



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 13, 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, review status of DPW projects with the DPW Foreman, met with preferred sign company to discuss details of design and specifications for Town Parade message sign along with Linda Smith, prepared for Select Board 6/14 meeting, worked on closing details for Town owned Tasker Shore Rd. property, worked on preparing the final version of Employee Handbook update, finalized paving contract with GMI Asphalt, prepared for and attend the June department head meeting.

This week's activities include: finalize the closing details for Town owned Tasker Shore Rd. property, prepare for and attend 6/14 Select Board meeting, meet with DPW Foreman regarding ongoing DPW projects, continue working with Steve Robert on town audio/visual inventory, meet with recreation director regarding ongoing projects and programs, meet with Building Code and Compliance Officer regarding ongoing land use matters, attend the annual Municipal Management Assoc. of NH conference, Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 19 Phone calls
- Sent 26 emails
- Performed 6 inspection
- 1 Health inspection (daycare)
- Issued Certificate of Occupancy
- Responded to complaint
- Had meetings w/ residents
- Issued permits

Finance:

- Processed Accounts Payable
- Prepared bank deposits for the Treasurer
- Updated the returned check log
- Updated the accounts receivable log
- Attended the monthly department head meeting and took notes
- Prepared and entered miscellaneous journal entries
- Continued to sort through old storage files for purging or preservation
- Worked on bank statement reconciliations for May
- Processed reimbursement requests from other funds held by the Treasurer
- Assisted employees with benefit questions
- Performed annual update of salary report to Primex for covered short term and long term disability

benefits

- Assisted the Town of Candia with Finance office training due to a staffing crisis

Department of Public Works:

The highway department reports that we have been in full swing with all our summer activities, we have been installing culverts, ditching, and doing road maintenance, we have had a big issue with our furry friends AKA Mr. Beaver on Kelsey Mill Rd. which we have finally got ahead of it and now are maintaining it every other day. We oversaw the paving of the parking lot at the narrows fire station which came out great.

The transfer station as usual has been running smooth and we have seen an increase of users due to summer camps opening for the summer. Now that we are fully staffed, we are on a weekly rotation with our transfer station guys so they rotate every 3 weeks having a weekend off to save on man hours worked. We have had a bunch of praise on the community chat lately for our transfer station attendants saying how helpful they are, so kudos to the guys.

Fire Rescue:

1. This week we replaced one of the side entry doors to the fire station. The door casing had significant rot and the bottom of the door had rusted to the point there was a significant gap. A new door was purchased at Lowes and installed by Firefighter Bataan.
2. Northwood Firefighters participated in the Coe Brown Victory Parade for the Girls softball team who won the State Championship.
3. Firefighter Challinor completed her paramedic program and has passed the National Registry written test. Once Addie completes her practical examination she will be certified as a paramedic.
4. During the month of May Northwood Firefighters responded to 50 9-1-1 emergencies as follows:

a. Potential accident	1
b. Combustible liquids spill	1
c. Cancelled enroute	3
d. Emergency Medical Services	32
e. Brush Fire	2
f. Public assistance	1
g. Outside Fire	1
h. Steam mistaken for smoke	1
i. Structure Fire	3
j. Smoke Detector malfunction	3
k. Unintentional alarm	1
5. Thus Far we have responded to 290 9-1-1 emergencies this year. We have responded to other communities 39 times while other communities have assisted Northwood 48 times. 35 or 12% of our calls were overlapping, which means while our crews were tied up on one call a second or more simultaneous calls were received.

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

Prepare for and attend planning board meeting
Research property history for previous site plan approvals
Re-schedule police commission meeting and prepare agenda/notices
Collaborate with Ms. Durfee on Master Plan Update branding
Assist Walter Johnson with proposal specifications
Followed up via email and phone to all incoming land use inquiries
Create Notice of Decisions for Zoning Board approvals
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.

Generous money and time have gone into the improvement of this park and based on the amount of usage; it is certainly being appreciated.

If you are available to volunteer, please email Scott Blewitt, Recreation Director at sblewitt@town.northwood.nh.us

Northwood EMD's report for week prior to 6/13/2022

No report this week.