



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

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### **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, continued work on the draft version of the Rules and Regulations for Town Beaches and Parks for Select Board review, continued work with two tax deeded property owners on repurchase agreements, prepared town meeting results reports to the Department of Revenue with the Finance Director, met with newly elected Select Board member Sanderson on current Board activities, met with Jared Shaheen, building and compliance officer, and Town Counsel on pending compliance matters, reviewed painting bids for community hall and library, prepared for and attended 3/15 Select Board meeting, attended the second meeting of the local emergency operations plan update group, attended the monthly NH Municipal Managers Association meeting,

This week's activities include: continue review of existing policies for updating where needed, continue work on the draft version of the Rules and Regulations for Town Beaches and Parks for Select Board review, coordinate the spring and summer DPW projects schedule with the Chris Brown DPW Foreman and continue to manage the ongoing lighting upgrade project all facilities should be complete by this Friday, prepare for the 3/29 Select Board meeting, participate in an ARPA reporting webinar, assist with setup for the Article 4 recount, finalize budget with Finance Director after recount results, coordinate the retrieval of town documents stored offsite for purging and scanning with the Finance Director. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- Returned 15 phone calls
- Sent 17 emails
- Performed 2 inspections
- Met w/ attorney
- Monthly water sample
- Wrote three (3) notice of violation
- Attended emergency management meeting

### **Finance:**

- Processed accounts payable
- Entered budget numbers into the financial software
- Prepared expenditure report drafts for Walter's review
- Sent out returned check notices, updated returned check log
- Continued to work on bank reconciliations
- Prepared deposits for the Treasurer
- Attend the Emergency Operations Plan meeting
- Worked with software developer to design additional expense report formats
- Sorted through old records storage boxes to identify, organize, consolidate, and potentially purge

documents in preparation for scanning project/storage re-organization

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

The highway department has to report that we have been busy fixing dirt roads, adding crushed stone and gravel to a few dirt roads that had some mud issues. We are planning on going to Hooksett tomorrow to pick up cold patch to start filling potholes around town that need it.

Today 3-21 we pulled all the iron and sander off the 1ton and in doing that we made a new area to put the sanders so that they are not in our way during the summertime operations. I have started getting together with some paving companies to get budgetary numbers together for our upcoming paving projects.

The transfer station as usual has been running smooth and with the nice weather we have started to see an increase of people using the brush pit and leaf dump, as usual we are pulling 5 cans a week 2 trash, 1 demo, 1 bulk waste and cardboard.

**Fire Rescue:**

1. Engine 1 responded to the boy scout camp for a possible structure fire. Upon entering the camp, we found very muddy conditions and determined that we need to back out for fear of getting stuck in the mud. We quickly discovered we were already stuck. In the meantime, we investigated and found an un-permitted bon fire in the camp. We called Allen's towing to get the truck out of the mud. After three hours the truck was freed and immediately responded to a motor vehicle crash on route 4. The apparatus sustained only minor damage and we anticipate we can repair it in house.
2. Attended the Capital area Chiefs Breakfast in Epsom, we discussed several common topics like recruitment and retention. Also viewed Epsom's new Forestry and UTV>
3. Met with Chief Blanchett of Loudon to discuss recruitment and retention. Chief Blanchett has been selected by the Governor to serve on a recruitment and retention task force. We discuss the Explorer Academy and the need for that to be re-invigorated. Discussed live in student programs and overall capturing interest in the fire service at a young age.
4. Remotely attended the capital area Chiefs monthly meeting. Discussed the multiple alarm fire in Bradford, and lessons learned.
5. Finalized plans for our annual awards banquet to be held at Johnsons dairy bar.
6. Cheryl Dean graciously donated two heavy duty bunk beds to the fire department. We can now house up to 5 firefighters at the narrows in an emergency.

**Police Department:**

No report this week.

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

The Land Use department has been very busy with a variety of applications for both the Planning Board and Zoning Board this month.

- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Consulted with Building Inspector regarding pending code enforcement matters
- Prepare reviews of current zoning board cases
- Distribute RFP for Master Plan Chapter Updates
- Prepare and attend police commission meeting
- Review Emergency Operations Plan (EOP) and provide revised info of town entities; attend zoom meeting of EOP

### **Library:**

The Library Director participated in the following meetings last week: Suncook Interlibrary Cooperative American Rescue Plan Act “Library of Things” meeting in Pittsfield and Town of Northwood Emergency Operations Plan Zoom meeting. The Library offered the following programs last week: Senior Café on March 14 and Story Time on March 16.

### **Recreation:**

**Spring Archery** Lessons (ages 8-88) - 2 sessions to choose from

**\*\*Spring Soccer\*\* open to all, grades preK-8th\*\* deadline April 8th**

**(Coaches needed!)**

**Yoga** - Level for all ages & levels

**Square Dancing** - Fun Dance, Sunday, March 27th 2-4pm @ Center School

Open to all ages 12 yrs and up.

**Self Defense classes** - in the works!

Northwood Recreation Committee members are needed!

### **Northwood EMD’s report for week prior to 3/21/2022**

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Northwood’s 14-day new-case count has hovered between 5 and 6 this past week. (A “substantial” rate of infection is considered at 5 or above). Northwood currently has less than 5 active Covid-19 cases.
2. Work has begun on Northwood’s Emergency Operation Plan (EOP). Our second meeting with our contractor was held using Zoom on March 17<sup>th</sup>. EMD is reviewing and editing documents provided.
3. EMD met with Northwood School staff and faculty during their visit to an off-site evacuation location on Friday. Northwood PD also attended.
4. EMD continues to provide situation awareness and weather-related warnings to town and school official. Daily briefings have been curtailed.

Bob Young, Northwood Emergency Management Director