



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 6, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work with tax deeded property owners, continued work on new SRO agreement with Town Counsel, the environmental survey of center school is scheduled for this week, attend the NHMA legislative wrap up Zoom presentation, prepare summary of ARPA funds project and items suggestions, review status of DPW projects with the DPW Foreman, met with Town's contract cleaning company to review service and doing spring cleaning at town hall and offices, met with Rec Director regarding ongoing projects and activities.

This week's activities include: meet with preferred sign company to discuss details of design and specifications for Town Parade message sign along with Linda Smith rescheduled from last week, prepare for Select Board 6/14 meeting, finalize closing details for Town owned Tasker Shore Rd. property, prepare final version of Employee Handbook update for Board signatures, finalize paving contract with GMI Asphalt, prepare for and attend the June department head meeting. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 11 Phone calls
- Sent 17 emails
- Performed 6 inspections
- Had meeting at town hall
- Issued Certificate of Occupancy
- Reviewed septic plans

Finance:

- Prepared bank deposits for the Treasurer
- Created and sent notices for returned checks
- Updated returned check log
- Created and sent invoices for Special Details performed
- Continued to sort through old stored documents for purging or retention
- Reconciled bank statements for various accounts
- Balanced revenue reports with the town clerk reports
- Reviewed revenue reports for reconciliation with tax collector reports
- Created and entered miscellaneous journal entries
- Met with cleaning company in Walter's absence to request estimate for additional spring cleaning and discuss complaints and concerns

Department of Public Works:

No report this week.

Fire Rescue:

1. Northwood Firefighters participated and assisted with the Coe Brown Graduation
2. Northwood Firefighters participated in the Coe Brown Victory Parade for the Boys and Girls track team who both won their respective State Championships
3. Northwood Firefighters participated in the Town Memorial Day Parade and the Taps Across America Ceremony.
4. Northwood Firefighters Staffing Engine 2 assisted with a Second Alarm Fire in Strafford.
5. Northwood Firefighters Staffing Ambulance 1 and Boat 1 assisted NH State Police with an incident on Bow Lake. Firefighters were on scene for more than 12 hours before the incident was resolved.
6. Ambulance Revenue for the Month of May listed below

	Jan	Feb	Mar	Apr	May
Ambulance Revenues					
2020 Actuals	\$7,614	\$3,742	\$3,943	\$14,446	\$5,806
2021 Actual	\$8,210	\$8,900	\$9,511	\$15,496	\$13,206
2022 Actual	\$22,391	\$13,885	\$20,444	\$11,088	\$14,616
2022 monthly budget	\$7,500	\$7,500	\$7,500	\$7,500	\$7,500
Ambulance Revenue Input Area					
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323
2022 Monthly	\$22,391	\$13,885	\$20,444	\$11,088	\$14,616
2022 Cumulative	\$22,391	\$36,276	\$56,720	\$67,808	\$82,424
Budget 2022 Cumulative	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500

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

Short week due to holiday. No meetings; follow-up on previous meetings.

Review new applications for PB and ZBA.

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 land use applications.

Consulted with planner on upcoming work/applications

Recreation:

Volunteers needed on **Saturday, June 18th from 8-1pm** to install additional playground components at the Northwood Athletic Field lower playground.

Northwood EMD's report for week prior to 6/06/2022

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. Northwood has been reporting around 20 active cases for several weeks now. All counties in New Hampshire are listed as having substantial rates of transmission, but national media is suggesting the surge in the Northeast has subsided.
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. Department heads are encouraged to review their role within each of the ESFs and determine what further documents or information will appear in the final draft.
3. EMD continues to provide situation awareness and weather-related warnings to town and school official. Daily briefings have been curtailed.
4. The Governor issued an official letter to school officials, EMDs and Police and Fire Chiefs regarding school safety following the incident at Robb Elementary School in Texas. Locally, meetings have been established for a physical security assessment of both schools by HSEM. CBNA's visit is scheduled for June 14th and Northwood School on July 7th.

Bob Young, Northwood Emergency Management Director