



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 20, 2021

Town Administrator: No report this week.

Assessor: No report this week.

Building Inspector:

Week of 9/13/21

- Returned emails
- Returned approximately 10+ phone calls
- Contacted DES regarding failed septic
- Contacted gas company to fix incorrect work
- Discussed several properties with owners
- Performed 8 inspections
- Issued 2 Certificates of Occupancy/completion

Finance:

- Processed A/P
- Researched and corrected the IRS 941 filing from 4th Qtr of 2020.
- Attended the NHMA Budget Training
- Attended the Board of Selectmen meeting to present year to date financial report
- Attended retirement webinar presented by AIG
- Processed returned checks, sent notices
- Various general journal entries
- Researched history for an employee regarding NH Retirement payments
- Sent budget worksheets to Department Heads
- General file maintenance and upkeep
- Worked on Finance Department budget for FY22
- Consulted with Deputy Finance Specialist in preparation of his departure to ensure continuity of all duties and tasks and transfer of information

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. Our Explorer Post is getting back on track. We have several new members and last night we conducted our first training.
2. FF/AEMT Challinor has started Paramedic Training. This is a year long process to transmission from AEMT to Paramedic.

3. This past week we hosted a 16-hour public safety Grant Writer training. Johnson's Hosted the training. Chief Tetreault, FF Challoner and FF. Head attended the training.
4. A reminder our Housing Ceremony for the new tanker (Engine 2) is scheduled for this Saturday 10:00AM -- 2:00PM at the Narrows Fire Station. All are invited to attend. As always members of the Board of Selectmen are welcome in the fire stations any time. Linda Smith will be putting a few finishing touches on the graphics
5. During State Inspection it was revealed that Engine 3's tires need to be replaced. They are not worn out but showing signs of dry rot. We will be scheduling this repair at Sullivan Tire this week
6. We have been advised by Concord Hospital that their census is extremely high and that we may experience longer than normal wait times when we transport patients to Concord Hospital. This results in our ambulance being out of service longer for each call.
7. We have been advised our assessment form Capital Area Mutual Aid has increased slightly from our assessment in the 2021 budget. Northwood's assessment is based on property value, population, and call volume. The 2022 assessment is up \$2,872 for a total of \$49,569.
8. We had another successful Rotary Club meeting. We had several new prospective members. At this point it appears as though we have enough people to register as an independent club rather than a satellite club.
9. To date we have responded to 43 simultaneous calls. With increased out of service time at the hospital we expect that number to increase for the last few months of the year.

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. which has been continued to Thursday, October 8 at 6:30 pm 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. Also on the agenda is a public hearing on the draft Capital Improvements Plan. A copy of the plan is on the town website.

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

Next meeting is Tuesday, October 5 at 7 pm at the town hall.

Budget Committee

Next meeting of the budget committee is scheduled for Thursday, October 21 at 7 pm at the town hall. The subcommittee selected to review committee procedures met on Monday, September 20. A number of proposed changes to the committee procedures are being recommended and will be reviewed by the full

committee at their October 21 meeting.

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 pm at the town hall. 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 Chesley Memorial Library has been impacted by staffing shortages. The Library Director is in the process of interviewing applicants for the Library Technology Assistant position and we hope to fill that position soon. In the meantime, current staff members are filling extra shifts and Library Trustees are assisting as needed.

Recreation:

No report this week.

Northwood EMD's report for week prior to 09/20/21

No report this week.