



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 24, 2022

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, 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 continued work with former owners on repurchasing agreements, continued work on reports for 2021 Town Report, prepared for the 1/25 Select Board meeting, coordinated the painting of the town hall, met with moderator to coordinate the setup for the deliberative session and voting day, coordinated the installation of a new firewall and router in town hall the project is not yet complete and work on the installation will resume on 2/4, attended the MMANH monthly meeting, reviewed 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.

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 1/25 Select Board meeting, finalize reports for 2021 Town Report, attend the NHHSEM covid response call, prepared the 2022 warrant, the default budget and MS 737 for Select Board and Budget Committee signatures, attend the Zoning Board meeting for a variance for the Town owned Tasker Shore Dr. subdivision, attend the cable TV franchise agreement renewal consortium meeting, and coordinate the installation of seven new computer workstations in town offices, prepare the subdivision application with Linda for the Tasker Shore Town owned lots, prepare for the Deliberative Session on 2/5, review new applications for public assistance, coordinate on going improvements to the town hall interior. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

No report this week.

### **Finance:**

- Processed Accounts Payable with the last 2021 expenses recorded until the auditors do their adjustments
- Prepared bank deposits for the Treasurer
- Finalized the data in the Department of Revenue Administration portal, printed the warrant, budget report (MS -737) and default reports for board signatures.
- Prepared year end reports for the town report
- Updated returned check logs
- Updated accounts receivable logs
- Reviewed draft of GASB 75 report from the actuaries
- Boxed up 2021 files & set up 2022 files
- Prepared and submitted files to the auditors in preparation of the upcoming 2021 audit.

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

The highway department has to report that we are full on sand and salt in preparation for the next snow storms, we have been out spot treating areas around town from snow melt refreezing on the roads.

The transfer station has been running smooth as usual, I'm preparing the annual reports for DES and should be done by Wed but totals last year are 42 loads of bulk waste (furniture) = 149.45 tons, 44 loads of demo = 243.01 tons and 97 loads MSW (house hold trash) = 918.06 tons for a grand total of 1310.52 tons of material through the transfer station, single stream (cardboard & Plastic) generated 141.99 tons of recycled materials totaling \$10,831.89 dollars made for the transfer station.

**Fire Rescue:**

1. FF. Bataran is now a licensed Advanced EMT and can now practice for the Northwood Fire Department.
2. With the growth of our Explorer post, we have found we are short of Turnout gear for our explorers. I would like to thank the Nottingham Fire Department and the Topsfield MA Fire Department for the donation of gear for our explorers. Currently we have 12 explorers.
3. Chief Tetreault attended the monthly meeting of the "Great Northwood's Rotary Club. The club is looking forward to chartering as a satellite club of the Raymond Club.
4. Our 2021 AFG grant application was submitted to FEMA. This year we put in for a grant to replace the fire alarm system at the Narrows fire station. We are still awaiting our Historic and Environmental sight assessment to be approved so we can proceed with the diesel extraction system.
5. Chief Tetreault, will be working on a SAFER grant for the Fire Department. SAFER is a recruitment and retention grant for the call company. This year we are asking for new turnout gear and uniforms for new recruits.
6. We have formed a committee through our association to upgrade our utility trailer to a full rehabilitation trailer. The rehab trailer will be known as "Rehab 71". Our committee has researched alternative funding, Home Depot has already committed to supplying building supplies. Our goal is to have the trailer available to emergencies in town, but also be available for mutual aid deployment.

**Police Department:**

**1. Cruisers**

- a. F-150 Cruiser, that was approved in June of 2020, has arrived and has been lettered and is currently at the equipment upfitters having the equipment installed.
- b. 2022 SUV Cruiser, that was ordered in August of 2021, also finally came in and will go to the upfitter when the F-150 is completed.

**2. Staffing:**

- a. 2 new officers will begin the Full-Time Police Academy in February.

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

The planning and zoning boards continue to be busy with new applications. Many inquiries from prospective buyers of Northwood property are still being received by the Land Use Department.

### **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. The complete list of cases is available on their agenda on the town website.

### **Zoning Board**

The next meeting of the zoning board is Monday, January 24 at 6:30 pm. There are four cases on the agenda. The complete list is available on their agenda on the town website.

### **Conservation Commission**

Next meeting of the commission is Tuesday, March 1 at 7 pm.

**The commission is currently in need of alternates.**

### **Police Commission**

The police commission met on January 18; Chief's report was provided.

### **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:**

Due to current constraints caused by the pandemic, the Chesley Memorial Library will not be open all regularly scheduled hours this week. The library will close when we do not have more than one staff person available to work. The open hours may vary from day to day so we are advising all patrons to call ahead if possible.

### **Recreation:**

No report this week.

### **Northwood EMD's report for week prior to 1/24/2022**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count rose to 81 last week. (A "substantial" rate of infection is considered at 5 or above). Northwood had 51 active cases on Friday.
2. State officials indicate 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 when inside all public spaces. Both Northwood schools experienced higher numbers of active cases last week.
3. Work will begin soon on Northwood's Emergency Operation Plan. EMD was on a number of conference calls last week for issues of weather and public health. There will be both an HSEM and separate DHHS conference call this Thursday noon related to the current Covid-19 surge. Planning continues regarding Northwood School and Town Deliberative sessions and March voting to be held at Northwood School. Watching a probable snow event for the coming weekend.

Bob Young, Northwood Emergency Management Director