



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: April 18, 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, continued work on the draft version of the Rules and Regulations for Town Beaches and Parks for Select Board review, continued work with one tax deeded property, continued to develop and update the spring and summer DPW projects list with the Chris Brown, DPW Foreman and continue to finalize the lighting upgrade project for all facilities, prepare for and attend the April department head meeting, attended the 3rd work session on updating the LEOP (Local Emergency Operations Plan), attended the monthly MMANH meeting.

This week's activities include: continue review of existing policies for updating where needed, coordinate the retrieval of town documents stored offsite for purging and scanning with the Finance Director, prepare for and attend the 1st quarter budget committee meeting, prepare for the 4/26 Select Board meeting, review comments from Town Counsel on the personnel policy handbook revisions/update, review on going compliance and land use issues with land use specialist and code and compliance officer, prepare final draft of revised recreation and beach rules and regulation, attend NHHSEM monthly briefing call . Have a great week! Be well and stay safe.

Assessor:

- Received the Annual updated hardcopy Tax Maps from CAI.
- Axisgis Assessing Database has been updated with new Tax Maps and Owner Information.
- Avitar Assessing Database has been updated and will be updated monthly/as needed.

Building Inspector:

- 18 Phone calls
- Sent 26 emails
- Wrote 1 violation letter
- Wrote a denial letter for septic
- Performed 5 inspections
- Meeting w/ Land Use & residents
- Department Head meeting
- EOC meeting

Finance:

- Processed Accounts Payable
- Attended bid opening for the Master Plan in Walter's place
- Prepared for the Board of Selectmen meeting
- Attended the Board of Selectmen meeting in Walter's place
- Prepared for the monthly Department Head meeting on Thursday
- Prepared bank deposits for the Treasurer.
- Attended the Board of Selectmen meeting
- Attended the monthly department head meeting

- Attended the Emergency Operations Plan meeting
- Reconciled March totals with the Town Clerk report
- Started training Carol on the Finance software and entering invoices
- Prepared Personnel Action Forms for all employees affected by the 2% COLA for approval by Walter and inclusion in personnel files.
- Updated returned check log/sent out letters for returned checks
- Prepared and performed general ledger entries
- Miscellaneous filing and records upkeep

Town Clerk/Tax Collector:

No report this week.

Department of Public Works:

No report this week.

Fire Rescue:

1. We have completely transitioned over from getting fuel at Irving to the State DOT pumps. There should be some savings realized over the next few months.
2. Northwood Firefighters staffing Engine 3 and Car 1 assisted Pittsfield with their 3rd alarm structure fire. We received a medical call just prior to being called to the Pittsfield fire. Fortunately, the off going shift had not left yet so the night crew and off duty firefighters staffed Engine 3.
3. Northwood Firefighters staffing Engine 2 assisted Strafford with their first alarm structure fire.
4. The software for our ambulance billing company has been hacked. No data was lost but they are now trying to catch up on sending out bills. There may be a hick-up in the April billing.
5. During the month of March, we generated more than \$20,000 in revenue from ambulance billing. This puts the cumulative amount collected at \$29,000 over 2021 and \$34,000 over our anticipated budget in 2022.

	Jan	Feb	Mar
Ambulance Revenues			
2020 Actuals	\$7,614	\$3,742	\$3,943
2021 Actual	\$8,210	\$8,900	\$9,511
2022 Actual	\$22,391	\$13,885	\$20,444
Budget 2022	\$7,500	\$15,000	\$22,500
Ambulance Revenue Input Area			
2021 Monthly	\$8,812	\$8,900	\$9,511
2021 Cumulative	\$8,812	\$17,712	\$27,223
2022 Monthly	\$22,391	\$13,885	\$20,444
2022 Cumulative	\$22,391	\$36,276	56,720

Police Department:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

The land use staff is processing the request for proposals for Master Plan Chapter updates.

One new application was received for a 2-lot subdivision.

There is one pending zoning board application currently.

Land Use Specialist

- 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
- Consulted with Building Inspector on potential zoning board applications
- Schedule forester to meet with the conservation commission
- Schedule Bear Paw representative to meet with the conservation commission
- Distribute RFP proposals received for Master Plan Chapter Updates to the planning board
- Review RFP Proposals received
- Prepare for upcoming budget committee meeting
- Review updates to Emergency Operations Plan (EOP)
- Review proposed changes to planning board procedures and CIP procedures
- Attend planning board meeting

Library:

No report this week.

Recreation:

No report this week.

Northwood EMD's report for week prior to 4/18/2022

No report this week.