



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 1, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, continued work with tax deeded property sale bids are due on 8/18 for a mobile home at 10 Gary Rd., reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, continued to prepare amendments to the Transfer Station management policy and tipping fees, prepared for and attended the 7/26 Select Board meeting, finalized the schedule for switching the current email system with IT contractor Mainstay at the end of August, attended the Joint Loss Management Committee quarterly meeting, attended a InvestNH program webinar.

This week's activities include: prepare for and attend the 8/9 Select Board meeting, coordinate ongoing projects and obtain quotes for upcoming projects with DPW Foreman at the Rec fields, continue work on revisions to the transfer station management policy, attend a meeting with DRA representative and Jeff Earls contract assessor regarding the property assessments update, meet with Barlo sign regarding message sign location and electric hookup, meet with Wilder Flooring regarding tile replacement in town hall bathrooms, attend a follow up meeting with Mainstay regarding new email system, prepare new policy for personal vehicle use and travel reimbursement, meet with Rec Director regarding ongoing activities and projects. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 16 phone calls
- 34 emails
- 3 Inspections
- Issued multiple permits
- Issued Violation letter
- Inspected multiple properties for violations and spoke with homeowners about permits

Finance:

- Processed payroll
- Prepared bank deposits for the treasurer
- Created and entered miscellaneous journal entries
- Created and sent invoices for Special Detail work performed
- Updated the returned check log
- Updated the fixed asset file
- Updated the accounts receivables
- Created and maintained employee personnel files
- Attended the Board of Selectmen meeting
- Miscellaneous file maintenance
- Sorted through three boxes of old stored records, sorted the contents for archiving, disposal, or shredding
- Assisted employees with personnel-related paperwork
- Created and filed the July 2022 NH Retirement System file
- Reviewed final FY21 audit report

Department of Public Works:

Road Work/Paving in Progress on Bow Street

Fire Rescue:

1. Chief Tetreault attended the monthly Fire Chief's breakfast. Kingston hosted the breakfast in their new fire station.
2. Ambulance 1 and 2 passed their annual inspection, this is an annual inspection conducted by the State and licenses the ambulances. Ambulance 1 and 2 are both licensed at the paramedic level.
3. Northwood firefighters responded with engine 1 and 2 to assist Epsom with their third alarm structure fire.
4. Northwood Firefighters responded with Forestry 2 to assist Nottingham with their second alarm brush fire.
5. Chief Tetreault, and FF McGinn attend a meeting of the explorer academy Board of Directors.

Library:

AUGUST LIBRARY REPORT

May computer tally: 40 patrons

June computer tally: 30 patrons

July computer tally: 26 patrons

May Downloadable Audiobooks: 513 items

June Downloadable Audiobooks: 546 items

July Downloadable Audiobooks: 545 items

May circulation: 1,043 items

June circulation: 1,547 items

July circulation: 1,169 items

May new patrons: 5

June new patrons: 28

July new patrons: 14

Total number of registered library card holders: 2,991

MEETINGS

August 12 – Trustee Meeting 9:00am

August 22 – Friends Meeting 4:30pm

PROGRAMS

August 1, 8, 15, 22, 29 - Senior Café 1:00-2:30pm

August 2, 9, 16, 23, 30 – Writers Group 2:00pm

August 3- Afternoon Book Discussion 2:00pm

August 3 – Summer Reading Program Party/Crafts/Activities

August 13 – Library Table @ Tournament 2:00-4:00pm

Police Department:

1. Stats June

- a. Call for Service: 354
 - i. Business/Property Checks: 391
- b. Arrests: 13
- c. Accidents: 7
- d. Warnings: 111

e. Summonses: 12

2. Building

a. Met with Selectman Kreider regarding safety facility.

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. Back in service as of July 15th.

4. Personnel

a. 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

- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Continue summer project of sorting and purging files/documents
- Prepare for and attend planning board meeting.

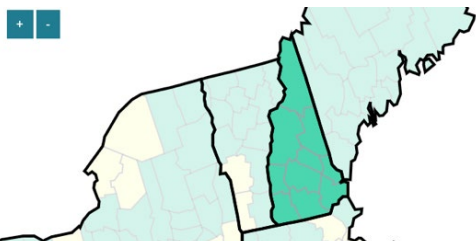
Recreation:

Trip to the Fryeburg Fair – Tues October 4th

Help Wanted – Beach Attendants & Soccer Referees

Fall Flower Bulb Fundraiser – Order by Sept 28th

Northwood EMD’s report for week prior to 8/01/2022

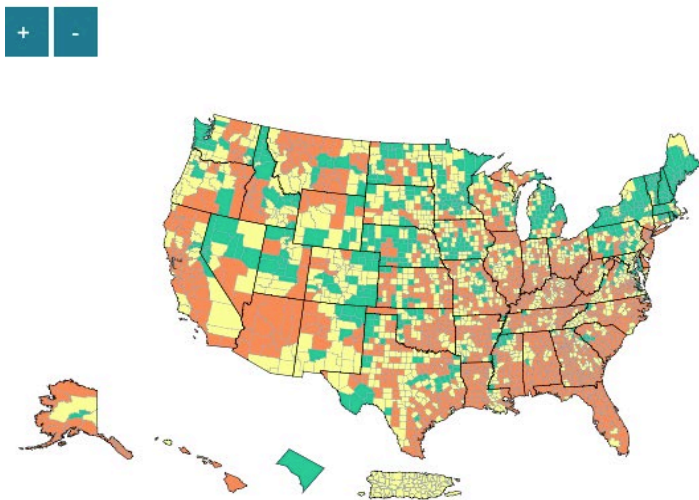


1. Emergency Management continues to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC continue to show most of New England and New Hampshire with low transmission levels. High rates of transmission are reported for New York and Southern Connecticut.

COVID-19 Community Levels in US by County

	Total	Percent	% Change
High	1477	45.83%	3.85%
Medium	1143	35.46%	- 2.14%
Low	603	18.71%	- 1.71%

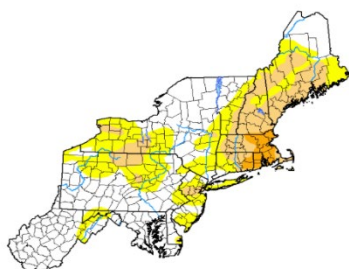
[How are COVID-19 Community Levels calculated?](#)



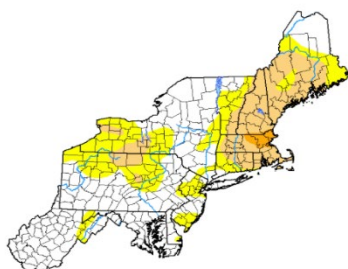
2. EMD continues to provide situation awareness and weather-related warnings to town and school officials as needed.

None
D0 (Abnormally Dry)
D1 (Moderate Drought)
D2 (Severe Drought)

D3 (Extreme Drought)
D4 (Exceptional Drought)
No Data



< July 26, 2022 >



< July 19, 2022 >



3. USGS issued a drought map and predictions for the Northeast (left July 26th and right July 19th.) Conditions improved above the Lakes last week. Northwood remained under moderate drought conditions.

Bob Young, Northwood Emergency Management Director