



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: June 20, 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, worked on preparing the final version of Employee Handbook update, finalized the closing details for Town owned Tasker Shore Rd. property, prepared for and attend 6/14 Select Board meeting, met with DPW Foreman regarding ongoing DPW projects, continued working with Steve Robert on town audio/visual inventory, met with recreation director regarding ongoing projects and programs, met with Building Code and Compliance Officer regarding ongoing land use matters, attended the annual Municipal Management Assoc. of NH conference.

This week's activities include: meet with Board chair to review pending legal matters, meet with Town Counsel regarding ongoing legal matters, meet with Recreation Director and DPW Foreman regarding ongoing recreation department projects, meet with DPW Foreman to review pending DPW projects, prepare amendments to the transfer station ordinance for Select Board review and discussion, attend a webinar regarding grants for dam rehabilitation or removal, meet with contractor regarding permits for Japanese knotweed treatment, meet with DPW facility abutter to discuss well use, prepare for 6/28 Select Board meeting, continue work on ARPA projects details, prepare for document scanning projects next week, issue letters to property owners regarding property assessments update and prepare notices of vacant building and compliance and health officer position. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 15 Phone Calls
- Sent 35 emails
- Performed 6 inspections
- Meeting w/ resident's attorney
- Septic Review
- Night inspection of lights
- Reviewed Applications/Issued permits

Finance:

- Processed payroll
- Prepared bank deposits for the Treasurer
- Created and sent out invoices for Police Special Detail work performed
- Updated the accounts receivable log
- Created and entered miscellaneous journal entries
- Miscellaneous file maintenance and upkeep
- Balanced and reconciled the due to/due from accounts
- Updated personnel files as needed

- Worked with software developers to correct account mapping errors
- Worked with Mainstay to resolve computer issue of dropped connection to the server

Department of Public Works:

No report this week.

Fire Rescue:

1. Northwood Fire Department hosted Capital Area Mutual Aid, monthly Board of Directors meeting:
 - a. Discussed the new Computer Aided Dispatch Software
 - b. Fire Alarm monitoring
 - c. Chief Tetreault gave a report on the 2023 Explorer Training Academy
2. Ambulance 1 is back in service, it needed extensive repairs to the air condition system, an oil change, and State Inspection.
3. Engine 3 is at Buress repair for installation of new hub cap, oil change and state inspection.
4. Our UTV responded to its first fire, an illegal burn on First NH turnpike. The fire was located on the other side of a bridge, and it did not appear to be capable of supporting our larger apparatus.
5. Support Company member Stephen Bailey and Veina Dow planted a garden around the flagpole at the Narrows station. It is a combination of flowers and vegetables.

Library:

JUNE 2022

March computer tally: 53 patrons

April computer tally: 56 patrons

May computer tally: 40 patrons

March Downloadable Audiobooks: 546 items

April Downloadable Audiobooks: 446 items

May Downloadable Audiobooks: 513 items

March circulation: 969 items

April circulation: 955 items

May circulation: 1,043 items

March new patrons: 12

April new patrons: 6

May new patrons: 5

Total number of registered library card holders: 2,988

MEETINGS

June 10 – Trustee Meeting 9:00am

June 27 - Friends Meeting 4:30pm

PROGRAMS

June 1 - Afternoon Book Discussion 2:00pm

June 1, 8, 15 - Story Time 10:00am

June 4 – Local Author Visit: Mike Edgecomb

June 6, 13, 20, 27- Senior Café 1:00-2:30pm

June 7, 21, 28 – Writers Group 2:00pm

June 14 – Northwood School Visit (to promote Summer Reading Program)

June 15 - Evening Book Discussion 7:00pm

June 20 – Summer Reading Program Registration Begins

Police Department:

1. Stats May

- a. Call for Service: 281
 - i. Business/Property Checks: 410
- b. Arrests: 8
- c. Accidents: 12
- d. Warnings: 58
- e. Summonses: 13

2. Building

- a. Chris Brown re-shingled the roof on the garage. This was done with federal ARPA money.

3. Cruisers

- a. Car 1, which struck a deer back in March, has finally come back from the body shop. We waited over 2 months for a replacement grill.

4. Personnel

- a. Ofc. Downs has resigned to take a position at Rochester PD.
- b. Ofc. Furbush has graduated the academy and is currently going through his field training.
- c. School Resource Officer Potter will retire on June 30th after 20 years of service with the last 16 with the Northwood Police Department.
- d. Currently have 2 open full-time positions and the SRO position is also open.

Town Clerk/Tax Collector:

No report this week.

Weekly Report from Linda Smith, Land Use Specialist

No report this week.

Recreation:

Northwood Recreation Town Beaches are open and available for all residents and their guests to enjoy! It is our highest priority that the beaches are both safe on land as well as in the water.

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

No report this week.