



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 13, 2021

Town Administrator: This past week's activities included: continued research of Town owned property for sale, updated the task manager, continued review of existing policies for updating where needed, all non-emergency departments and offices were closed on Monday, September 6th in observance of Labor Day prepared for and directed the monthly department head meeting, completed the financing of the new fire truck which was delivered to and accepted by the HFD on 9/9, addressed clarifying questions regarding some Town properties included in the abutter sale, formalized department head list of requests to be included in the ARPA funds expenditures, continued work with HR consultant on updating the personnel policy plan, continued work on the town personnel employment information master list for wage scale update prepared for 9/14 Select Board meeting review, met with Finance Director and new finance software vendor MTS representative to finalize details of the conversion from the existing program, met with Chief Drolet, DPW Foreman Chris Brown and representatives of construction company regarding the RT 107 culvert replacement construction detour options, .

This week's activities include: Continue work on Town owned property for sale, continue review of existing policies for updating where needed, work with Town property sale auctioneer in preparation for the 10/16/21 property auction, prepare for and attend the Select Board meeting, meet with vendor regarding contract for fall Japanese Knotweed treatment along town right of ways, meet with DPW Foreman and representatives of Strafford Regional Planning Commission regarding the Road Surface Management Plan update project, notify bidders of the results of the Town property abutter sale and advise department heads and committee admin regarding the FY22 budget preparation schedule. I will be out of the office from 9/16/21 until 9/27/21. Have a great week. Be well and stay safe.

Assessor: No report this week.

Building Inspector:

Week of 9/06/21

- Stopped pre-mature occupancy of a building
- Discussed terms of occupancy with attorney
- Discussed septic design with designer
- Explained shoreland permitting to contractor
- Explained seasonal to year-round conversion
- Discussed options of non-conforming lot
- Issued 3 permits
- Met with resident at town hall
- Performed 5 inspections

Finance:

- Processed Payroll
- Produced and mailed invoices for Police Special Duties performed
- Updated returned check log
- Attended a Zoom meeting with Walter and representative from MTS (Software company) to coordinate the kick off of implementing the new financial software
- Researched NH Retirement System payments for a member

- Attended staff meeting and presented draft of new chart of accounts to Department Heads, outlined the start-up process of creating the budget for FY22
- Met with Chief Drolet to discuss his department's chart of accounts
- Met with Chris Brown to review invoices to be paid in next week's A/P run
- Assisted Walter with research of pay scale history for several employees
- Ongoing file maintenance and upkeep.

Tax Collector:

No report this week.

Department of Public Works: No report this week.

Fire Rescue: No report this week.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

There is one pending application-Chestnut & Cape Elderly Housing on Olde Canterbury Rd. The board received new information and discussed it before continuing the application to Thursday, October 8.

There were several abutters present who provided testimony.

The planning board is currently working on the 2022 Capital Improvements Plan and potential changes to the Northwood Development Ordinance (zoning ordinance). Granite Street Properties LLC will be on the September 23 agenda to request an extension of time for one condition of their 8/27/2020 conditional subdivision approval.

Zoning Board

The zoning board will be meeting on Monday, September 27 at 6:30 pm at the town hall. Two applications will be heard by the board this month: both applications have existing seasonal structures on undersized lots on private roads that seek to convert to year-round homes. **We are currently in need of one member and alternates** for the board.

Conservation Commission

The conservation commission met last Tuesday. Updates were provided on the conservation land maps, forest management plan, and terrestrial invasive species. Selectman Kreider, serving as BOS liaison to the commission, attended the meeting to offer his support, and interest in providing communication between the two boards.

Budget Committee

Next meeting of the budget committee has not been scheduled at this time. A subcommittee has been designated to review committee procedures and will be meeting on Monday, September 20 at 9:30 at the town hall.

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 approved the draft CIP on September 9 and will hold a public hearing on Thursday,

September 23 at 6:30. 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:

The Library Trustees voted at their September 10 meeting to require masks inside the library for the health and safety of our community. There will be an Open House on Saturday, September 18, from 10:30-11:30am to celebrate Library Card Sign-Up Month and to showcase the new picture book bins in the youth room. The Friends of the Libraries raised funds to help purchase the book bins and the Open House provides an opportunity to thank them for their support!

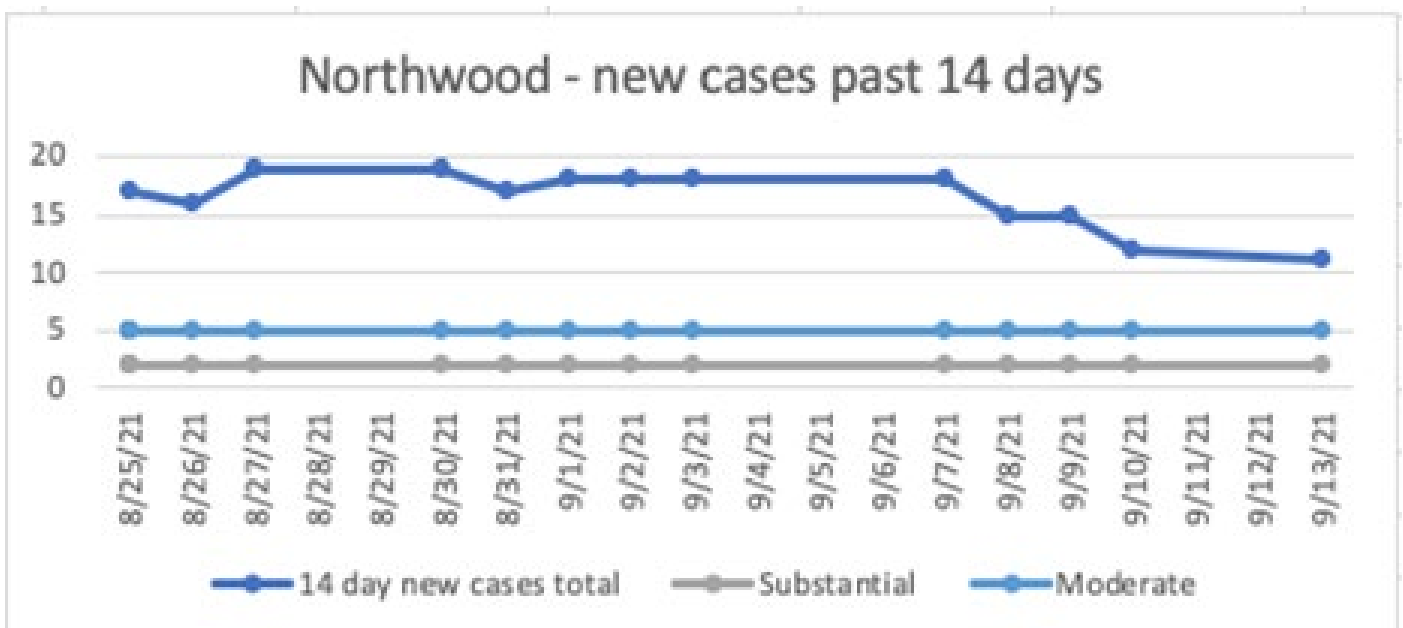
Recreation:

- Youth soccer is underway with 125 participants
- Flag football has a scrappy 8 players
- Archery lessons are full for the upcoming session
- Playground installations are not complete
- Beaches are no longer staffed for the season
- Bathrooms removed at Bennet Bridge
- Mary Waldron Upcoming programs include:

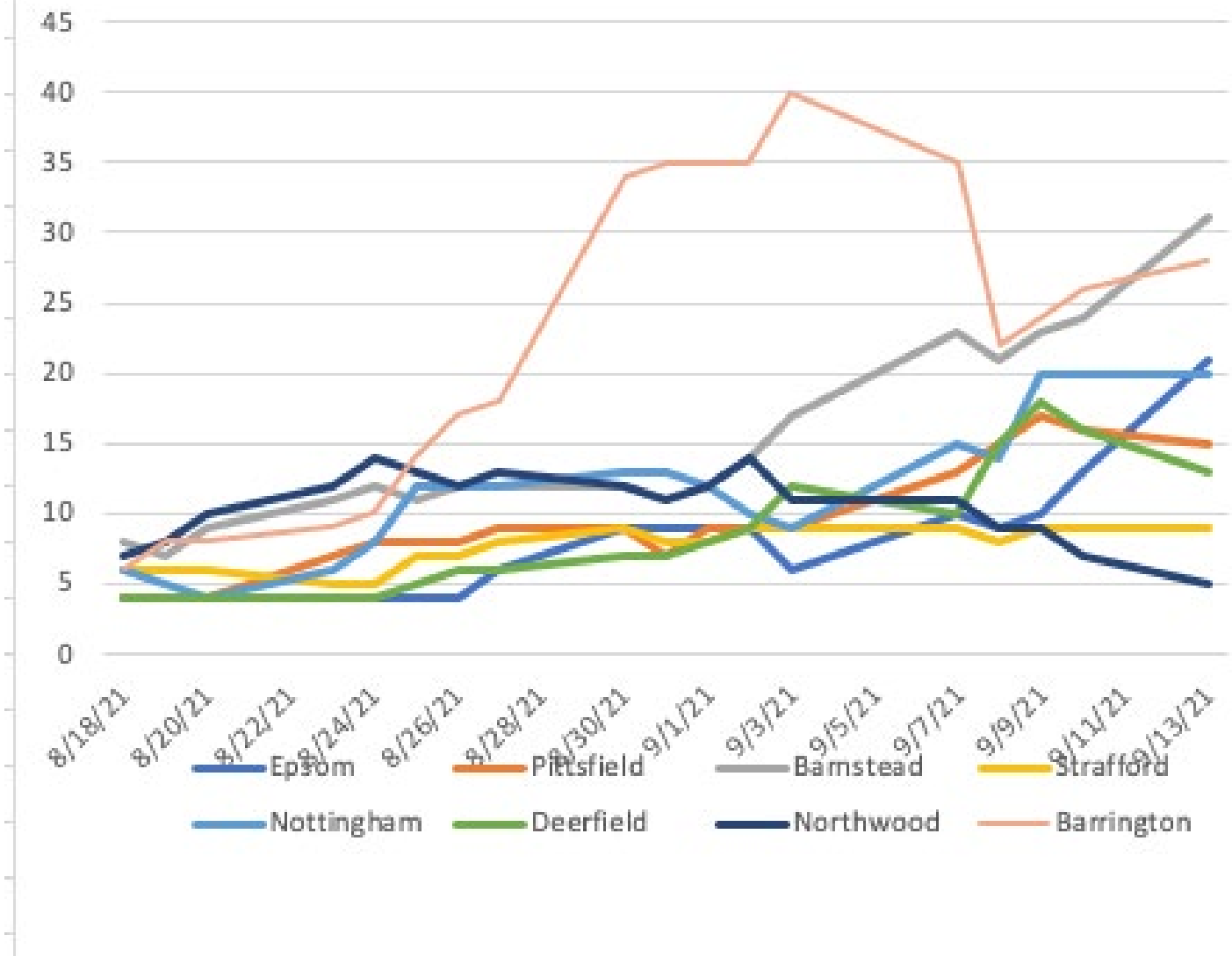
- Great pumpkin race
- Halloween candy collection
- Truck or treat
- Jack o lantern display

Northwood EMD’s report for week prior to 09/13/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood’s 14-day total of new cases is down to 11. Any number above 5 is considered to be substantial rate of transmission for a town of our size. The number of active cases in Northwood (black line) had dropped to five. In contrast, most surrounding towns are experiencing higher or increasing numbers.



Active Cases in Local Towns Since 8/18/21



2. The Delta variant (VOC) is now the predominant confirmed strain in New Hampshire. Although there have been few reports of fully vaccinated individuals becoming seriously ill, there is evidence that even fully vaccinated can acquire and transmit the delta variant. Mask wearing indoors is seriously advised. Flu season is upon us, and Respiratory Syncytial Virus is on the rise, although not so much in New Hampshire as yet. Public Health officials are expressing concern for a large “fifth wave” of COVID-19 around the Thanksgiving-Christmas Holiday season.
3. Our EMPG grant to cover half the cost of updating Northwood’s Emergency Operations Plan (LEOP) has been signed and forwarded to Governor and Council for signatures. Planning for emergency sheltering at Northwood School moves forward. A generator proposal was obtained and sample MOUs were provided. EMD attended a number of zoom and in-person meetings, including last week’s Central NH Hazmat Team REPC meeting, and EMD plans to be at the Capital Area Public Health RCC meeting as well as be on the School Partner’s call tomorrow.
4. Department heads and the Select Board should be preparing for a rewrite of Northwood’s Emergency Operations Plan in the coming months.