



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 2, 2022

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### **Town Administrator:**

This past week's activities included: continued review of existing policies for updating where needed, 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 finalized the lighting upgrade project for all facilities, prepared for and attended the 4/26 Select Board meeting, continued review of comments from Town Counsel on the personnel policy handbook revisions/update, reviewed on going compliance and land use issues with land use specialist and code and compliance officer, ordered and received the first shipment of offsite stored Town documents for culling outdated documents, attended the HSEM HMGP grant info webinar, attended the planning board meeting regarding subdivision of Town property which received conditional planning board approval, prepared the RFP for road improvement projects, completed a personnel performance evaluation, completed and submitted a waste oil grant agreement, issued an RFP for new Town Parade message sign, and received training on the town office lighting control app as the final step of the lighting program.

This week's activities include: continue review of existing policies for updating where needed, accept the balance of town documents stored offsite for purging and scanning, prepare for 5/10 Select Board meeting, continue preparing draft of new SRO agreement with Coe Brown Academy, issue an RFP for the 2022 road reconstruction and paving projects, coordinate the annual septage lagoon inspection and monitor well testing, meet with the tax collector and assessing assistant to prepare 1<sup>st</sup> issue property tax warrant for Select Board signatures, attend a site walk of proposed road runoff improvements on a section of Gulf Road along Pleasant Lake in conjunction with the NHDES 319 grant award, attend the 4<sup>th</sup> work session on updating the emergency operations plan, start reviewing stored admin documents for retention or destroying, and review road reconstruction and paving projects and improvements to the Harvey Lake and Northwood Lake boat ramps. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 27 Phone calls
- Sent 10 emails
- Performed 9 inspection
- Reviewed septic design
- Met w/ resident @ Town Hall
- Issued permit for new residence
- Closed completed permits
- Wrote denial letter

**Finance:**

- Processed A/P
- Continued work on a Procedures manual for the accounts payable process.
- Prepared monthly NH Retirement System report
- Prepared bank deposits for the Treasurer
- Updated returned check log
- Performed general journal entries

**Town Clerk/Tax Collector:**

No report this week.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

Below is a summary of happenings at the fire department this week. As I was on vacation last week I will try and include the two previous weeks' worth of information.

1. Upon returning from vacation, I called Portsmouth Ram to find out the status of Ambulance two. I have been told the parts are in and the truck should be returned to us on Tuesday to be put back in service.
2. As reported earlier the computer system at Comstar ambulance billing had been hacked. There was no loss of data, and the result would likely be a delay in collections. The largest impact being to our April revenue. Although our revenue was down for April, the revenue was over \$11,000 and exceeded our budgeted amount necessary to meet our lease obligations. See the spread sheet below outlining our ambulance billing.

<b>Ambulance Revenues</b>				
2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446
2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496
2022 Actual	\$22,391	\$13,885	\$20,444	\$11,088
2022 monthly budget	\$7,500	\$7,500	\$7,500	\$7,500
<b>Ambulance Revenue Input Area</b>				
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117
2022 Monthly	\$22,391	\$13,885	\$20,444	\$11,088
2022 Cumulative	\$22,391	\$36,276	56,720	\$67,808
Budget 2022 Cumulative	\$7,500	\$15,000	\$22,500	\$30,000

3. Northwood Firefighters responded to Long Pond Road for a reported structure fire. Upon arrival on duty police officers reported heavy smoke and fire showing. A second alarm was transmitted bringing mutual aid from several neighboring communities. Upon arrival firefighters executed a transitional attack, utilizing a high flow 2” attack line. The fire was quickly knocked down and was under control in less than one hour. Strong work by Firefighter Dylan Andrews and Firefighter Mike McGinn.

4. We ran into issues with tires during the last two weeks. The first was on Engine 3. According to the service technicians at some point Engine 3 struck some debris in the road. This debris sheared the valve extenders on two tires on the right rear of the vehicle. Upon arrival at the Long Pond Road fire, we discovered the flat tires. Sullivan tire came out and determined the tires needed to be replaced.
5. The second issue was with the tires on the front of Ambulance 1. While doing his vehicle inspection FF. Bataran noticed the tires on the front of Ambulance 1 were mis-shaped. Again, we brought the vehicle to Sullivan tire who stated the internal steel belts in the tire had failed, the tires would need to be replaced. Previously the tires showed no sign of abnormal or uneven wear. I called Sullivan tire and determined the tires were less than two years old and had approximately 16,000 miles on them. As this is extremely premature wear, I questioned about warrantee coverage to no avail. It is my intention to draft strongly worded letters to Sullivan Tire and Good Year Tire to express our displeasure and seek relief on these obviously defective tires.
6. While on vacation I received a call from Richard Bilodeau, he expressed that we had an opportunity to get a 10-year-old federal surplus (former coast guard) boat. As this boat appeared in really good shape competition for the unit was strong with 5 other communities in NH interested in the boat. I instructed Mr. Bilodeau to put our name in for the boat. We were awarded the boat and I found the boat had been picked up in my absence. At this point we are under no obligation to keep the boat. However, after looking at the boat it is my opinion, we should seriously consider taking the boat. Over the next few weeks, I will be evaluating the boat in more detail to determine what exactly we would need to outfit and put the boat in service including cost estimates. This unit would significantly improve our water rescue capabilities. With the proposed improvements to our boat launches we may expect an up-tick in the use of watercraft in the community. Obviously, the unit would be available for use for other town/state agencies as necessary. If you are interested in looking at the boat, it is being stored outside the Narrows Fire Station.
7. During the month of April, Northwood Firefighters responded to 61, 9-1-1 emergencies.
  - a. 1 Combustible liquid spill
  - b. 1 Cover Assignment Station Coverage
  - c. 2 Cancelled enroute
  - d. 1 Electrical Problem
  - e. 42 Emergency Medical calls
  - f. 1 Person in Distress
  - g. 2 Service Calls
  - h. 1 Odor of smoke
  - i. 2 Steam mistaken for Smoke
  - j. 4 Structure Fire
  - k. 3 System Malfunction False alarm
  - l. 1 Unintentional Alarm Activation

## **Police Department:**

No report this week.

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

### **Land Use Specialist**

- Attended interview with Master Plan Subcommittee for RFP for Master Plan Update
- Completed minutes of subcommittee meeting.
- Completed police commission minutes
- Prepared for and attend zoning board meeting
- Prepared for and attend planning board meeting
- Updated escrow accounts
- 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

## **Library:**

**MAY 2, 2022**

February computer tally: 36 patrons

March computer tally: 53 patrons

**April computer tally: 56 patrons**

February Downloadable Audiobooks: 397 items

March Downloadable Audiobooks: 546 items

**April Downloadable Audiobooks: 446 items**

February circulation: 865 items

March circulation: 969 items

**April circulation: 955 items**

February new patrons: 10

March new patrons: 12

**April new patrons: 6**

**Total number of registered library card holders: 2,984**

May 13 – Trustee Meeting 9:00am

May 23 - Friends Meeting 4:30pm

### **PROGRAMS**

May 2, 9, 16, 23 - Senior Café 1:00-2:30pm

May 3, 10, 17, 24, 31 – Writers Group 2:00pm

May 4, 11, 18, 25 - Story Time 10:30am

May 4 - Afternoon Book Discussion 2:00pm

May 5 – Choco Taco 3:00-5:30pm

May 18 - Evening Book Discussion 7:00pm

## **Recreation:**

**Help Wanted** (must be at least 16 yrs old)

1. Beach Attendants: Seeking 2-3 creative, hardworking and reliable High School or college students for summer work at the town beaches, parks and special programs.
2. Soccer Referees needed for spring & fall youth soccer - grades 3-8
3. Certified Swim Instructors - summer swim lessons @ town beaches

### **Upcoming Volunteer Opportunities**

1. Saturday, May 7th @ youth Trout Fishing Derby

2. Saturday, May 21st @ Antique Alley Craft & Vendor Fair & Free hot Dog Day
3. Beach Clean-up days
4. Center School clean-up and renovations
5. Playground/Field work & improvements
6. Gardening/beautification work @ Town Beaches & Rec facilities
7. Thursday, July 21 @ Puppet show and picnic
8. Special Event & Program development
9. Painting equipment shed

**Northwood EMD's report for week prior to 5/2/2022**

No report this week.