



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** August 30, 2021

---

**Town Administrator:** This past week's activities included: continued research of Town owned property for sale, updated the task manager, developed final abutter list mailing and mailed bidder packages to the abutters of fifteen different town owned properties to be merged if purchased, continued review of existing policies for updating where needed, finalized financing application package for the new fire truck scheduled for delivery the first week of September, finalize details for the restoration of the lower level office area after flooding with the new flooring being installed on 9/9 and 9/10, met with HR consultant to review suggested revisions to the Town personnel policy handbook, attended a meeting with the cable TV franchise agreement renewal consortium, prepared for and attended the Select Board meeting on 9/24, worked on a draft process for the preparation of the annual update to the Capital Improvement Plan for the planning board, participated in NHHSEM storm update calls, consulted with Emergency Management Director regarding rise in Covid-19 cases in Town and possible changes to Town property health safety protocols, met with the EMD and Superintendent of Schools SAU 44 to discuss developing an MOU for using the elementary school as an emergency shelter and acquiring a backup generator for the school.

This week's activities include: Continue work on Town owned property for sale, , continue review of existing policies for updating where needed, attend a technical review committee meeting regarding developer improvement to Old Canterbury Road, participate in NHHSEM Covid-19 update conference call, prepare and review DRA updated report of 2021 estimated revenues with Finance Director, address questions from abutters regarding town property sale, review and assess alternate detour plans for RT. 107 culvert replacement with NHDOT, DPW and NPD, finalize waste oil heater purchase and paving at transfer station, confirm new paving schedule for Harmony and Bigelow Roads and Bow Street now scheduled for the third week of September. All non-emergency departments and offices will be closed on Monday, September 6th in observance of Labor Day. Have a great week. Be well and stay safe.

**Assessor:** No report this week.

### **Building Inspector:**

#### Week of 8/23/21

- Returned 10+ phone calls
- Typical email correspondence
- Received 4 different property complaints
- Contacted DES regarding a complaint
- Collected town hall water sample/submitted to lab for testing
- Performed 10 scheduled inspections

### **Finance:**

- Processed payroll
- Sent out invoices for Police Special Duty
- Processed various general journal entries
- Worked on cleaning up the existing chart of accounts, deactivating unused accounts

- Continued work on the new chart of accounts and a mapping plan for conversion of the old chart of accounts into the new chart of accounts so that financial history is brought forward into the new software.
- Continued to work on a budget spreadsheet that incorporates the new account numbers and includes the prior year's history.
- Continued to work on organizing and cleaning up paper files

**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. We had a very successful trip to the 4-guys factory and completed a final inspection of the new truck. Currently the new truck is in Pelham NH for dealer prep and will be arriving in Northwood soon.
2. Our ambulance revenue for the month of August is down. We generated \$7,961 in the month of August. A little bit of an anomaly this month in that the billing company only pull our calls for billing once a week. So, this means there are currently 15 calls from August that will not be billed until September 2,2021
3. For the year our ambulance billing is in good shape. During our last budget season, we anticipated \$90,000in ambulance revenue for the year. With August collections we have collected \$93,000 and still have 4 months left in the year.
4. This month I compared our mutual aid calls and compared them to last year. Out mutual aid number have nearly opposite of 2020.
 

a.	2020 Mutual aid received	54
b.	2020 Mutual Aid Given	39
c.	2021 Mutual aid Received	39
d.	2021 Mutual Aid Given	57
5. As you may know we have been struggling to get our explorer post up and running again. One of our newest call firefighter Mike McGinn has agreed to take the lead on this effort. Mike got his start in the fire service as an Explorer in Pelham and Salem NH. I would like to thank Mike for taking on this task.

**Police Department:**

No report this week.

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

**Planning Board**

The August meeting of the planning board was held on Thursday, August 26 at 6:30 pm. A public hearing was held for the one new application - a major site plan for the former Northwood Power

Equipment location to add a 2900 sf addition for an RV dealership. The planning board approved the application with conditions. There is one pending application-Chestnut & Cape Elderly Housing on Old Canterbury Rd which is scheduled for the September 9 meeting.

### **Zoning Board**

**We are currently in need of one member** and alternates for the board.

### **Conservation Commission**

Next meeting is Tuesday, September 7 at 7 pm.

### **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**

The next meeting of the police commission is Tuesday, September 21 at 5 pm at the town hall.

### **2022 CIP (Capital Improvements Plan)**

The planning board continues to work on the CIP at each meeting. The proposed schedule is to complete the draft on September 9 and to hold a public hearing on Thursday, September 23 at 6:30. The public hearing will be confirmed after the meeting on the 9th. Following public input, the CIP will then be provided to the board of selectmen, and the budget committee, for their consideration in the 2022 budget process.

### **Library:**

#### **LIBRARY CARD SIGN-UP MONTH**

September is Library Card Sign-up Month! The Chesley Memorial Library will participate in the annual Granite State Library Card Challenge to see if our library can sign up the most people during the month of September.

#### **NEW HOURS**

New hours start on Tuesday, September 7. The library will be open on Mondays, Tuesdays, Wednesdays, and Thursdays from 10:00 a.m. until 6:00 p.m. and on Saturdays from 10:00 a.m. until 1:00 p.m. Library hours changed due to staffing constraints and the default budget.

#### **PROGRAMS**

Senior Café is in session on Mondays at 1:00 p.m. Chase those lingering pandemic blues away by socializing with friends and neighbors. Masks required.

Story Time is back in session on Wednesday mornings at 10:30 a.m.! Preschoolers of all ages can listen to a story and make a craft to take home. The first session will take place on September 15. New participants are always welcome at any time. Masks required.

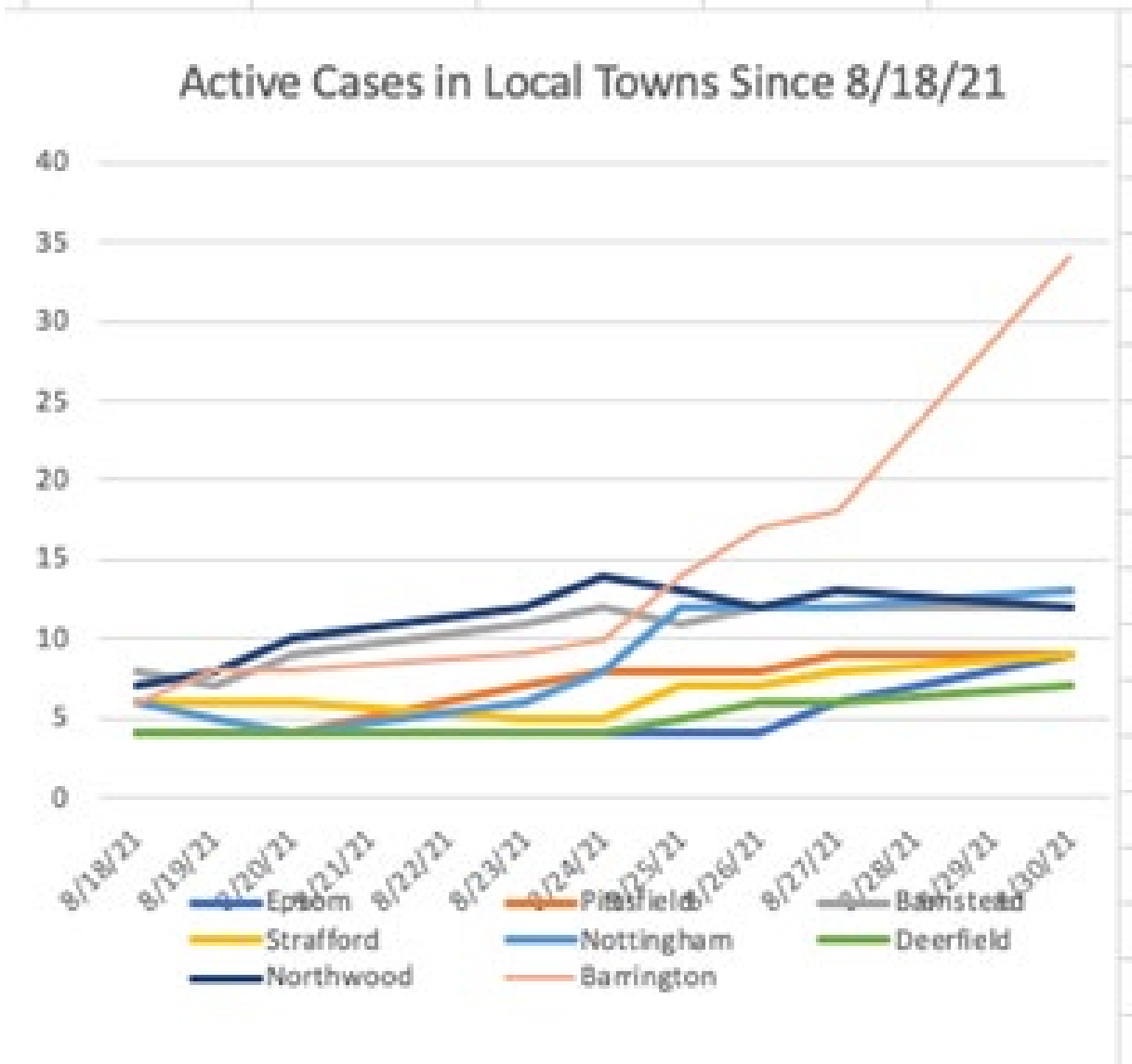
The Afternoon Book Discussion Group will meet on Wednesday, September 1, at 2:00 p.m. to discuss “The Hare With Amber Eyes” by Edmund de Waal. The Evening Book Discussion Group will meet on Wednesday, September 15, at 7:00 p.m. to discuss “The Great Alone” by Kristin Hannah.

### **Recreation:**

No report this week.

### **Northwood EMD's report for week prior to 08/30/21**

- Emergency Management continues to monitor Covid-19 cases within Northwood and surrounding towns. Northwood currently has 12 active cases and is averaging 2 to 3 new cases a day. Northwood's fully vaccinated population is now at 51.5%. Statewide hospitalizations continue to rise. Northwood and all surrounding communities show substantial rates of transmission based on their population and a 14-day summary of new cases added.



- EMD and TA met last week with the school superintendent to begin discussions on a sheltering MOU, generator acquisition for shelter use and completion of the school's Continuation of Operation plan (COOP). EMD is to meet with the Northwood School Facilities Committee to work out details on sheltering and generator acquisition.
- Delta is now the principal variant detected. Mask wearing is advised for all in-door events. A number of "vaccine breakthrough" cases have been reported locally.

4. BOS approved and signed Northwood 's EMP Grant for updating our town Emergency Operations Plans. AG and Governor's Council will sign off in early September. EMD and TA will work to find matching funds in current budget. Department Heads are encouraged to begin reviewing their roles in a town or state-wide emergency. The library should begin exploring its role in Northwood's emergency preparedness to enhance eligibility for an EMP Grant toward its generator.
5. Department Heads and staff are reminded to be vigilant as Primex and the Department of Safety have recognized a number of varied scams directed at municipalities and the public. SAU and town have returned to using paper checks. Of concern are telephone calls regarding NH-DHHS and Eversource. Verify sender's email address on any requests for funds or information per our town's cyber security guidelines.