



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: August 29, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, prepared closing documents for sale of a mobile home at 10 Gary Rd taken by tax deed in 2019, reviewed status of ongoing projects with the DPW Foreman, continued work on ARPA projects details, finalized amendments to the Transfer Station management policy and tipping fees for Board approval, prepared for and attended the 8/23 Select Board meeting, continued work on the RFP for all town electric accounts for new electricity contracts to a preferred supplier, review FY22 budget status, reviewed one request for human services assistance, review NH Department of Revenue estimated revenue for FY22 with finance director, reviewed status of revaluation with Town contract assessor, new values should be finalized by the 9/2, attended a webinar on employee retention, confirm additional road paving project with contractor for Allen Farm Road, attended celebration for new paramedic Addie Challinor at NFD, and review and prepare the FY23 budget preparation schedule with the finance director.

This week's activities include: coordinate ongoing DPW and facilities projects and finalize quotes and schedules for projects with DPW Foreman at the Rec fields and other locations, finalized details of the use of the St. Joseph's Parish Hall for the primary elections on September 13th, close the sale of 10 Gary Rd, continue coordination with Mainstay IT regarding email program change over on 9/7, continue review and discussion regarding electricity purchase, begin preparation of FY23 budget, meet with Town assessing contractor to review status of new values. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- Responded to 14 emails
- Answered 32 phone calls
- Issued Cyanobacteria warning on Facebook
- Set up Bacteria warning signs at Northwood beach
- Reviewed and Issued 12 building permits
- Issued 4 Certificates of Use/Occupancy
- Investigated 8 complaints

Finance:

- Processed payroll
- Prepared bank deposits for the treasurer
- Prepared and submitted request for reimbursement for Special Detail expenses for August from Treasurer
- Created and sent invoices for Police Special Details performed
- Updated the accounts receivable log
- Met with Town Admin Johnson to go over DRA Revised Estimated Revenues report due by Sept 1.
- Submitted Revised Estimated Revenues report to the DRA portal
- Started entering A/P invoices for next week's check run
- Started working on the August month-end report for NH Retirement
- Answered the bell at the front window to assist citizens while Carol is on vacation.

- Assisted a resident with accessing property records files
- Created and entered various miscellaneous general journal entries

Department of Public Works:

Road Work/Paving on Allen Farm Road. Transfer station is running efficiently as always. Building a shed for the Recreation department.

Fire Rescue:

1. We hosted a reception for Firefighter Challinor in recognition of her certification as a paramedic.
2. Chief Tetreault met with Chairman Kreider regarding the Safety Facilities Committee.
3. Northwood Firefighters responded to 2 significant motor vehicle crashes, the first was at the intersection of route 4 and 152, and the second was just over the town line into Pittsfield at the intersection of Catamount Road and Jenness Pond Road.
4. We received word from Senator Shaheen’s office that Northwood has been selected to receive an Assistance to Firefighters Grant in the amount of \$11,671 for the installation of a Fire Alarm System at the Narrows Fire Station.
5. Northwood Firefighters responded to a car fire at Northwood Auto Salvage, upon arrival we found 5 cars well involved. Mutual aid was called from Strafford.

Library:

No report this week.

Police Department:

No report this week.

Town Clerk/Tax Collector:

No report this week.

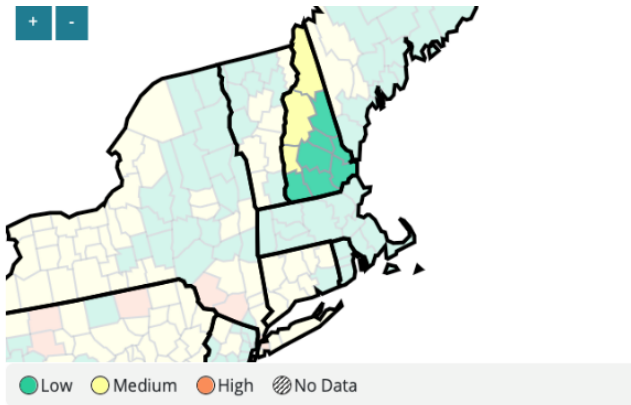
Weekly Report from Linda Smith, Land Use Specialist

- Met with potential candidate for temporary employment.
- Prepare for and attend zoning board meeting
- Provided updates on numerous matters for next planning board meeting
- Prepare for and attend planning board meeting/take notes
- Prepared documents for recording at registry
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

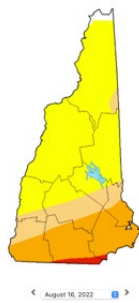
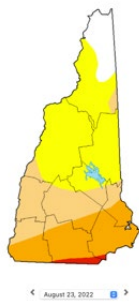
- Fall Foliage Vendor fair - Sat Oct 15th at Town hall - 9-3pm
- Volunteers needed! - Truck or treat, Santa Parade, Vendor Fair, youth soccer, Park & Beach improvements
- New Ideas - Share your program ideas with Scott Blewitt, sblewitt@town.northwood.nh.us
- Donations of Halloween candy can be dropped off at the Rec dept office

Northwood EMD's report for week prior to 8/29/2022



Time Period: COVID-19 Community Levels were calculated on Thu Aug 25 2022.

Drought Classification



1. Emergency Management continues to monitor COVID-19 cases within Northwood and surrounding towns. Covid-19 tallies provided by CDC continue to show much of New England and New Hampshire with low transmission levels (8/25/22). Northwood currently has nine active cases. The north and western parts of NH show medium transmission levels. School and College openings might lead to a local increase.

2. EMD continues to provide situation awareness and weather-related warnings to town and school officials as needed. NWS is watching four tropical developments in the Atlantic.

3. USGS issued a drought map for the New Hampshire (left Aug 25th and right Aug 16th) Little had changed despite last week's soaking rains. The fire danger remains moderate.

4. EMD is reviewing final draft of the EOP and completing the Resource Inventory Listing. Contractor has provided final bill. Grant completion paperwork due by end of September. EM is developing plans for September primary and November election.

5. Items awaiting completion:

- a. Memorandum of Understanding (MOU) between School District and Town sheltering.
- b. Completion and sign off on Emergency Operations Plan (EOP),
- c. Transitioning Emergency Operations Center (EOC) to the Town Hall.
- d. Purchase Laptop for EMD/EOC compatible with town budget and operating system.

Bob Young, Northwood Emergency Management Director