



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 10, 2022

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### **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, continued review of files of other Town owned tax deeded properties and tax agreements, continued work on reports for 2021 Town Report, met with surveyor to discuss resolving subdivisions question on town owned Tasker Shore Rd lots, attended NHMA 2022 State legislation review of bills affecting municipal government webinar.

This week's activities include: finalize warrant articles for Select Board final review for budget hearing and add any petition articles, prepare for and attend the 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, review proposed building permit fees with building inspector and process the latest human services applications and prepare for and attend the monthly department head meeting. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 18 Phone calls
- Sent 20 emails
- Performed 7 inspections
- Met here with property owner
- Met other property owner at site
- Wrote denial letter
- Issued certificate of completion
- Closed out two permits

### **Finance:**

- processed A/P
- finished processing 1099 forms
- filed quarterly unemployment report
- met with MTS (Software) to go over final conversion issues/concerns
- attended a Zoom meeting with representative from Comstar with Chief Tetreault to learn about our role in Medicare ambulance cost reporting for 2022
- worked with MTS developer to schedule the final software conversion
- updated the expenditure report with encumbrances
- updated the open PO list
- updated the returned check list
- sent out notices for a returned check
- reconciled all bank accounts
- updated the accounts receivable log

- performed journal entries
- boxed 2021 filed for audit prep and storage
- general file maintenance and upkeep
- finalized payroll software configuration in preparation of the first payroll run in the new system on 1-10-22.

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. Our ambulance revenue for the month of December was \$25,257. This brought our ambulance revenue for the year to over \$170,000.
2. FF Kevin Bataran passed the practical portion of his Advanced EMT. All that is left is for Kevin to be licensed by the State and we will have another Advanced EMT on staff.
3. We have completed our review of our air gas vendor. We got quotes from Main Oxy and Air Gas. Our current vendor, Air Gas has recently been awarded the state bid and we should realize significant savings. The annual rental on the bottles went from \$968 a year to \$625. Charges like delivery fee, hazmat surcharge, and fuel surcharge have been eliminated. Cost to refill the small oxygen bottles are \$1.75 each and for the large on-board cylinders \$8.25 each.
4. We now have a supply of Covid 19 PCR tests at the fire station. These tests have been earmarked for town employees and town officials. The PCR is the test that takes a few days to get back but is much more accurate.
5. We did have a scare with Covid 19 this week. Several of our members have experienced flu like symptoms, and some have had confirmed exposures. One of our members had a false positive rapid test. All our members have tested negative for Covid 19 or have not developed symptoms after an exposure.
6. We have completed our ambulance unit license renewal for 2022.

**Police Department:**

No report this week.

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

**Planning Board**

A second public hearing on the proposed (revised) zoning amendment was held on Thursday, January 6, 2022. Two people from the public attended. After taking public input the board voted to place the proposed (2) amendments relative to private campsites on the 2022 Town Warrant. The two amendments will be on the ballot for the March election. Also on the agenda was Case 21-16 Joseph D. Carter, Route 4 and Harmony Road, Map 222 Lot 54. The applicant proposes to build 2 office buildings. The case was continued to February 24 to allow time for receiving the drainage report and having it reviewed by the town engineer.

### Zoning Board

The next meeting of the zoning board is Monday, January 24 at 6:30 pm

### 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

The 2021 Annual Town and School Report is being assembled at this time. Please contact me if you have any questions: [lsmith@town.northwood.nh.us](mailto:lsmith@town.northwood.nh.us)

### Library:

- October computer tally: 25 patrons
- November computer tally: 21 patrons
- **December computer tally: 44 patrons**
- October Downloadable Audiobooks: 485 items
- November Downloadable Audiobooks: 410 items
- **December Downloadable Audiobooks: 476 items**
- October circulation: 967 items
- November circulation: 990 items
- **December circulation: 739 items**
- October new patrons: 15
- November new patrons: 11
- **December new patrons: 6**
- **Total number of registered library card holders: 2,950**

### 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

Save the Date!

Kids Ice Fishing Derby

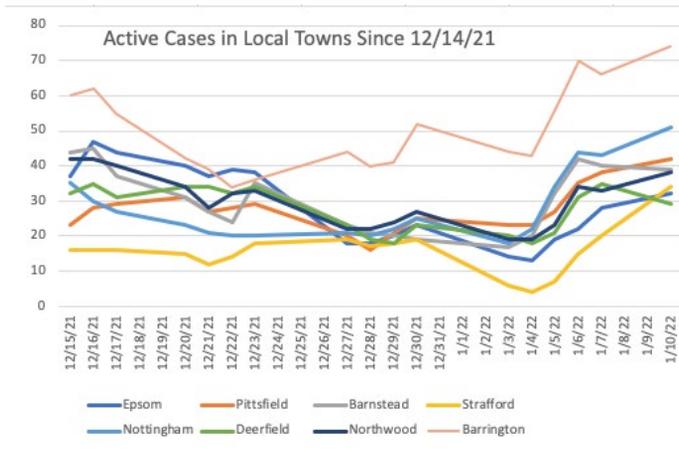
Sat, Feb 26th 8-11am

Harvey Lake

Parking at Coe-Brown. Bait provided

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

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count rose to 60 this weekend. (a "substantial" rate of infection is considered at 5 or above). Northwood had 38 active cases on December 10<sup>th</sup>. There had been a significant downturn in local cases at the start of the new year, but the past week has seen a steady rise in new cases. 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 Omicron. Prior to long New Year's weekend there were still few Omicron cases in New England with most cases resulting from the Delta variant. Omicron now makes up 82% of all cases in the region. Omicron is highly transmissible. Health officials are advising the public to use higher quality face masks such as an N-95 or KN-95 when in public spaces.
3. A forecast from the National Weather Service indicates several days of below freezing temperatures beginning this Monday evening.
4. John Greene, of Eversource, messaged that ISO-New England (operator of New England's power grid) warned current fuel supply issues could lead to controlled rolling outages during periods of extreme cold to stabilize the electric grid. Critical facilities would not be immune to such outages, so the Water District, town hall, PD and Fire should assure their generators are fueled and functional. It is believed that Walter or I would be provided with advanced warning of any proposed outage for sections of Northwood.

Bob Young, Northwood Emergency Management Director