



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 3, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work on the FY22 budget with the Finance Director, reviewed and assessed the status of the FY21 operating budget and finalized budget encumbrances for 2021, continued work on the remaining Town property auction properties with Town Counsel and the auctioneer, reviewed files of other Town owned tax deeded properties and tax agreements, continued work on reports for 2021 Town Report, met again with contract assessor to discuss status of property value exemptions, prepared for and attended the 12/28 Select Board meeting, attended the Joint Loss Management Committee (JLMC) meeting.

This week's activities include: continue work on updating personnel handbook and review of other existing policies, finalize Select Board's FY22 operating budget and warrant articles for Select Board final review for budget hearing, prepare for 1/11 Select Board meeting, continue review of the balance of the FY21 operating budget for year-end closing, continue to work on reports for 2021 Town Report, meet with surveyor to discuss resolving subdivisions question on town owned Tasker Shore Rd lots, attend NHMA 2022 State legislation review of bills affecting municipal government webinar, review proposed building permit fees with building inspector and process the latest human services applications. Happy New Year! Have a great week! Be well and stay safe

Assessor:

No report this week.

Building Inspector:

- Returned 9 phone calls
- Sent 6 emails
- Performed 8 inspections
- Attended JLMC meeting
- Issued 2 Certificates of Occupancy
- Priced out permit for new home
- Closed out several active permits

Finance:

- Processed payroll
- Processed Accounts Payable
- Updated expenditure report with encumbrances through 12/31/21
- Attended the Board of Selectmen meeting
- Completed quarterly 941 reports
- Completed quarterly unemployment reports
- Reconciled yearly 941 reports against the total W2's to be printed
- Ran mirrored payroll and accounts payable runs in new software to check accuracy
- Processed invoices for police detail work
- Updated Accounts Receivable log
- Updated the returned check log
- Started printing 2021 W2 forms

- Boxed up 2021 payroll files to make room in file cabinets for 2022 payroll
- Prepared deposits for the Treasurer
- Worked on audit prep items
- Prepared payroll accrual information and submitted to the software developers to convert into the new MTS system
- Worked with software developers for final confirmation of account numbers and mapping old accounts to new accounts

Town Clerk/Tax Collector:

Happy New Year

Dog renewal is due now

NEW dogs can be registered as well

Boats can be registered and renewed now

Taxes are due by the 10th

You can renew your vehicle registration if your birth month is between January-April

2/5/22 Town Deliberative session 9am at Northwood School Gym

3/8/22 Town Election 7am-7pm at Northwood School Gym

Department of Public Works:

The highway department has to report that we have been busy mixing up sand and salt to fill bins, re-graveled the beginning of Old Barnstead Road due to a plugged culvert causing water to run over the road and causing the road to become muddy, we fully cleaned the highway garage and organized it as well, today we are swapping the front cutting edge on the new 6-wheeler in preparation of the upcoming storm on Friday.

The transfer station has been running as usual and we made it through the holiday rush with minimal issues all though we had long lines and the cardboard compactor has been running constantly.

Fire Rescue:

1. Chief Tetreault is investigating the large disparity between police responses for motor vehicle accidents and the Fire and ambulance responses to car accidents. Fire and ambulance respond to only 1/3 of the motor vehicle crashes in town. Chief Tetreault began to investigate this after fire and ambulance was not dispatched to a crash with a high mechanism of injury. Currently it appears to point of failure is State 9-1-1. Chief Tetreault has a meeting with the operations supervisor this week.
2. We have been looking into the high cost of medical gases used by the ambulance. It appears we can save considerable money by going with Air Gas incorporated and going through their state bid for medical gases. Currently we use Air Gas but the State Bid price is a secret unless you ask about it.
3. Annual Statistics, below is our response statistics for 2021:

a. Building Fire	19
b. Chimney Fire	3
c. Trash Fire	2
d. Vehicle Fire	1
e. Brush Fire	9
f. Mutual Aid Coverage	3

g. Illegal Burning	3
h. Permitted Burning	6
i. Electrical Problem	6
j. Fire Alarm Activation	68
k. Carbon Monoxide incident	15
l. Power line down	8
m. Building collapse	2
n. Water Problem	2
o. Smoke Removal	2
p. Fuel Spill	3
q. LPG/ Natural gas leak	7
r. Emergency Medical Call	425
s. Motor Vehicle crash	49
t. Search	1
u. Extrication	2
v. Hazardous Materials	1
w. Service Call	28
x. Good Intent	45
y. Total	716

4. Out of the 425 medical emergencies we responded to 301 were transports to a local hospital.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The planning board met on Thursday, December 30 with two new applications. A major site plan for Harding Metals was opened with an overview of the proposal, questions from board members, and time for public comment. The proposal includes a new 12,000 sf maintenance building, with office. The board also held a Minimal Impact Site Plan review for Lake Shore Farm Inn to convert the former function hall to a residential unit. The plan was conditionally approved. **There will be a second public hearing on the proposed (revised) zoning amendment on Thursday, January 6, 2022 at 6:30 pm.**

Zoning Board

Two new applications were on the Monday, December 27 agenda: 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. Both applications were continued to the January 24 meeting. **The board is currently in need of one member and alternates** for the board.

Conservation Commission

The next meeting of the commission is Tuesday, January 18 at 7 pm.
The commission is currently in need of alternates.

Budget Committee

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 will meet on Tuesday, January 18 at 5 pm at the town hall.

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:

Chesley Memorial Library is pleased to announce that it has been awarded \$24,828.00 in funding through the Institute for Museum and Library Services' "Grants to States" program as part of a collaborative grant with Epsom Public Library, Josiah Carpenter Library in Pittsfield, and Pembroke Town Library. The grant program is part of the American Rescue Act Plan of 2021 and is being facilitated by the N.H. State Library.

Chesley Memorial Library will use this grant award to create a shared "Library of Things" that will enable us to start lending items other than books and videos. In addition to the items located here in Northwood, library patrons will also have access to the items stored at the libraries in Epsom, Pittsfield, and Pembroke. Items will also be used by the Northwood Recreation Department as needed.

In the grant application, Chesley Memorial Library detailed that it would meet these needs by using grant funds to purchase non-traditional library items such as tools, cameras, outdoor activity equipment, craft equipment, musical instruments, party equipment, early learning/literacy items, and/or games.

"A library is so much more than a place to borrow books. A library is a community center offering programs for all ages and it is an information center for the community it serves. A library provides essential services like internet access, photocopying, scanning, faxing, and notary service. We hope that our new collection of things will provide access to items that people might not be able to afford due to the pandemic and will help to show that libraries are truly community centers that deserve public support," said Library Director Donna Bunker.

"The exciting part will be when the items are fully utilized and seeing the families enjoying and creating memories together," said Northwood Recreation Director Scott Blewitt.

"New Hampshire's strong relationship with its public libraries was made even more evident during the past two years, when librarians and their staffs were able to adjust services nimbly in order to continue to meet the needs of their communities," said N.H. State Librarian Michael York. "The innovative programs funded by these grants will continue to strengthen not only public library services, but also the communities in which the libraries reside."

"As pillars of our communities, libraries and museums bring people together by providing important programs, services and collections. These institutions are trusted spaces where people can learn, explore and grow," said IMLS Director Crosby Kemper. "IMLS is proud to support their initiatives through our grants as they educate and enhance their communities."

Chesley Memorial Library's goal is to have the program up and running as soon as possible.

Part of the N.H. Department of Natural and Cultural Resources, the N.H. State Library promotes excellence in libraries and library services to all New Hampshire residents, by assisting libraries and the people of New Hampshire with rapid access to library and informational resources through the development and coordination of a statewide library/information system; by meeting the informational needs of New Hampshire's state, county and municipal governments and its libraries; and by serving as a resource for New Hampshire. For more information, visit nh.gov/nhsl.

The Institute of Museum and Library Services is the primary source of federal support for the nation's libraries and museums. We advance, support, and empower America's museums, libraries, and related organizations through grantmaking, research, and policy development. Our vision is a nation where museums and libraries work together to transform the lives of individuals and communities. To learn more, visit www.ims.gov and follow IMLS on [Facebook](#) and [Twitter](#).

Recreation:

Northwood Recreation Department

Arts and Crafts for children @ the Center School

Tuesdays and Thursdays after school, 3-5pm January 4th, 6th, 11th, 13th, 18th, and 20th

This program is drop in style with no pre- Registration required. Open to all ages. Donations accepted

Arts & Crafts for Seniors @ the Center School

Monday mornings 10am-noon held on Jan 10th & 17th

This program is drop in style with no pre- Registration required. Open to all ages 55+. Donations accepted

Northwood EMD's report for week prior to 1/3/2022

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Last Thursday's (12/30/21) 14-day new-case count rose to 41, having been in decline for the prior two weeks. (a "substantial" rate of infection is considered at 5 or above). Northwood had 27 active cases on Thursday, an increase from 22 the prior week. Statewide demographics indicated nearly all cases were among the un-vaccinated population
2. State officials are watching a new variant of concern (VOC), known as B.1.1.529 and named the Omicron variant. Prior to the long New Year's weekend there were still few Omicron cases in state with most cases resulting from the Delta variant.
3. The Capital Area Public Health Network reported a change in leadership with Stacy Lucas leaving her position as Director. Mary Reed, assistant VP for Public Health at United Way, will oversee CAPHN in the interim.
4. A forecast from the National Weather Service indicated a seasonal two-week span of below freezing temperatures beginning this Monday morning.

Bob Young, Northwood Emergency Management Director