



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** January 31, 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 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, finalized the reports for 2021 Town Report, prepared for and attended the 1/25 Select Board meeting, continued review of the balance of the FY21 operating budget for year-end closing, met with the moderator to coordinate the setup for the deliberative session and voting day, attended the NHHSEM emergency weather call, attended the ZBA hearing for a variance request by the Town for the Tasker Shore Rd subdivision process, attended the cable franchise agreement consortium meeting, attended ARPA funds final rules review webinar, met with legal counsel and DPW Foreman regarding Bow St. private water issue, posted 2022 MS-737, Default Budget and warrant at the Town hall, Northwood School and the post office, and process the new human services applications.

This week's activities include: attend a meeting with Chief Drolet and EMD regarding updating the town's emergency operations plan, coordinate the follow up installation of a new firewall and router in town hall and seven new desktop computers with Mainstay, attend a meeting with legal counsel for all parties regarding the private water issue on Bow St., prepare the slide presentation for the Deliberative Session on 2/5, review facility needs and set up for the Deliberative session with the Moderator, school representatives and DPW Foreman, prepare for and attend the Deliberative Session on 2/5, meet with the building inspector on proposing a new fee schedule, prepare for the Select Board's meeting on 2/8, and coordinate the preparation of the Tasker Shore Rd. subdivision plan, and application with Town Planner, Linda Smith and surveyor. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 20+ Phone calls
- Sent 24 emails
- Wrote one violation letter
- Wrote one denial letter
- Issued permit for in ground pool
- Issued 2 permits for new homes
- Issued certificate of completion for garage
- Submitted Town Hall water test to state labs
- Performed 12 inspections

### **Finance:**

- Processed payroll
- Prepared deposits for the Treasurer
- Created invoices for police detail work

- Updated the accounts receivable log
- Updated the returned check log
- Worked with software developer regarding reports needed for the upcoming audit
- Prepared for the preliminary field work for the audit on Friday
- Assisted the auditors Friday with research, information collection and policies and procedures
- Performed general journal entries
- Updated operating procedures with new chart of account information
- Coordinated upcoming training session for department heads on the new software
- Attended a webinar about the final ARPA rules.

### **Town Clerk/Tax Collector:**

No report this week.

### **Department of Public Works:**

The highway department has to report that we were busy plowing snow accumulation around 12 inches with heavy winds causing snow drifts in some areas 4 feet deep, the highway department town guys worked 28 hours straight with our contractors working 12-18 hours in preparation for Thursday and Friday's storm. We ordered 8 loads of sand and 4 loads of salt to fill the bins up full. We had a few break downs during the storm, we broke the wing plow off the town 550. I was able to cut it off and weld it all back together and back running 45 mins later, the old 6-wheeler had a ball of ice slide off the cab of the truck and break off both windshield wipers but other than that we made out pretty good.

### **Fire Rescue:**

1. Northwood Firefighters along with several mutual aid communities responded to a 2<sup>nd</sup> alarm fire on Catamount Rd. Upon arrival Captain Schaub reported fire and smoke going up the exterior of the building and extending into the attic and first floor. Captain Schaub requested a second alarm and stretched an attack line. The fire was extinguished quickly. Mutual aid companies arrived on scene and assisted with salvage, overhaul and checking for hot spots. This was Engine 2's first fire. After all was said and done, we used about 2000 gallons of water, with 1000 gallons still left in Engine 2's tank. The cause of the fire was determined to be improper disposal of smoking materials.
2. We made a conditional offer of employment to EE/EMTS Kevin Bataran. Kevin is travelling to Florida later this month for his CPAT test.
3. We have had a few more members test positive for Covid 19. Fortunately, the exposure at the fire stations has been limited.
4. Just a reminder: We now have a supply of Covid 19 PCR tests at the fire station. These tests have been ear marked for town employees and town officials. The PCR is the test that takes a few days to get back but is much more accurate.

### **Police Department:**

No report this week.

### **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 planning board met on Thursday, January 27. A minor site plan for a doggie daycare, boarding, and grooming business was conditionally approved for 1114 First NH Turnpike, formerly Northwood Power Equipment. A four-lot subdivision on Old Turnpike Road was continued to March as they will be applying for a special exception with the zoning board. A major site plan for additional storage units at 1060 First NH Turnpike was continued to February 24 for additional review. Harding Metals major site plan to add a 12,000-sf maintenance building was continued to February 24 pending a special exception application to the zoning board, and receipt of drainage review.

### **Zoning Board**

The zoning board met on Monday, January 24. The board gave conditional approval for a subdivision on a private road, and for expansion of a residential use on an undersized lot. The board continued two cases for additional information: special exception for wetland crossing, and setback for portable storage units.

### **Conservation Commission**

Next meeting of the commission is Tuesday, March 1 at 7 pm. **The commission is currently in need of alternates.**

### **Police Commission**

Next meeting of the commission is Tuesday, February 15 at 5 pm at town hall.

### **Annual 2021 Town & School Report**

The 2021 Annual Town and School Report is being assembled at this time. Any final items to be added or edited must be provided immediately. Please contact me if you have any questions:

[lsmith@town.northwood.nh.us](mailto:lsmith@town.northwood.nh.us)

### **Library:**

The staffing situation looks better this week so the library should be open all regularly scheduled hours. Although in-person programs are on hold until March, passive programs like the take-and-make crafts are available and the puzzle table will be set up on February 7 for Puzzle Week. Patrons continue to come in to check out books, movies, and magazines. Patrons also continue to utilize the photocopier, scanner, public access computers, and notary service.

### **Recreation:**

- Yoga for youth/adult
- Kids fishing derby
- Easter egg hunt
- Archery lessons youth/adult
  
- Coming soon:
- Square dancing
- Self-defense classes

### **Northwood EMD's report for week prior to 1/31/2022**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood's 14-day new-case count rose to 91 last week. (A "substantial" rate of infection is considered at 5 or above). Northwood had 48 active cases on Friday.
2. State officials indicate the highly contagious 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 as well as urging booster shots. Both Northwood schools experienced high numbers of active cases last week (NS-8, CBNA-14).

3. Work will begin soon on Northwood's Emergency Operation Plan (EOP). TA, EMD and Deputy met with our contractor on 1/31 to plan for "kick-off." Plans are to hold first meeting the afternoon of February 17<sup>th</sup>. At this meeting, staff will be assigned responsibilities for each of 16 Emergency Support Functions (ESF).
4. EMD was on a number of conference calls last week for issues of weather, utilities and public health. Planning continues regarding Northwood School and Town Deliberative sessions and March voting to be held at Northwood School. EMD and Northwood PD assisted Northwood School with a lock down drill on Friday. Thank you to Northwood's DPW for their long hours during this weekend's snow event.

Bob Young, Northwood Emergency Management Director