



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** April 4, 2022

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### **Town Administrator:**

I will be out of the office from 3/30 until 3/14. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 21 Phone calls
- Sent 26 emails
- Performed 9 inspections
- Wrote 2 denial letters
- Stopped work without permit
- Closed out completed permits

### **Finance:**

- Processed accounts payable
- Prepared deposits for the treasurer
- Had a zoom meeting with the software company regarding activating the invoice entry module
- Attended a webinar on Employment Labor Law Updates
- Attended the Board of Selectmen meeting and presented expenditures report and audit findings
- Calculated retro pay owed from Jan 1 through current date in accordance with warrant article #27.
- Worked with software developers to resolve issues with the bank reconciliation module and expenditure reporting of carry-forwards from prior year.

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

No report this week.

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

The highway department has to report that we have been busy with a bunch of small projects, we did over 3.5 ton of cold patch on several roads in town, doing budgetary numbers for paving our roads this year, we had a large tree come down on Upper Deerfield Road which we had to wait for power company to shut down the power first before we could clean it up. I got all the estimates done for the Bow Street culvert to be replaced and got 4 quotes for our mini excavator rental for 3 months.

The transfer station like usual has been running smooth, April 1<sup>st</sup> our rate increase for hauling went into effect so our new company was called and set up for next week hauling. Recycling is still on the increase, and we hauled one ton of aluminum to Harding Metal which was over 3 grand and one load of steel to Lamberts which was \$1300.

### **Fire Rescue:**

1. Our new cardiac monitors were delivered this week, we will be training on the new equipment over the next few weeks before putting them in service.
2. We responded the Stafford to assist them with their second alarm brush fire.
3. We have a ship date of April 13, 2022, for the parts for Ambulance 2.
4. The testing company tested all our hoses and ladders this week. This test as an annual test. We lost approximately 250 feet of hose.
5. During the month of March Northwood Firefighters responded to 54, 9-1-1 emergencies. Those incidents break down as follows:
  - a. 1 Electrical problem
  - b. 42 Emergency Medical calls
  - c. 1 False Alarm
  - d. 1 Good Intent
  - e. 1 Brush Fire
  - f. 1 Odor of Smoke
  - g. 2 Steam mistaken for smoke
  - h. 1 Structure Fire
  - i. 1 System Malfunction
  - j. 1 Water Problem

### **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.

#### **Land Use Specialist**

Followed up via email and phone to all incoming land use inquiries  
Met with public regarding property inquiries  
Met with property owners regarding site plan amendment at Boy Scout Camp  
Met with property owner and attorney regarding whether a property requires site plan approval  
Consulted with Building Inspector regarding pending code enforcement matters  
Attended site walk with zoning board members & completed minutes of site walk  
Prepared updated review of current zoning board cases  
Prepare and attend Zoning Board meeting  
Process escrow accounts with town treasurer  
Prepared requests for information for town and school for upcoming quarterly budget committee meeting

### **Library:**

January computer tally: 35 patrons  
February computer tally: 36 patrons

**March computer tally: 53 patrons**

January Downloadable Audiobooks: 456 items

February Downloadable Audiobooks: 397 items

**March Downloadable Audiobooks: 546 items**

January circulation: 867 items

February circulation: 865 items

**March circulation: 969 items**

January new patrons: 10

February new patrons: 10

**March new patrons: 12**

**Total number of registered library card holders: 2,978**

**Recreation:**

No report this week.

**Northwood EMD's report for week prior to 4/4/2022**

No report this week.