



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** June 27, 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 tax deeded property owners, review status of DPW projects with the DPW Foreman, completed preparing the final version of Employee Handbook update prepared for the 6/28 Select Board meeting, met with Board chair to review pending legal matters, met with Town Counsel regarding ongoing legal matters, met with Recreation Director and DPW Foreman regarding ongoing recreation department projects, prepared amendments to the transfer station ordinance for Select Board review and discussion, attended a webinar regarding grants for dam rehabilitation or removal, met with contractor regarding permits for Japanese knotweed treatment, met with DPW facility abutter to discuss well use, prepared and posted notices of vacant building and compliance and health officer position.

This week's activities include: prepare for and attend 6/28 Select Board meeting, continue work on ARPA projects details, set up for document scanning projects this week and meet with staff to review the project format, issue letters to property owners regarding property assessments update, reviewed applications and hold interviews for the building, code and compliance officer, meet with our IT contractor Mainstay to discuss new email program and security upgrades, attend demo of new electronic message sign, continue to prepare amendments to the Transfer Station management policy and tipping fees. Town Officers and the Transfer Station will be closed on Monday July 4<sup>th</sup> for the holiday. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 12 Phone calls
- Sent 31 emails
- 12 inspections
- Issued certificate of Occupancy
- Routine Town Hall water sample
- Issued several permits

### **Finance:**

- Processed accounts payables
- Created bank deposits for the treasurer
- Had representative from AFLAC in the office for consultation with employees
- Updated the returned check log. Sent returned check files to the Police for further action.
- Created and entered miscellaneous journal entries
- Viewed a webinar through Primex about effective time management
- Completed sorting through the old storage boxes of records related to the finance department
- Continued to train Carol as back-up handling accounts payable processing
- Started reviewing old personnel files and notating the destruction dates for each.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

No report this week.

**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:**

No report this week.

**Town Clerk/Tax Collector:**

No report this week.

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

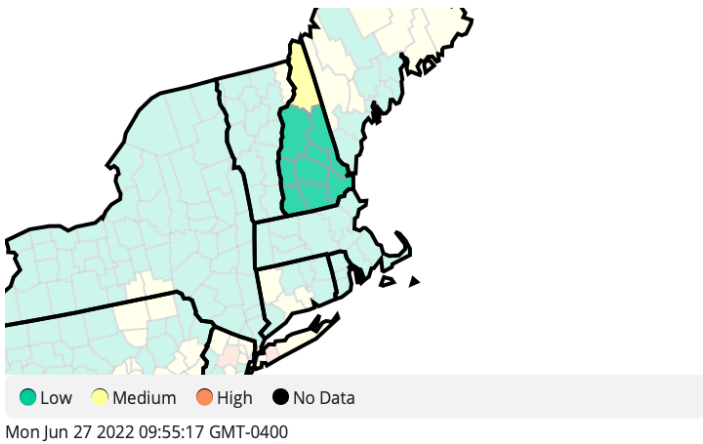
No report this week.

**Recreation:**

No report this week.

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

1. Emergency Management continued monitoring COVID-19 cases within Northwood and surrounding towns, although current NH-DHHS data is not catching a majority of new cases. Official Covid-19 tallies provided by CDC and NH-DHHS show low to moderate levels of transmission. All counties in southern New Hampshire are listed as having low rates of transmission.



2. EMD and our contractor are finishing up Northwood's Emergency Operation Plan (EOP). EMD continues to review and edit documents provided while maintaining a journal for use during the final edit. Department heads are encouraged to review their roles within each of the ESFs and determine what further documents, maps charts, graphics or information should appear in the final draft. Emphasis is now on completing the vender and partners data table for inclusion in the final document. EMD will attempt to get copies of the DPW's vendors list. Any other departments having emergency contacts to add should forward them to myself or Walter.
3. EMD continues to provide situation awareness and weather-related warnings to town and school official. Of note, all Public Assistance filings for the Covid-19 event are due the end of the month. A post was forwarded to Walter and Cheryl.
4. A physical security assessment of Northwood School by HSEM is scheduled for on July 7<sup>th</sup>.

Bob Young, Northwood Emergency Management Director