



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 4, 2021

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### **Town Administrator:**

This past week's activities included: Continued work on Town owned property for sale closings from the abutter sale, continued review of existing policies for updating where needed, worked with Town property sale auctioneer in preparation for the 10/16/21 property auction as the auctioneer has posted all the information on their website: [www.nhtaxdeedauctions.com](http://www.nhtaxdeedauctions.com), prepared for and attended the Select Board meeting, attended the second meeting with DPW Foreman, and representatives of Strafford Regional Planning Commission regarding the Road Surface Management Plan project, continued work on the FY22 budget, met with Chief Tetreault regarding department equipment and other matters, met with the DPW Foreman regarding the status of department projects including Japanese Knotweed treatment, road reconstruction and paving starting October 8<sup>th</sup>, evaluated the staffing needs of the Town offices and reassigned some duties as needed and attended a meeting of the cable TV franchise agreement renewal consortium. A customer service survey for Atlantic Broadband customers will be out soon.

This week's activities include: continue work on closing town owned property sold in abutter sale, finalize draft of revised facility use policy and use form, inspect improvement repairs at the community hall and town office building, meet with department heads and Finance Director to review proposed FY22 budgets, attend a installation kickoff meeting with the new finance software vendor and Finance Director, continue work with Finance Director on FY22 budget preparation for several budgets, prepare 2021/2022 winter road maintenance contract for contractors and prepare agenda and Board packets for 10/12 Select Board meeting. Have a great week. Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

#### **Week of 9/27/21:**

- Received/returned 16+ phone calls
- Replied to several emails
- Confirmed fees for several permits
- Discussed deck construction requirements
- Answered sign question
- Contacted DES regarding fire damage clean-up
- Answered questions about property for sale
- Referred auction questions to website
- Performed 8 inspection

### **Finance:**

- Processed A/P
- Worked on budget worksheets for FY22 budget
- Updated returned check log and sent out notices
- Organized paper files

### **Tax Collector:**

- Town Clerk hours change November 1, 2021
- Monday & Thursday 9am-4pm
- Tuesday & Wednesday 10am-6pm
- Fri.-Sun. Closed
- Clerk's office is closed October 13-14

### **Department of Public Works:**

No report this week.

**Fire Rescue:** Below is an outline of the happenings at the Fire Department this week:

1. Captain Schaub, FF McGinn, FF D. Andrews and FF Gibson represented the Northwood Fire Department at the Strafford Firefighters Golf Tournament. The Northwood Team finished in First place.
2. Explorer Reagan Johnson took first place in her class, for the cows she entered at the at the Deerfield fair.
3. Northwood firefighters assisted with medical coverage at the Deerfield Fair with our second ambulance.
4. The Northwood Fire Fighters Association has agreed to pay the chartering and registration fees for our Explorer Post.
5. As you may know Pastor Jim Guzofski has agreed to become our new Fire Department Chaplin. This will be a welcomed addition to the Fire Department. Over the next few weeks, we will be working out the logistics.

### **Police Department:**

No report this week.

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

#### **Planning Board**

There have been many inquiries regarding the upcoming property auction of town owned properties regarding their potential uses and development. It is noted that all properties are subject to the current regulations including zoning ordinance, site plan, etc. All information is listed on the auctioneer's website.

There is one pending application-Chestnut & Cape Elderly Housing on Olde Canterbury Rd. which has been continued to Thursday, October 7 at 6:30 pm. Granite Street Properties LLC requested an extension of one year to meet the conditions of their 8/27/2020 conditional subdivision approval at the September 23 meeting, and it was approved by the board. Also, that evening a public hearing on the draft Capital Improvements Plan was held. The hearing was continued to October 7 to follow up on questions and for the public to submit any additional testimony. A copy of the plan is on the town website.

There are two new applications this month: a four-lot subdivision on Old Turnpike Road and a site plan for 2 office buildings at the corner of First NH Turnpike and Harmony Road.

## Zoning Board

The zoning board met on Monday, September 27 at 6:30 pm at the town hall. Two applications were addressed by the board; both applications have existing seasonal structures on undersized lots on private roads that seek to convert to year-round homes. Both applications were continued to Monday, October 25 at 6:30 pm There are two new applications this month and one addition to an application in process. **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 police commission will meet for a budget workshop on Tuesday, October 5 at 5 pm at the town hall to finalize the proposed 2022 department budgets for the Police Department, Police Commission and Animal Control. Next regular meeting of the commission is Tuesday, October 19 at 5 pm

## 2022 CIP (Capital Improvements Plan)

The planning board approved the draft CIP on September 9 and held a public hearing on Thursday, September 23. The public hearing **was continued to Thursday, October 7 at 6:30 pm**. A copy of the plan is on the town website. Following all 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:

September circulation: 1,049 items

September computer tally: 28 patrons

September Downloadable Audiobooks: 516

September new patrons: 8

**Total number of registered library card holders: 2,918**

### **MEETINGS**

October 6 – Trustee Work Session 10:00am

October 8 – Trustee Meeting 9:00am

### **PROGRAMS/EVENTS**

October 6 – Afternoon Book Discussion 2:00pm

October 6, 13, 20, 27 – Story Time 10:30am

October 16 – Sanborn Mills Farm Presentation 11:00am

October 20 – Evening Book Discussion 7:00pm

October 22 – Soup's On

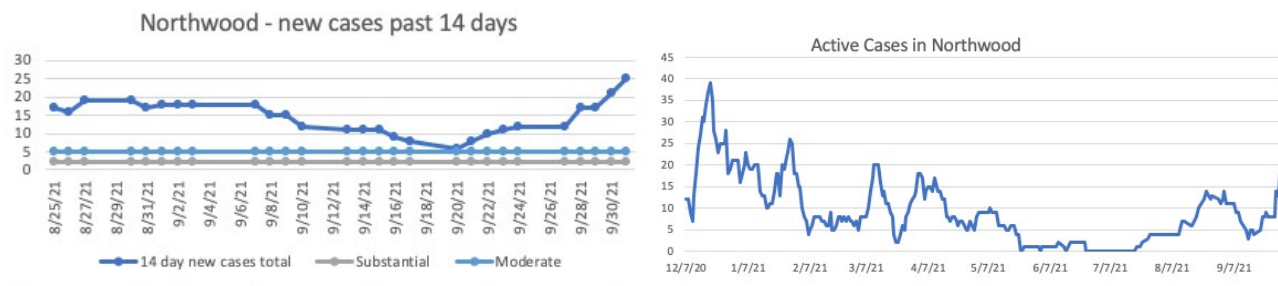
## Recreation:

1. After school flag football is coming to an end this week. Fun group of boys!
2. Youth soccer is progressing nicely with 125 participants and 22 volunteer coaches.
3. Great pumpkin race, Friday, Oct 15 at 6pm (Town Hall)
4. Trunk or treat is scheduled for Saturday, Oct 23rd @ 4:30-6pm Athletic fields.

5. Archery lessons begin this week with a full class!!
6. Halloween Candy drive - seeking unopened candy donations at town hall for the trunk or treat event.
7. Jack o Lantern display - Oct 23-31 at town hall. Drop off your display! Prizes for best!
8. Winter Coat Drive - Nov 1-12th. Drop off at town hall. Recycled coats will go to residents in need.

**Northwood EMD’s report for week prior to 10/04/21**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. As this report is coming out on a Monday, the data only reflects what was known as of Friday, October 1<sup>st</sup>. Northwood’s 14-day total of new cases was up to 25, with eighteen new cases occurring in Northwood last week alone. Any “14-day number” above 5 is considered a substantial rate of transmission for a town of our size.



2. The Delta variant (VOC) is now the predominant confirmed strain in New Hampshire. Almost all current cases have occurred within an unvaccinated population. In-door mask wearing continues to be advised. Influenza season is also upon us. 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 by Governor and Council. This money is available through July of 2022. We are now waiting for the proposed contract to suggest a starting time. Planning for emergency sheltering at Northwood School continues to move forward. A more generic municipal MOU template was obtained from Bow.
4. Department heads and the Select Board should be preparing for a rewrite of Northwood’s Emergency Operations Plan in the coming months. It is also time to dust off Winter Storm plans. Oh, and today I get to say...”10/4, over and out.”