



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 7, 2022

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, coordinated the setup for the deliberative session and voting day, prepared the slide presentation for the Deliberative Session on 2/5, prepared for and attended the deliberative session, participated in the NHHSEM emergency weather call, met with legal Counsel for all parties, and the DPW Foreman regarding Bow St. private drainage water issue, attended a meeting with Chief Drolet and EMD regarding updating the town's emergency operations plan, coordinated the follow up installation of a new firewall and router in town hall and seven new desktop computers with Mainstay, met with the building inspector on proposing a new fee schedule, prepared for the Select Board's meeting on 2/8, coordinated the preparation of the Tasker Shore Rd. subdivision plan, and application with Town Planner, Linda Smith and surveyor and processed new human services applications.

This week's activities include:, prepare for and attend the Select Board meeting on 2/8, meet with Mainstay representative to review option for new email platform for Town accounts including Office 365, prepare for and direct the monthly department head meeting, attend the new finance software training on creating and processing purchase orders, coordinate the completion of the new firewall and internet router, prepare/review post Deliberative Session reports for DRA and Town Clerk for ballot preparation, continue review of existing policies for updating where needed and process new human services application. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 13 Phone calls
- Sent 33 emails
- Had meeting w/ property owner
- Had meeting w/ Land Use Dept. and local Land Consultant
- Performed 7 inspections
- Reviewed several septic designs
- Issued one certificate of completion

Finance:

- Processed Accounts Payable
- Prepared reports and documents for the upcoming audit
- Prepared bank deposits for the Treasurer
- Updated the returned check log
- Sent 2nd notices for unpaid returned checks
- Requested reimbursements from special revenue funds for purchases
- Prepared for the Deliberative Session

- Attended the Deliberative Session

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

No report this week.

Fire Rescue:

- 1) During the month of January Northwood Firefighters responded to 34 medical emergencies resulting in 21 transports to area hospitals. Ambulance revenue for the month of January was \$22,391.
- 2) Through the federal surplus property program, the fire department was awarded a 2003 Gator 4X6 UTV. The unit is equipped with a diesel engine, a fully enclosed cab, and a utility bed. Mechanically the unit appears to be in good shape. Esthetically the unit needs some work. We hope to refurbish the unit in house.
- 3) During the month of January Firefighters responded to 50 9-1-1 emergencies
 - a) 1 Combustible Liquids spill
 - b) 2 Cancelled enroute
 - c) 34 Medical emergencies
 - d) 1 Extrication
 - e) 1 Good intent
 - f) 1 Vehicle Fire
 - g) Structure Fire
 - h) 4 Unintentional Alarms
 - i) 1 Ice Rescue
 - j) 1 Water Problem

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. Land Use Specialist has been busy finalizing the Annual Town Report.

Planning Board

There is no work session this month so that members may attend the school deliberative session. Next regular meeting is Thursday, February 24 at 6:30 pm.

Zoning Board

The zoning board meets on February 28 at 6:30 pm.

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 finalized this week.

Library:

WEEKLY REPORT FEBRUARY 7, 2022

November computer tally: 21 patrons

December computer tally: 44 patrons

January computer tally: 35 patrons

November Downloadable Audiobooks: 410 items

December Downloadable Audiobooks: 476 items

January Downloadable Audiobooks: 456 items

November circulation: 990 items

December circulation: 739 items

January circulation: 867 items

November new patrons: 11

December new patrons: 6

January new patrons: 10

Total number of registered library card holders: 2,958

Recreation:

No report this week.

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 decreased to 60 from 91 the prior week. (A "substantial" rate of infection is considered at 5 or above). Northwood had 28 active cases on Friday. Although the number of Covid-19 cases remain high, local, state and hospitalization numbers are decreasing as predicted.
2. Work will begin on Northwood's Emergency Operation Plan (EOP) with first meeting to be held by Zoom the afternoon of February 17th. At this meeting, staff will be assigned responsibilities for each of 16 Emergency Support Functions (ESF).
3. EMD was on a number of conference calls last week for issues of weather and public health. EMD will be working this coming week with Northwood School regarding off-site evacuations and drills.
4. EMD will be coordinating with NFD regarding Tier II and Hazmat reporting.

Bob Young, Northwood Emergency Management Director