



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 22, 2021

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, prepared for and attended the Select Board budget work session, continued work on the FY22 budget with the Finance Director, continued work with IT contractor on hardware upgrades and ordered a new firewall for town offices, finalized and prepared Select Board's recommended operating budget and money warrant articles for mailing to budget committee on 11/19, attended the NHMA annual conference, attended a Primex employment law webinar, participated in the monthly NHHSEM covid 19 conference call, and met with the DPW Foreman regarding fall projects.

This week's activities include: continue work on FY22 warrant, assist the Finance Director in responding to questions from budget committee members, attend a post construction inspection of the Rt107 culvert replacement project, work with department heads on current budget status and final expenditures for FY21, continue work on updating and revising employee policy handbook, meet with Linda Smith and Budget Committee Chair to review the use of fund balance in the 2022 warrant, work with our DRA representative regarding setting the 2021 property tax rate as information is still needed from one of the village districts before the rate can be set and the tax bills go out and prepare for and attend the Select Board's regular meeting. Have a great week. Be well and stay safe. Happy Thanksgiving!

### **Assessor:**

No report this week.

### **Building Inspector:**

- Returned 18 phone calls
- Sent approximately 20 emails
- Sent 1 violation letter
- Performed 11 inspections
- Issued 2 certificates occupancy/completion
- Responded to reported failed septic

### **Finance:**

- processed payroll and accounts payables
- updated the budget worksheet
- updated the projected expenses through year-end report
- prepared for and attended the Board of Selectmen budget work session
- prepared reports for the Budget Committee
- sent out invoices for Special Detail work
- compiled monthly report to NHRS
- research an HR issue
- request reimbursements to the general fund from the Treasurer and the Trustees of the Trust Funds.
- prepare new hire packets for orientation
- updated returned check log. Submitted two files to the Police department for follow-up
- worked with software developers, prepared reports to assist in conversion process

- compiled updated revenue report in anticipation of tax rate setting
- prepared deposits for the Treasurer
- performed various journal entries
- routine filing and file maintenance

**Tax Collector:**

No report this week.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. On November 16,2021 Northwood Fire Department exceeded the call volume for the entire previous year.
2. Firefighter David McElroy has been appointed the NH Director for the NH Firefighters Cancer Support Network. Dave is a two-time cancer survivor.
3. We have posted the open career firefighter position in the Fire Department.
4. We have posted a notice to face book trying to recruit new call firefighters.
5. Engine 2 finally responded to its first call. The equipment for the truck is nearly complete we only a few items on back order.
6. Engine 2 participated in the Concord Santa Clause parade.

**Police Department:**

No report this week.

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

**Planning Board**

The planning board met on Nov. 18 and addressed new cases:

1. Expansion to existing site plan for additional storage units at 1060 First NH Turnpike was reviewed and continued, with a site walk held on Nov. 20.
2. Site plan for two office buildings at the corner of Harmony Road and Rt. 4 was continued at the applicant's request.
3. Amendment to previously conditionally approved site plan for DL Docko to allow construction of a culvert crossing prior to all site plan conditions being met was approved with conditions.
4. The continued case for a 4-lot subdivision on Old Turnpike Road was reviewed by the board and continued.

**Zoning Board**

Two applications are scheduled for Monday, Nov. 22 at 6:30 pm. The meeting on Nov. 22 includes two new applications: one is an appeal to RSA 674:41 and the other is a variance request for a cistern to be located in the setback for the proposed elderly housing on Canterbury Road. **The board is currently in need of one member and alternates.**

### **Conservation Commission**

The next meeting of the commission is Wed. Dec. 15 at 7 pm.

**The commission is currently in need of alternates.**

### **Budget Committee**

The budget committee will meet on Saturday, Dec. 4 at Northwood School from 9 am to 4 pm to review the proposed town budget for 2022. They will meet again on Saturday, Dec. 11 at Northwood School from 9 am to 4 pm to review the proposed 2022 budgets: Northwood School District, Village of Northwood Ridge Water District, Cove Village District and Gulf Village District. Evening meetings in December will be held if needed; check the town website for the most up to date information. Public hearings are scheduled for January.

### **Police Commission**

The police commission met on Tuesday, Nov. 16 at 5 pm at town hall. Chief's report was provided by Chief Drolet. Next meeting is scheduled for Tuesday, Dec. 21 at 5 pm.

### **2022 CIP (Capital Improvements Plan)**

A copy of the plan is on the town website.

### **Annual 2021 Town & School Report**

The fiscal year school district reports are being received. Submissions by Coe-Brown Academy students of their artwork and photos were received last week from Dean of Fine Arts Scott Chatfield for consideration to be included in the report and for the front cover. Town department heads and board/committee chairs should consider starting their reports which will due the first week of January.

### **Library:**

The evening book discussion met at the Library on Wednesday, November 17. The Library Board of Trustees held a work session on Thursday, November 18. The Chesley Memorial Library will close at 4:00pm on Wednesday, November 24, and will be closed on Thursday, November 25, to observe Thanksgiving.

### **Recreation:**

Northwood Tree lighting & Parade

Sunday, Dec 5th. Parade starts at 3pm and Tree Lightning at 4:30

Volunteers needed!

Northwood Seniors: Let's plan some trips!

Where would you like to go with Northwood Recreation Dept?

Out for lunch?

Visit a special site?

Stay overnight someplace?

Thank you! Scott Blewitt, Recreation Director

## **Northwood EMD's report for week prior to 11/22/21**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Friday's 14-day new-case count was at 30 (well above a "substantial" rate of infection (5)). Northwood had 23 active cases on Friday. Statewide demographics indicate almost all cases were among the un-vaccinated population, with at least a quarter of those cases in children under the age of 12. Epsom, Deerfield and Barrington continue to have very high numbers of active COVID-19 cases.
2. Planning for emergency sheltering at Northwood School continues to move forward. Sheltering is to be discussed at an upcoming School Board meeting with a subsequent development of an MOU between town and school. The town is to coordinate funding the generator for the school building. Town officials should continue to address deficient items regarding our Emergency Operation Plan rewrite to begin following budget season. The 2021 SPR Survey due to HSEM today had actually been completed during the summer.
3. With colder weather, snow and ice alerts and warnings will be added to the EMD's daily email briefings as needed. Hoping you get to enjoy a happy and plentiful Thanksgiving.

Bob Young, Northwood Emergency Management Director