



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 21, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued review of files of other Town owned tax deeded properties and tax agreements and work with former owners on repurchasing agreements, prepared for the Select Board meeting on 2/22, attended a meeting with the Town Planner, engineer and Counsel regarding NHDES AoT approval for the Eames subdivision, attended the Strafford Region Economic Development meeting, attended the kickoff meeting for the updating of the Local Emergency Operations Plan, attended the monthly meeting and training of the MMANH, met with the library trustee chair and director on some library matters, prepared a draft of the 2022 voter guide and fact sheet for Board review.

This week's activities include: continue review of existing policies for updating where needed, prepare for and attend the 2/22 Select Board meeting, coordinate the final form and information for the 3/8 voting ballots with the Town Clerk and finalize a draft of the 2022 voter guide, attend a NHHSEM storm call, meet with Select Board member to finalize voter guide mailer, work with tax deeded property owners regarding repurchasing property and continue working with Land Use office on Ames subdivision matters and seek new proposals on community hall paint and library projects. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 11 Phone calls
- 16 emails
- Performed 2 inspection
- Performed 1 night inspection
- Wrote 1 violation letter
- Priced and issued 2 permits
- Attended health officer training
- Monthly water test to state labs

Finance:

- Processed Accounts Payable
- Prepared deposits for the Treasurer
- Continued to work on updating fixed assets lists
- Attended the EOP kick-off meeting
- Prepared for upcoming audit
- Processed payroll since the coming Monday was a holiday
- Sent invoices for police detail work
- Miscellaneous filing and record maintenance

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

No report this week.

Fire Rescue:

1. Our members have received training on our new ventilators. These ventilators will allow all our medical providers to administer Continuous positive Air Pressure (CPAP) and our paramedics to provide continuous mechanical ventilations, for patients who are not breathing.
2. Ambulance 2 (the new one) is out of service for at least a month. We discovered the engine was leaking coolant and brought it back to the RAM dealer. The dealer found the leak and reported it was coming from an ERG valve. This part is back ordered with no anticipated delivery date.
3. We are starting to refurbish the new to us ATV. We have been in contact with the Manchester School of Technology. Because they have an auto body repair class, they will be able to prepare and paint the vehicle for the cost of supplies. This will save our firefighters countless hours. There are still several items we will need to do in house, but we hope to have it in service for the up-coming forest fire season.
4. Engine 2 responded to Pittsfield to assist them with a chimney fire that had extended to the house.
5. We have tentatively scheduled our annual awards banquet for March 26, 2022 at Johnsons. Awards being presented are Firefighter of the Year, Fire Officer of the Year, EMS Provider of the Year, Explorer of the Year, Years of Service Awards and The Chiefs Award of Excellence. The Town Administrator, and all members of the Board of Selectmen are invited.
6. One of our televisions at the Narrows fire station has failed. Our Firefighter's Association graciously voted to replace the Television.

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

Planning Board

Next regular meeting is Thursday, February 24 at 6:30 pm. Patriot Holdings site plan for expansion of the storage facility is scheduled on the agenda.

Zoning Board

The zoning board meets on February 28 at 6:30 pm. There are 6 cases on the agenda.

Conservation Commission

Next meeting of the commission is Tuesday, March 1 at 7 pm. There will be a work session on Wednesday, Feb. 23 at 7 to review a Special Exception application. **The commission is currently in need of alternates.**

Police Commission

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

Annual 2021 Town & School Report

The 2021 Annual Town and School Report has been sent to the printer. There will be a notice on the town website when the report has been delivered to town hall.

Library:

The Friends of the Library held a very successful Puzzle Swap the week of February 7th with more than fifty puzzles finding new homes. Library patrons expressed great interest in repeating this event in the future. The Library Trustees held a public meeting on Friday, February 11th to accept ARPA funds for the Library of Things. Library employees participated in a staff meeting on Tuesday, February 15th. The Library Director participated in the Emergency Operations Plan Zoom meeting on Thursday, February 17th. The Library Director and the Library Trustee Chair met with the Town Administrator on Friday, February 18th. The library will be able to offer programs again starting in March so Senior Café and Storytime will return on a weekly basis.

Recreation:

Youth Ice Fishing Derby

Saturday, Feb 26th 8-11am @ Harvey Lake

parking available at Coe-Brown lot

volunteers needed to assist with holes, prizes, etc!

Northwood EMD's report for week prior to 2/21/2022

No report this week.

Bob Young, Northwood Emergency Management Director