



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: May 23, 2022

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 review of existing policies for updating where needed, finalized the draft of new SRO agreement with Coe Brown Academy for review by Town counsel, reviewed stored admin documents for retention or destroying, met with DPW Foreman on the bid status of the 2022 road and facility projects, accepted and reviewed bids for the 2022 road projects and town hall message sign due on 5/20, prepared for the 5/24 Select Board meeting, prepared for and led the monthly department head meeting, met with Scott Blewit, Rec Director, regarding rec department activities and projects, attended the monthly MMANH meeting, and attended the monthly HSEM monthly update call.

This week's activities include: Continue work on new SRO agreement, prepare bid summaries for the 2022 road projects and town parade sign, conference with Town Counsel on Town land use matters, prepare for and attend the 5/24 Select Board meeting, coordinate work at Northwood Lake boat ramp with DPW Foreman, review and approve additional roadside hazardous tree removal work, attend the cable TV franchise agreement renewal consortium meeting, meet with Northwood school technology person to review Town AV equipment for use at school, finalize fire chief contract, review Town Forest management contract with Town Counsel and prepare scheduled performance evaluations. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 21 phone calls
- Sent 29 emails
- Performed 10 Building Inspections
- Performed 1 child care inspection
- Issued Certificate of Occupancy
- Had meeting w/ Mainstay software install
- Attended department Head meeting
- Followed up on 2 separate complaints

Finance:

- Processed payroll
- Created bank deposits for the Treasurer
- Prepared and sent invoices for Police Special Detail work performed
- Updated Accounts Receivable log
- Sent notices for returned checks
- Updated return check log
- Assisted Town Clerk/Tax Collector and Treasurer in setting up how to record the new process of

ACH payments received in the clerk's office.

- Assisted several employees with insurance open enrollment questions
- Attended the monthly department head meeting - took minutes
- Created and entered miscellaneous journal entries
- Assisted employees with questions about MTS software program
- Continued to sort through old storage files, purge as needed.

Department of Public Works:

No report this week.

Fire Rescue:

1. Northwood Firefighters responded to Stafford for their second alarm structure fire.
2. Northwood Firefighters participated in a mutual aid drill at the Epsom Health care center. The drill simulated a fire in the building and went to a simulated second alarm.
3. Chief Tetreault hosted the Seacoast/Capital Area Chief's Breakfast at the Narrows Station. Special thank you to Mike McGinn, Chaplin Guzofski, Lt. Brown, FF Gibson and Capt. Schaub for their assistance.
4. Northwood Firefighters Association voted to contribute \$346 to our UTV project, and \$200 toward cemetery flags. The flags will be placed in the Town Cemeteries just after Memorial Day.
5. PL Custom repaired a slight coolant leak on Ambulance 2 and replaced a GFCI outlet in the back of the ambulance. These repairs were completed in house and covered under warranty.

Library:

No report this week.

Police Department:

No report this week.

Town Clerk/Tax Collector:

1. Tax bills will be mailed on May 19, 2022 with a due date of Tuesday July 5, 2022 (Mon. July 4 holiday)
2. 2021 tax lien execution was done on Wednesday May 18, 2022 (unpaid taxes from 2021-and sent to registry of deeds)
3. We have finished our dog contests-top dog of Northwood was Ellie pictures are online town clerk Facebook page (we had over 20 dog winners with 4 different contests)
4. Started our NEW features for residents online "ACH and Debit/Credit cards" are now accepted and you can pay taxes online if you choose to (a few more features/icons coming soon in the next few months)
5. Transfer station stickers are 3 per household and REGISTRATION is required.

Weekly Report from Linda Smith, Land Use Specialist

No report this week.

Recreation:

No report this week.

Northwood EMD's report for week prior to 5/23/2022

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns. Official Covid-19 tallies provided by CDC and NH-DHHS continue to show moderate increases in new local cases. Mask wearing within indoor crowded spaces is again encouraged until warmer weather allows the opening of doors and windows for increased ventilation. Northwood's 14-day total is back to the level it had been in February. All counties in New Hampshire are listed as having substantial rates of transmission.
2. Work is well underway on Northwood's Emergency Operation Plan (EOP). EMD is reviewing and editing documents provided and maintains a journal for use during the final edit.
3. EMD continues to provide situation awareness and weather-related warnings to town and school official. Daily briefings have been curtailed. Two HANs were issued last week regarding availability for vaccine for young children and information on Monkey Pox. Both are appended.
4. EMD along with Northwood PD oversaw a Duck and Cover Drill and a Lock Down Drill at Northwood Elementary. EMD will be providing logistics and oversight at the Coe-Brown Graduation on Wednesday.

Bob Young, Northwood Emergency Management Director