



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 18, 2021

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, attended and worked with Town property sale auctioneer on 10/16/2021 over 60 bidders registered and all bids were accepted on all properties, prepared for the Select Board budget work session, continued work on the FY22 budget with the Finance Director, circulated the approved facility use policy and use form, inspected improvement repairs at the community hall and town office building, attended the Select Board meeting on 10/12, prepared for and directed the monthly department head meeting, attended the MMANH monthly meeting, prepared a draft inclement winter weather maintenance policy, delivered the Department Head/Town Administrator draft FY22 operating budget to the Select Board and met and worked with owners of pending tax collector deeding for payment agreements.

This week's activities include: continue work on closing the sales of the town owned property sold in abutter sale, prepare 2021/2022 winter road maintenance contract for contractors, prepare for and attend the Select Board first budget work session, meet with Mainstay IT consultants regarding the status of Town computer hardware and software replacement and upgrade plan, participate in monthly NH Office of Emergency Management Covid 19 call, attend the 3rd. quarter budget committee meeting, manage the closings of two abutter sale properties and draft a policy to address complaints against Town officials and employees. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Received/returned 12 phone calls
- Sent 5 emails
- Performed 5 inspections
- Issued 2 certificates
- Reviewed 2 septic designs
- Reviewed several building permit applications
- Sent one violation letter

Finance:

- Process A/P
- Attended Board of Selectmen meeting to review 3rd quarter finance reports
- Attended monthly staff meeting
- Updated return check log and sent 2nd notices
- prepared deposit for the Treasurer
- performed miscellaneous journal entries
- reviewed detailed expenditure reports, drafted adjusting journal entries as needed
- updated the projected expenditures through year end spreadsheet after A/P run

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. Department members conducted driver training on the new Engine/Tanker
2. Even with the delays in receiving equipment because of covid 19 we are close to putting the new Engine/Tanker in service.
3. Conducted Fire Prevention training for the kindergarten classes at Northwood Elementary
4. Northwood Firefighters had breakfast with the Governor at Northwood Diner.
5. Captain Schaub, Firefighter McGinn, and Firefighter Bataran are in New Mexico for a federally funded Anti-terrorism training.
6. Northwood Firefighters provided medical coverage for the Coe Brown track and field event this week end.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

There were many inquiries both in person and via email/phone regarding the property auction of town owned properties in the final week leading to the Saturday auction.

There is one pending application-Chestnut & Cape Elderly Housing on Olde Canterbury Rd. which was scheduled for Thursday, October 14 has been continued to Thursday, October 28.

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. The regular monthly meeting will be held on Thursday, October 28 at 6:30 pm. A conceptual consultation is also scheduled for that evening for Harding Metals.

Zoning Board

The next meeting of the zoning board is scheduled for Monday, October 25 at 6:30 pm at the town hall. There are two new applications this month and one addition to an application in process. **The board is currently in need of one member and alternates** for the board.

Conservation Commission

The commission is currently in need of one member and alternates.

Budget Committee

Next meeting of the budget committee is scheduled for Thursday, October 21 at 7 pm at the town hall. The committee will review the third quarter town and first quarter school reports. A number of proposed changes to the committee procedures by the subcommittee are being recommended and will be reviewed by the full committee at their October 21 meeting.

Police Commission

Next regular meeting of the commission is Tuesday, October 19 at 5 pm.

2022 CIP (Capital Improvements Plan)

The planning board held public hearings on the draft CIP on September 23 and October 7. Following the second public hearing the board approved the final draft CIP which was presented to the board of selectmen at their meeting on Tuesday, October 12. The plan will also be made available to the budget committee. A copy of the plan is on the town website.

Library:

The Chesley Memorial Library Director and the Library Board of Trustees held several meetings to work on the 2022 Library Budget over the past few weeks. The Library Director participated in the Library Directors Call hosted by the New Hampshire State Library on October 7 and attended the Suncook Interlibrary Cooperative meeting in Barnstead on October 12. The Friends of the Libraries are hosting their annual Soup's On & Pie fundraiser at the Chesley Memorial Library on Friday, October 22, from 4:00-6:30 p.m. Colin Cabot, Founder of Sanborn Mills Farm in Loudon, will give a talk about the restoration and development of the Farm as a non-profit craft school on Saturday, October 23, at 11:00am at the Chesley Memorial Library. Chesley Memorial Library is able to offer the Sanborn Mills Farm presentation through a recurring grant from the Robert C. Grano Charitable Fund to commemorate the generosity of Joseph Grano in donating the funds to build the Theodora Kalem Grano Memorial Wing in 1991. "Joseph Grano Children's Initiative" programs promote exploration of the natural world, music, art, diverse cultures, adventure travel, and craftsmanship.

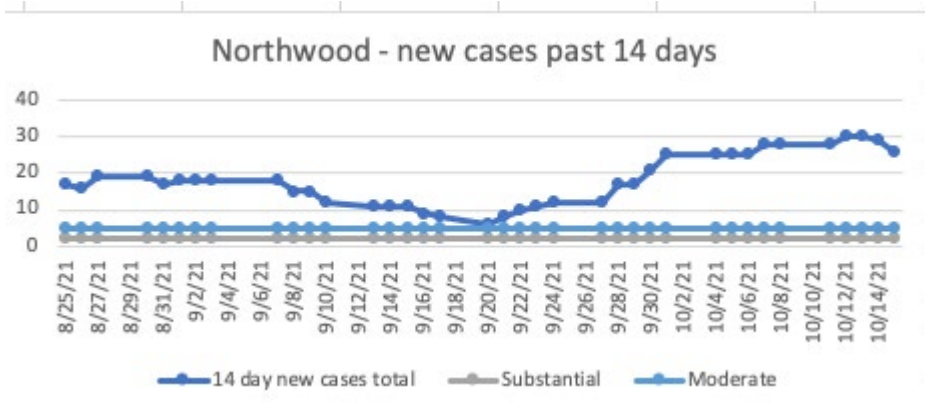
Recreation:

- Trunk or Treat is this sat, Oct 23 4:30-6pm at the Athletic Field. Over 200 kiddos are expected with their spooky outfits!!
- Volunteers & materials are needed to spruce up the Central School for use by the Recreation department. Arts and fitness classes are the vision for that space in addition to community functions.

Northwood EMD's report for week prior to 10/12/21

An FDA advisory panel has recommended booster doses of Johnson and Johnson Covid-19 vaccine. Earlier in the week an FDA advisory panel endorsed a Moderna vaccine booster for some groups only.

1) DHHS lists a **14 day count for new cases** for each town. For a town of Northwood's population, more than 2 cases would be a Moderate Transmission Rate. More than 5 cases would be a Substantial Transmission Rate. Today's count was 26.

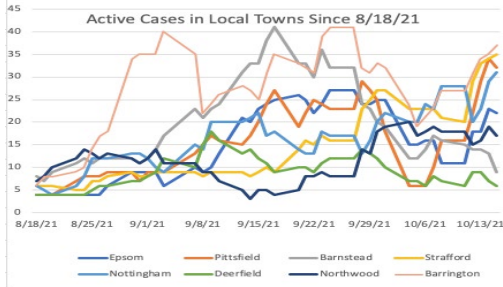


2) All NH counties are at **substantial transmission**. Northwood has 17 active cases as of today. 1 new case was added, and 3 removed from the active list.

Active cases in surrounding towns:

Today: Epsom (22), Pittsfield (32), Barnstead (9), Strafford (35), Nottingham (31), Deerfield (6), Northwood (17), Barrington (37)

Yesterday: Epsom (23), Pittsfield (34), Barnstead (13), Strafford (34), Nottingham (29), Deerfield (7), Northwood (19), Barrington (35)



3) Today's cumulative confirmed count for New Hampshire is **128047** with 1520 total deaths and 121872 recovered cases for a working total of 4655 active cases. Yesterday's cumulative confirmed count for New Hampshire was **127421** with 1516 total deaths and 121251 recovered cases for a working total of 4654 active cases.

The current number of hospitalized COVID-19 cases is **140**. **Yesterday's** count was at 142. New Hampshire saw 626 new cases added statewide since yesterday. New Hampshire has 54.6 % of its population fully vaccinated. Northwood has 51.9 % of its population fully vaccinated.

Bob Young, Northwood Emergency Management Director