



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 20, 2021

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, prepared for and attended the continued Budget Committee's review of the FY22 operating budget and warrant articles session #3, continued work on the FY22 budget with the Finance Director, continued work on updating and revising employee policy handbook, reviewed and assessed the status of the FY21 operating budget and updated budget encumbrances for 2021, continued work on the remaining Town property auction properties with Town Counsel and the auctioneer, attended the Joint Loss Management Committee (JLMC) meeting, attended the cable TV franchise renewal consortium meeting, prepared for and attended the Select Board meeting, attended the monthly MMANH meeting.

This week's activities include: continue work on updating personnel handbook and review of other existing policies, prepare for the 12/28 Select Board meeting, reviewed files of other Town owned tax deeded properties, continue work on FY22 operating budget and warrant articles for Select Board review and update, continue review of the balance of the FY21 operating budget for yearend closing, worked on reports for 2021 Town Report Have a great week and a Merry Christmas! Be well and stay safe

Assessor:

All cyclical measuring and listings of the cyclical revaluation for 2025 has been completed which consists of approximately 750 properties or ¼ of the Town. This process will continue for the next three years until all properties have been visited. The assessors visited another 300+ properties which had a permit or unfinished construction for 2021 and started this process for 2022.

Building Inspector:

- Attended JLC meeting
- Returned 14 Phone calls
- Sent 8 emails
- Met with resident regarding property for sale
- Met with a concerned resident
- Contacted DES regarding septic issue
- Wrote/mailed 3 letters (2 violations)
- Issued 2 permits for residential additions
- Performed 4 routine inspections
- Housing standard inspection of apartment
- Worked with Elderly/Adult protective services

Finance:

- processed payroll and accounts payable.
- updated the expenditure report through year-end
- prepared bank deposits for the Treasurer
- attended a zoom meeting with the new software designers regarding the set up of the P.O. system.
- attended a zoom meeting with the new software designers for payroll training.
- entered practice payroll in the new system
- entered practice A/P items in the new system
- began the preparatory work for the upcoming FY21 audit.

- worked on balancing the due to/due from accounts in preparation for year-end process
- created invoices for Police Special Detail work performed
- updated accounts receivable log
- updated returned check log
- misc. filing and file maintenance

Tax Collector:

No report this week.

Department of Public Works:

The highway department has to report that we have been out treating roads, getting ready for Wednesday's ice/snow that's coming in, we have 4 loads of sand to mix up to fill the bin, the new international went down on Monday with a blown transmission line so had to be towed down to Alan's diesel service for repair.

The transfer station has again been running smooth, the repairs to the demo can roof were performed last week on Thursday and finished that day, we made a small addition to the public sand/salt building placing a solar powered outside light on it, that was the only complaint I received about it being dark other than that everyone has had nothing but good things to say about it.

Fire Rescue:

1. This weekend our explorer post hosted a successful cookie fund raiser at Heritage Hardware.
2. We had a very busy weekend with a total 14 9-1-1 emergency calls between the two days. This included 3 mutual aid responses.
3. At this point in the year our call volume is up 16.5% when compared to last year at this time. We were thinking we would end the year with 700 responses for the year. It appears now we will exceed the 700 mark.
4. Our firefighter's association will deliver presents through-out the town on Monday night. Hopefully this helping hand will put a smile on the children faces.
5. We received confirmation that Coe Brown will allow us to utilize their high bay area for training. This training will be funded by the DiBernardo Grant
6. The deadline for the assistance to firefighter's grant has been extended approximately one month. This will allow us to review and fine tune our grant applications.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The next meeting of the planning board is Thursday, December 30 at 6:30 pm. Two new applications include a major site plan for Harding Metals and a Minimal Impact Site Plan for Lake Shore Farm Inn. There will be a second public hearing on the proposed (revised) zoning amendment on Thursday, January 6, 2022 at 5:30 pm.

Zoning Board

There are 2 new applications which will be held on Monday, December 27 at 6:30 pm: a setback request for Square Box Storage, 679 First NH Turnpike, to retain structures located within the building setback; and a special exception for a wetland impact for a shared driveway entrance as part of a proposed subdivision on Old Turnpike Road. **The board is currently in need of one member and alternates** for the board.

Conservation Commission

The commission met on Wed. Dec. 15 at 7 pm. The commission reviewed the special exception application noted above as part of the application process and the plan for the subdivision plan for the same property. Letters will be sent to both zoning board and planning board with the commission's recommendations.

The commission is currently in need of alternates.

Budget Committee

The budget committee met on Thursday, Dec. 16 and finalized a recommended operating budget for the town for 2022. **Work sessions and public hearings are scheduled for Wednesday, January 12 at 6 pm for the Town budget and warrant articles and Thursday, January 13 at 7 pm for the School District, Village of Northwood Ridge Water District, Cove Village District and Gulf Village District budgets and warrant articles.** Check the town website for the most up to date information.

Police Commission

The police commission has cancelled its December meeting. Any questions, please email lsmith@town.northwood.nh.us

Annual 2021 Town & School Report

DEADLINE for submission of town department reports for the 2021 Annual Town Report is Monday, January 3, 2022. Please contact me if you have any questions: lsmith@town.northwood.nh.us

Library:

The Chesley Memorial Library will be closed from December 24, 2021-January 2, 2022 due to staffing issues. Library items checked out received extended due dates to avoid items being due during the week off. Items may still be returned in the outside book drop. We look forward to providing library services in 2022!

Recreation:

No report this week.

Northwood EMD's report for week prior to 12/20/21

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Last Friday's (12/17/21) 14-day new-case count was at 62, having risen to 73 midweek (a "substantial" rate of infection is considered at 5 or above). Northwood had 40 active cases on Friday, an increase from 34 the prior Friday. Statewide demographics indicated nearly all cases were among the un-vaccinated population. A majority of Hospital ICU beds are now occupied by un-vaccinated COVID-19 patients. Both Northwood School and Coe-Brown are providing their active COVID-19 case numbers on dashboards available at their respective websites.

2. Town officials should continue to address deficient items regarding our Emergency Operation Plan. Our rewrite will to begin following budget season in January. Planning for emergency sheltering at Northwood School continues to move forward.
3. State officials are watching a new variant of concern (VOC), known as B.1.1.529 and named the Omicron variant. The Delta variant remains the dominant infective agent in the Northeast and New Hampshire. Several cases of Omicron have now been detected in New Hampshire. Early literature suggests the Omicron variant is highly contagious, with an infection rate 3.7 times that of the earlier Alpha variant of last winter. So far, the mRNA vaccines appear to have some effectiveness against Omicron, but breakthrough cases are likely.
4. Winter brings an added threat of chimney and house fires, not just from heating systems and seasonal decorations, but from critters moving indoors, nesting in walls and removing insulation from electrical wiring in the home. Be sure smoke detectors are working.
5. A further reminder that the ground is now cold enough to support ice and snow accumulation on road surfaces. EMD thanks Northwood's Road crew for their sanding and plowing efforts this past weekend. Happy Solstice.

Bob Young, Northwood Emergency Management Director