



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: October 25, 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, prepared for the Select Board meeting, continued work on the FY22 budget with the Finance Director, attended the MMANH E-Board meeting, finalized a draft inclement winter weather maintenance policy, continued to work with owners of pending tax collector deeding for payment agreements, met with Mainstay IT consultants regarding the status of Town computer hardware and software replacement and upgrade plan, participated in the monthly NH Office of Emergency Management Covid 19 call, attended the 3rd. quarter budget committee meeting, managed the closings of two abutter sale properties and drafted a policy to address complaints against Town officials and employees..

This week's activities include: continue work on closing the sales of the town owned property sold in house abutter sale two remain to be closed, prepare 2021/2022 winter road maintenance contract for contractors, prepare for and attend the Select Board meeting, begin work on 2022 annual meeting warrant, attend the preconstruction building condition survey at the community hall for the bridge construction, continue work on FY22 budget, prepare for Select Board review of department head budgets work session #2 on 11/2, review current equipment leases for payment schedules and current balances, continue work on updating and revising employee policy handbook. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Returned 14 phone calls
- Contacted state inspector
- Checked septic approval number
- Sent 15 emails
- Did 9 inspections
- Issued 2 certificates occupancy/completion
- Met with septic designer
- Reviewed several permit applications

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:

Town Clerk

New hours start next week:

Mon. & Thurs. 9am-4pm

Tues. & Wed. 10am-6pm

Fri.-Sun. Closed

This Sat. 10/30 is our last Sat. of being opened 8:30am-11:30am.

We are renewing vehicles with birthdays up until Jan. 2022.

Dog renewals will be starting in a couple months.

Tax Collect

Pre payments can be made for property taxes.

If your billing address has changed for tax bill mailing, please notify office

Department of Public Works:

No report this week.

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

1. The Fire Chief and the Chaplin attended the are Chief's breakfast in Epping. This is our first get together since the Covid outbreak. The November meeting will be hosted in Northwood.
2. Captain Schaub, Firefighter Bataren and Firefighter McGinn completed their training in New Mexico, "Prevention of and Response to Suicide Bombing Incidents". This was a federally funded class.
3. Technically this should be on next week's update. Sunday Northwood Firefighters responded to Esther Lane for a reported structure fire. Upon arrival a double wide mobile home was found to be approximately 50% involved with the siding on the homes next door melted. Due to the exposures a second alarm was struck by Lt. Brown. Deputy LeBlanc responded and took command of the incident. There was on minor firefighter injury and the family dog was lost in the fire. The cause of the fire is undetermined currently.
4. On Friday Northwood Firefighters responded to a serious motor vehicle crash on route 4 at the Nottingham town line. The rider of the motorcycle was transported to Portsmouth Hospital, a paramedic from Dover was requested and a trauma alert was called at Portsmouth hospital. Two other patients were transported to Concord Hospital via Strafford Ambulance.

Police Department:

1. Stats September

- a. Call for Service: 393
 - i. Business/Property Checks: 442
- b. Arrests: 10
- c. Accidents: 6

- d. Warnings: 87
- e. Summonses: 13

2. Cruisers

- a. F-150 Cruiser approved in June of 2020 scheduled to be built 10-29
- b. 2022 SUV Cruiser Ordered. Scheduled to be built in November

3. Staffing:

- a. 2 candidates were offered conditional offers of employment. They are going through final stages of the hiring process now.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

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.

The planning board has been discussing how to go forward on the much-needed Master Plan Update. It was decided to place a warrant article on the March 2022 Warrant to complete the required components of the update. This would bring the plan up to date 2022 from the past 2004 update.

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 November meeting date has been changed to Wednesday, Nov. 3 at 7 pm due to a conflict in the use of the meeting hall on Tuesday evening. **The commission is currently in need of one member and alternates.**

Budget Committee

The budget committee met on Thursday, October 21 and reviewed the third quarter town and first quarter school expenditure reports. The proposed changes to the procedures were read into the record and will be considered for approval at the next meeting. A work session has been scheduled for Monday, Nov.1 at 7 pm to discuss process for taking public input/comments at the upcoming budget sessions.

Police Commission

The police commission met on Tuesday, October 19. Two potential candidates for employment were interviewed.

2022 CIP (Capital Improvements Plan)

A copy of the plan is on the town website.

Library:

The Friends of the Libraries Soup's On & Pie at the Chesley Memorial Library last week was a big success! People thoroughly enjoyed the delicious soups and pies. The Library Staff and Trustees certainly appreciate all of the hard work the Library Friends put into this annual fundraiser. The Sanborn Mills Farm presentation with Colin Cabot sponsored by the Grano Children's Initiative was also enjoyed by the families that participated. Other events last week included the Friends of the Libraries meeting Monday night, Story Time Wednesday morning, and the Evening Book Discussion Wednesday night.

Recreation:

- Trunk or Treat was a huge success thanks to the student volunteers from Coe-Brown, Police Dept & additional adult parking attendants, 75+ Wonderfully decorated "trunkers", Mother Nature for the gorgeous weather, hundreds of pounds of candy and mostly importantly the 250+ kiddos in costumes having a great time! It was beautiful to see the community come together and celebrate the day!
- 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 10/25/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's October 22nd 14-day total of new cases was at 29. Any "14-day number" above 5 is considered a substantial rate of transmission for a town of our size. Northwood has maintained a substantially high 14-day total for the past month.



2. Our EMPG grant to cover half the cost of updating Northwood's Emergency Operations Plan (LEOP) has been signed by Governor and Council. As the money is available through July of 2022, it was decided to postpone the start of our EOP rewrite until after budget season and begin at the first of the year. Planning for emergency sheltering at Northwood School continues to move forward. EMD is in discussion with School Board Chair and SAU 44 Superintendent.
3. EMD along with Northwood Police participated in an offsite evacuation drill with Northwood Elementary last Wednesday.
4. A Nor'easter is predicted for New England this coming week (Monday through Wednesday) with the greater concern being to our south for flooding and high winds. Northwood should only experience soggy wet weather for the next three days.

Bob Young, Northwood Emergency Management Director