



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 18, 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, continued review of files of other Town owned tax deeded properties and tax agreements and work with former owners on repurchasing agreements, continued work on reports for 2021 Town Report, prepared for and attended the 1/11 Select Board meeting, coordinated the painting of the town hall, finalized the 2022 warrant adding all petition articles and forwarded it to Town Counsel for review and comments, prepared for and attended the monthly department head meeting

This week's activities include: finalize warrant articles for Select Board final review for budget hearing and add any petition articles, prepare for the 1/25 Select Board meeting, continue review of the balance of the FY21 operating budget for year-end closing this is the final week for paying 2021 bills until after the audit, finalize reports for 2021 Town Report, meet with moderator to coordinate the setup for the deliberative session and voting day, attend the NHHSEM covid response call, coordinate the installation of a new firewall and router in town hall, attend the MMANH monthly meeting, review warrant, default budget and MS 737 with finance director for submission to Department of Revenue (DRA) for their review, and process the new human services applications. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

No report this week.

Finance:

- Processed the first payroll run in the MTS system. All went more smoothly than I had hoped!
- Met with Treasurer Sandy Prioli and TD Bank representative Keith Pike regarding setting up the Positive Pay system. This is a fraud prevention program that will help to safeguard the town funds.
- Attended the monthly department head meeting
- Processed accounts payable runs, one for 2021 expenses and one for 2022 expenses
- Updated the 2021 expenditure and encumbrance report with current figures
- Produced invoices for police detail work performed
- Updated the return check log
- Entered warrant and budget information in the Department of Revenue Administration web portal for the creation of the necessary documents for the posting prior to the Deliberative Session
- Continued work on preparation for the annual audit

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

The multiple storms have kept us busy clearing, sanding and plowing roads. 5 loads of sand and 3 loads of salt were delivered to cover the storms.

Fire Rescue:

1. We were introduced to a new method of administering Nitrous Oxide (NO) (laughing gas). NO is given for pain relief for lessening pain or when narcotics are not indicated or available. This new system is delivered in a container like our oxygen bottles. This new device is much less expensive than the older style device.
2. Our new heating system has been installed and is working well. The old devices were manufactured in 1984 so they have served us well. We are hoping for better energy efficiency with the new units.
3. Our new Engine/tanker was out of service for a few days last week. The pump would not stay engaged. 4-Guys dispatched a repair person to diagnose the problem and found a bad electrical connector and a bad relay. It was repaired the following day under warrantee.
4. Last week a passerby reported to the police department that one of the bay doors at the Ridge Station was open. The Police contacted the duty crew immediately to investigate. Since no apparatus had been out of the station for more than 24 hours, the door had not been inadvertently left open. The surveillance cameras did not show any unusual activity at the station. The reason the doors were open is a mystery, but we will keep track.
5. Our new Zoll ventilators have arrived. Our EMS coordinator will be setting up the ventilators and coordinating training for our members.
6. Captain Schaub is in the process of coordinating a driver operator course here in Northwood. Typically, the fire academy does not run driving classes in the winter, but the director said he would make a special exception.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

The planning board has two amendments to the zoning ordinance that will appear on the ballot in March relative to permitting of Private Campsites under specific criteria. The next meeting of the planning board is Thursday, January 27, 2022.

Zoning Board

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

Conservation Commission

The commission is currently in need of alternates.

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

Library:

The Chesley Memorial Library will be taking a short break from in-person programs due to the increased number of covid cases in the local area combined with staffing issues. Programs will resume in March. If library patrons are looking for something extra to do during that time, there will be take-and-make crafts available. Another option is to come in for a puzzle to take home! The Friends of the Library will be setting up a puzzle table at the library from Monday, February 7, through Saturday, February 12, so patrons can bring puzzles in and/or pick puzzles up.

Recreation:

No report this week.

Northwood EMD's report for week prior to 1/18/2022

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count rose to 64 last week. (a "substantial" rate of infection is considered at 5 or above).
2. State officials indicate the new Omicron variant (B.1.1.529), due to its increased transmission rate, has rapidly overtaken Delta. Omicron is now the dominant variant in New Hampshire. Health officials are advising the public to use higher quality face masks such as an N-95 or KN-95 when inside public spaces. Students are returning to area colleges and universities this week. Coe-Brown has reinstated its mask requirement. Both Northwood schools are experiencing higher numbers of active cases.
3. EMD met with the Northwood School Safety Team as they prepare for an off-site evacuation drill later this school year. Work should begin soon on Northwood's own Emergency Operation Plan. EMD also participated in a number of weather briefings.

Bob Young, Northwood Emergency Management Director