



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** May 16, 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 two tax deeded properties, continued to develop and update the spring and summer DPW projects list with the Chris Brown, DPW Foreman, prepared for the 5/10 Select Board meeting, continued to work on the personnel policy handbook revisions/update, continued preparing draft of new SRO agreement with Coe Brown Academy, accepted the balance of town documents stored offsite for purging and scanning, prepared for and attended the 5/10 Select Board meeting, attend the Primex two day conference on risk management, met with the Finance Director to review FY22 budget status.

This week's activities include: continue review of existing policies for updating where needed, finalize draft of new SRO agreement with Coe Brown Academy for review by Town counsel, review stored admin documents for retention or destroying, meet with DPW Foreman on the bid status of the 2022 road and facility projects, accept and review bids for the 2002 road projects and town hall message sign due on 5/20, prepare for 5/24 Select Board meeting, prepare for and lead the monthly department head meeting, meet with Scott Blewit, Rec Director, regarding rec department activities and projects, attend the monthly MMANH meeting, and attend the monthly HSEM monthly update call. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 8 phone calls
- Sent 11 emails
- Performed 3 inspections
- Held 2 meetings with residents
- Handled complaints
- Monthly town hall water test

### **Finance:**

- Processed Accounts Payable
- Prepared bank deposits for the Treasurer
- Updated and organized employee records
- Attended the 5/10/22 Board of Selectmen meeting
- Sent out returned check notices
- Updated returned check log
- Prepared and performed miscellaneous journal entries
- Continued to sort through old storage files, purge as needed

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. This week we got our new to us UTV in service. Lead by Captain Schaub, firefighters have been working feverishly to wire lights radios and equipment. The UTV is now in service and ready to respond.
2. Chief Tetreault attended and hosted the formal kick off our new Rotary Club. Currently our club is a satellite club of the Raymond Club.
3. Over the weekend Northwood Firefighters responded to a serious motorcycle crash. The crash occurred on Route 4 at the Nottingham town line.
4. Northwood Firefighters responded to Cooper Hill Pizza for vehicle that had gone over an embankment and was in danger of rolling over. At the bottom of the embankment was a 1000 lb. propane cylinder and next to the cylinder was an apartment building. Firefighters stretched a hose line as a precaution while a tow truck got the vehicle back on the parking lot.
5. Ambulance 1 is in the shop for repairs to the air conditioning system. While it was there the mechanic checked for recalls. He discovered there are three open recalls. The soonest we can get it into the Ford dealer for the recalls is July.

**Library:**

No report this week.

**Police Department:**

No report this week.

**Town Clerk/Tax Collector:**

No report this week.

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

**Land Use Specialist**

- Reviewed new ZBA apps (5)
- Review proposed planning board procedures, including CIP subcommittee
- Sorting/purging old documents
- Prepare for and attend planning board meeting
- Update escrow accounts/update board files
- 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 and potential zoning board applications.
- Consulted with planner on upcoming work/applications

**Recreation:**

**1st annual Antique Alley Craft & Vendor Fair organized by Northwood Recreation Dept.**

Saturday, May 21st

9am-3pm

The location for this event is 818 first NH Turnpike. I am hosting it here to draw more attention to the "**Center School building**" which is being used for Recreation purposes after years of non-use by the Town of Northwood. Proceeds from this event will be put towards improvements.

On site is plenty of parking and bathroom facilities. I will also be a vendor selling Hot Dogs & Water as a fundraiser for the Recreation Dept, among other things like Northwood Hats of all types & designs!

**Northwood EMD's report for week prior to 5/16/2022**

No report this week.