Library Director and Trustees attended last week's Planning Board CIP meeting to present the request for a generator. We asked the Planning Board: *"What do you think of when you think about the library? Maybe the first thing you think of is someone coming in to borrow a book...and of course that is certainly true. Even the dictionary definition of a library is "a place set apart to contain books, periodicals, and other material for reading, viewing, listening, study, or reference, as a room, set of rooms, or building where books may be read or borrowed." But in today's world, a library is so much more. A library is a community center offering programs for all ages and an information center for community it serves. Essential services that the library provides include: computer access, copying, faxing, notary, posting public notices, printing, public wifi access, reference, and scanning. The generator is needed in the year 2022 to provide those essential services to the community during emergency situations. The pandemic has shown us that community members already look to the library for essential services. In addition, libraries in New Hampshire with generators have often been able to serve their communities as warming stations or cooling stations and partner with other community organizations to offer more extensive services during emergency situations."* One of the ideas mentioned at that meeting was the possibility of funding the generator through municipal ARPA funds.

We bid a sad farewell to Library Assistant Annette Blake last week. Annette joined our staff back in 2012 and we know that our patrons (especially our Story Time group!) will miss Annette as much as we do. Our two summer interns, Kate Blake and Julia Warren, will be leaving and of course our Technology Trainer Miranda Avery will be leaving since we are at the end of the grant. We will be making changes soon due to staffing constraints and the default budget.

**Recreation:**

The Northwood Recreation Department will be having a School Supplies Drive from August 16, 2021 to August 26, 2021 from 9:00 am – 4:00 pm at the Northwood Town Hall. All supplies will be distributed to Northwood students in need. Please drop off at Northwood Town Hall during normal business hours and leave in Recreation Department office. Below is a list of items that are needed (new and in original packaging please):

Backpacks  
Composition notebooks (wide ruled)  
Spiral notebooks  
Construction paper  
Copy paper  
Pencils  
Pens  
Dry-erase markers  
Colored pencils  
Markers  
Crayons  
Highlighters  
Post-it notes  
Glue sticks  
Tape rolls  
Student scissors

**Northwood EMD's report for week prior to 08/16/21**

1. Emergency Management continues to monitor Covid-19 cases within Northwood and surrounding towns. Northwood and Strafford currently have six cases each. (Other surrounding towns range between 1 and 4 cases.) Northwood's fully vaccinated population remains unchanged at 51.1%.
2. EMD and TA have reached out to SAU 44 to begin discussions on a sheltering MOU and generator acquisition for shelter use. With Nate Byrnes on vacation, that meeting will happen later next week. EMD is working with Northwood School to update their Emergency Operations Plan for 9/1/21 submission to HSEM. EMD participated on DHHS conference calls for School Partners (Wednesday).
3. Rockingham County, as with all of NH, is listed as having substantial Covid-19 transmission rates. Active cases and hospitalizations continue to increase across the state.

Covid -19 case trends (Weekends averaged)



4. EMD completed “zero-needs” Public Assistance forms for the last two state-wide flood events. Northwood received word that the EMPG for updating our town Emergency Operations Plans was approved. Our Select Board is expected to sign off at next Tuesday’s BOS meeting. AG and Governor’s Council will sign off in early September. EMD and TA will work to find matching funds in current budget.
5. Department Heads are encouraged to begin reviewing their roles in a town or state-wide emergency. I suspect we will need to put additional thought into our pandemic planning, drought planning and cyber security sections. The Emergency Operations Plan involves more than just Police, Fire, EMS and the EMD. The entire town has a role including the town offices, Planning Board, Conservation, Public Works and even the library. Please review Northwood’s current LEOP and Hazzard Mitigation Plans as a first step in this process. They are available on the town’s internal network or either Walter or I can provide electronic copies to you. PD and Fire might consider having staff members in addition to the Chiefs attend the EOP development meetings this fall.
6. Following the Library’s request for a generator, Chief Tetreault suggested an EMPG might apply. At the moment, our library does not have a role in emergency preparedness, so an EMPG grant on their behalf would have less standing. Donna and I had talked of making the library a communication hub, for example a location where town’s people could find key information in a disaster, much like a local “211.” The library could also serve as a cooling or warming center during extreme weather events or power outages. Similar ideas should be incorporated into the new EOP to enhance the possible use of EMPG funding on their generator purchase.