



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 6, 2021

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, prepared for and attended the Budget Committee's review of the FY22 operating budget and warrant articles, continued work on the FY22 budget with the Finance Director, met with the DPW Foreman regarding fall projects, continued work on updating and revising employee policy handbook, worked with our DRA representative setting the 2021 property tax rate that totals \$15.47 which is \$2.30 less than the 2020 total rate, continued working with Gulf District Commissioners and DRA on completing the Districts required paperwork, tax rate, discussed with the DOT District Engineer regarding Rt4 and Bow Street intersection reconstruction, attended Superior Court hearing, attended a meeting of the Lamprey Cooperative Board of Directors, attended a training meeting with the new finance software installers, met with Budget Committee Select Board representative and Finance Director to review budget committee work session presentation,

This week's activities include: continue work on updating personnel handbook, prepare for and attend the Budget Committee's review of the Town operating budget and appropriation warrant articles session #2, prepare for and lead the monthly department head meeting, review and assess status of year end expenditures for FY21, coordinate new lighting installation with contractor in most Town buildings and attend MMANH training workshop. Have a great week. Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Returned 18 phone calls
- Sent 10 emails
- Performed 8 inspections
- Issued 2 C.O.'s
- Inspected mobile home damage from fallen tree
- Investigated complaint of campers
- Attended Budget committee workshop

Finance:

- Processed Payroll
- Met with software developers to review conversion process so far, finalize chart of accounts questions, see an overview of the modules, supply them with further info.
- Met with Walter and Jim Guzofski to review upcoming work session with the Budget Committee to review the town budget.
- Generated invoices for Police details worked
- Updated returned check log
- Submitted requests for reimbursements from the Trustees of the Trust funds and the Town Treasurer
- Worked on bank reconciliations for November
- Worked on balancing revenue with Town Clerk/Tax Collector for November
- Prepared information for Saturday's Budget Committee work session

- Attended Budget Committee work session on Saturday

Tax Collector:

No report this week.

Department of Public Works:

The highway department has to report we are in full winter swing now, all town trucks are operational and ready for weather, we have been called out twice for black ice conditions by our local police department, we have a couple small projects coming up this week like reroofing town well cover and fixing the demo container roof due to a customer at the transfer station backing into the support pole, the transfer station is still running on tract and going through day to day operations as usual , I was able to secure an additional hauler for our cans in case we are not able to use East Coast container to haul them to the landfill.

Fire Rescue:

1. Chief attended capital area Fire Chiefs meeting in Loudon
2. Participated in the Christmas tree lighting ceremony. With the exception of the boat, all in service fire apparatus was in the parade.
3. Our Explorers attended and are now certified in basic first aid and CPR.
4. During the month of November, Northwood Firefighters responded to 59, 9-1-1 emergencies

a. Hazardous condition	1
b. Combustible liquid spill	2
c. Controlled burning	1
d. Cancelled en route	5
e. Electrical problem	2
f. Emergency Medical	39
g. Extrication	1
h. Good Intent	1
i. Smoke/odor	1
j. System malfunction	3
k. Unintentional alarm	3
5. During the month of November, the ambulance responded to 39 medical emergencies resulting in 21 transports and generating \$16,806 in revenue.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The next meeting of the planning board is scheduled for Thursday, Dec. 9 at 6:30 pm at town hall. The board will hold a public hearing on a proposed amendment to the zoning ordinance. The ordinance being proposed is to establish a new definition of Private Campsite as the use of property not within a campground or camping park for camping on a seasonal basis, to permit Private Campsites subject to certain performance criteria, and to establish the performance criteria that apply to this use. The complete text of the amendment is on the town website.

Zoning Board

The board is currently in need of one member and alternates for the board.

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

No Report

Police Commission

Next meeting of the commission 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

Town department heads and board/committee chairs should consider starting their reports which will due the first week of January.

Library:

WEEKLY REPORT DECEMBER 6, 2021

November circulation: 990 items

November computer tally: 21 patrons

November Downloadable Audiobooks: 410

November new patrons: 11 new patrons

Total number of registered library card holders: 2,944

MEETINGS

December 10 – Trustee Meeting 9:00am

December 20 – Friends Meeting 6:00pm

PROGRAMS/EVENTS

December 1, 8, 15 – Story Time 10:30am

Recreation:

Santa came to Town!

By a special escort by Fire, Police and Highway Department vehicles Santa was welcomed by a large crowd of 100+! Using his magic touch Santa counted down to a spectator tree lighting.

35-40 letters to Santa were received and those children should expect a return letter within the next week thanks to Santa's helpers.

Basketball practices are going well with games starting in early January

Northwood EMD's report for week prior to 12/06/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Last Friday's (12/3/21) 14-day new-case count was at 40 (considerably above a "substantial" rate of infection at 5). Northwood had 26 active cases on Friday. Statewide demographics indicated nearly all cases were among the un-vaccinated population, with at least a quarter of those cases in children under the age of 12. Updates are expected Monday evening and will be sent out to our distribution list.
2. As of Monday, December 6th, Northwood Elementary has returned to required masking. CBNA had reported 4 active cases as of 12/1/21.
3. Planning for emergency sheltering at Northwood School continues to move forward. Town officials should continue to address deficient items regarding our Emergency Operation Plan rewrite to begin following budget season in January.
4. WHO, CDC and State officials are watching a new variant of concern (VOC). Strain, B.1.1.529 is being called the Omicron variant. The Delta variant remains the dominant infective agent in the Northeast and New Hampshire. EMD is monitoring literature regarding vaccine effectiveness against the new Omicron variant.
5. The Governor issued an executive order allowing hospitals to set up addition surge capacity in light of increasing hospital and ICU census due to many becoming seriously ill with COVID-19. Contrary to reports observed in local social media, hospital census data indicated the current hospital and ICU surge is a direct result of COVID-19 admissions.
6. As a reminder, as with seasonal cold temperature, where layering provides added protection against the cold raw weather, "laying" also provides protection against illness as we move indoors during a time of increased COVID-19, Influenza and the common cold. Such "layering" includes vaccinations, staying home when ill, avoiding close contact, good air exchange, masking and hand washing.

Bob Young, Northwood Emergency Management Director