



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: November 1, 2021

Town Administrator:

This past week's activities included: Continued work on Town owned property sale closings from the abutter sale, all abutter sales have now closed, continued review of existing policies for updating where needed, prepared for the Select Board budget work session, continued work on the FY22 budget with the Finance Director, finalized a draft inclement winter weather maintenance policy, continued to work with owners of pending tax collector deeding for payment agreements, managed the final closings of abutter sale properties, attended the preconstruction building condition survey at the community hall for the bridge construction, reviewed current equipment leases for payment schedules and current balances, prepared minutes for the 10/26 Select Board meeting, and prepared for and attend the Select Board meeting on 10/26.

This week's activities include: prepare 2021/2022 winter road maintenance contract for contractors, prepare for and attend the Select Board's 11/9 meeting, continue work on 2022 annual meeting warrant, continue work on FY22 budget, prepare for and attend the Select Board review of department head budgets work session #3 on 11/2, meet with Chief Tetreault regarding personnel, review and process several human services requests, attend the annual NH Government Finance Officials Association conference on Thursday, meet with the DPW Foreman regarding remaining fall projects and winter preparations, coordinate facility use requests for upcoming meetings at elementary school, complete minutes for the 10/26 Select Board meeting. 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 12+ phone calls
- Sent 29 emails
- Wrote 2 violation letters
- Issued permit for new home
- Requested 2 new addresses
- Performed 8 inspections
- Checked on resident's roof leak

Finance:

- Processed A/P
- Prepared deposits for the Treasurer for the General Fund, Special Detail fund, and lagoon fund.
- Researched an HR issue.
- Submitted reimbursement requests to the Trustees of the Trust Funds for expenses paid through the general fund.
- Updated the budget worksheet.
- Worked on finalizing the chart of accounts conversion list for the software developers.
- Updated the expense projection through the year-end report.
- Processed 2nd notice letters for returned checks.

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. The Fire Department was notified this week that we have been awarded a grant from the Lt. Joseph Di Bernardo Foundation. This grant is for bail out kits for every interior firefighter and the required training. The foundation writes the check directly to the vendors in the amount of \$12,000. The DiBernardo grant is in remembrance of Lt. Joseph DiBernardo. Lt. DiBernardo was fighting a fire on Black Sunday in New York City when he and his partner were trapped on the upper floor of the building. Lt. DiBernardo gave his bail out kit to his partner because his partner had a family. After his partner escaped Lt. DiBernardo hooked into the bail out rope, but the rope failed before DiBernardo could reach the Ground. Lt. DiBernardo died because of his injuries.
2. Engine 2 is now in service; we are still missing some equipment because of the supply chain issues. Currently we have a limited number of driver operators. We continue with our training program to get more operators qualified to operate the new truck.
3. Unfortunately, Firefighter Nicholas Carey has resigned. Nick intends to pursue other interests in Private Medical Service. We wish Nick all the best in his future endeavors.
4. We anticipate the Assistance to Firefighters Grant Program will be opening in early to mid-November. We are preparing for this grant program to open and are optimistic that we will again be successful
5. We are in the process of accepting quotes for the Diesel extraction system at the Narrows Station. We will endeavor to get the best value for this system.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist**Planning Board**

Chestnut & Cape Elderly Housing on Olde Canterbury Rd. was approved with conditions at the meeting on Oct. 28. Two new applications were reviewed and continued: 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. A conceptual consultation for Harding Metals was held; they plan to submit their application next month.

The planning board will hold the following schedule in November due to the Thanksgiving holiday: Thursday, Nov. 4 and Thursday, Nov.18 both starting at 6:30 pm.

Zoning Board

The zoning board met on Monday, October 25 and addressed four applications for appeal. All cases were continued to November due to missing information or additional information being requested. Two meetings are scheduled for November: Monday, Nov. 8 and Monday, Nov. 22 at 6:30 pm **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

A work session is scheduled for Monday, Nov. 1 at 7 pm to discuss process for taking public input/comments at the upcoming budget sessions.

Police Commission

Next meeting of the police commission is Tuesday, Nov. 16 at 5 pm at town hall.

2022 CIP (Capital Improvements Plan)

A copy of the plan is on the town website.

Library:

October circulation: 967 items

October computer tally: 25 patrons

October Downloadable Audiobooks: 485

October new patrons: 15

Total number of registered library card holders: 2,933

MEETINGS

November 12 – Trustee Meeting 9:00am

November 22 – Friends Meeting 6:00pm

PROGRAMS/EVENTS

November 3 – Afternoon Book Discussion 2:00pm

November 3, 10, 17 – Story Time 10:30am

November 17 – Evening Book Discussion 7:00pm

Recreation:

No report this week.

Northwood EMD's report for week prior to 11/01/21

The DHHS web site had been down most of last week. There is little credible COVID-19 data to report as of yet.

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. The NH DHHS has had problems with its interactive web page all week. No reliable local data is available at this time.

2. Planning for emergency sheltering at Northwood School continues to move forward. EMD is in discussion with School Board Chair and SAU 44 Superintendent. There is a meeting with key school officials this coming Wednesday.

Bob Young, Northwood Emergency Management Director