



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: September 12, 2022

Town Administrator:

This past week's activities included: continued review of existing policies for updating where needed, reviewed status of ongoing projects with the DPW Foreman, posted notices for a public hearing on accepting FEMA Firefighter Assistance Grant for new fire alarm system at Narrows Station, continued review FY22 budget status with Finance Director, reviewed status of revaluation with Town contract assessor, new values were finalized by the 9/2 and calls for appointments with the assessors are being taken, finalized details of the use of the St. Joseph's Parish Hall for the primary elections on September 13th, continued work on preparation of FY23 budget.

This week's activities include: coordinate ongoing DPW and facilities projects and finalize schedule for projects with DPW Foreman at the Rec fields and other locations, coordinate follow up with Mainstay IT regarding any email program change issues, continue preparation of FY23 budget, prepare for and attend monthly department head meeting, participate in the monthly NHHSEM conference call update, attend the CIP subcommittee meeting, assist with setup and Board needs during election day as needed, attend the monthly MMANH directors meeting, prepare for the 9/20 Select Board meeting, and prepare the 2022 – 2024 snow plow contracts. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 2 Meetings with homeowners about building codes
- 32 Phone calls answered
- 10 inspections conducted
- 18 permits reviewed and issued
- 31 Emails responded to
- 2 Violations investigated

Finance:

- Prepared bank deposits for the treasurer
- Created and mailed invoices for Special Detail work performed
- Updated accounts receivable log
- Completed bank reconciliations for most of the bank accounts
- Completed reconciliations with Town Clerk and Tax Collector revenue numbers
- Assisted Mainstay with the set-up of the new email accounts in the town hall
- Created and entered miscellaneous journal entries
- Entered accounts payable invoices for next week's payables run

Department of Public Works:

No report this week.

Fire Rescue:

1. This week all our firefighters will be undergoing qualitative fit testing for their breathing apparatus. Over a year our firefighters can lose or gain weight, or their facial features will change. This test ensures their air mask fits properly and does not allow smoke into their mask.
2. Chief Tetreault and Firefighter McGinn attended the monthly meeting of the New Hampshire Association of Fire Chiefs. Following the meeting and Breakfast we had the opportunity to tour the fire science lab at NH Community College in Laconia. Next semester they plan on offering a Paramedic certificate program.
3. This week Chief Tetreault will meet with Tom Johnson of the Northwood Crank pullers to review a trail and evaluate access for emergency vehicles.

Library:

SEPTEMBER 2022

June computer tally: 30 patrons

July computer tally: 26 patrons

August computer tally: 56 patrons

June Downloadable Audiobooks: 546 items

July Downloadable Audiobooks: 545 items

August Downloadable Audiobooks: 501 items

June circulation: 1,547 items

July circulation: 1,169 items

August circulation: 1,368 items

June new patrons: 28

July new patrons: 14

August new patrons: 16

Total number of registered library card holders: 2,750

MEETINGS

September 9 – Trustee Meeting 9:00am

September 26 – Friends Meeting 4:30pm

PROGRAMS

September 6, 13, 20, 27 - Writers Group 2:00pm

September 7 - Afternoon Book Discussion 2:00pm

September 8, 15, 22, 29 – LEGO Club 3:00-5:00pm

September 9 – Teddybear Sleepover/Local Author Mike Edgecomb 6:00pm

September 12, 19, 26 - Senior Café 1:00-2:30pm

September 14, 21, 28 – Story Time 10:30am

September 17 – Open House 10:30am-12:30pm

September 21 – Evening Book Discussion 7:00pm

September 27 – Tech Tuesday 3:00-4:00pm

September 29 – Wes Golumb; Net Zero Homes 6:00pm

NOTES

- 1) Hannaford Community Bag Program benefits the Friends this month

Police Department:

No report this week.

Town Clerk/Tax Collector:

No report this week.

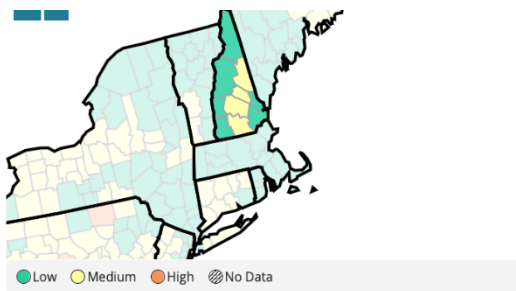
Weekly Report from Linda Smith, Land Use Specialist

- Prepared for and attended Conservation Commission meeting
- Processed new planning board applications including public notices, distribution of material for members, and abutter notices.
- Prepared for and attended Planning Board meeting
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries
- Met with land use staff member after planning board meeting to discuss future processing of applications and in-house processing of applications.

Recreation:

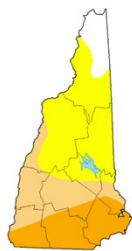
No report this week.

Northwood EMD's report for week prior to 9/12/2022



Time Period: COVID-19 Community Levels were calculated on Thu Sep 08 2022.

None
D0 (Abnormally Dry)
D1 (Moderate Drought)
D2 (Severe Drought)
D3 (Extreme Drought)
D4 (Exceptional Drought)
No Data



< September 6, 2022 >



< August 30, 2022 >

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; however, there is now a band of medium transmission across the center of the state (9/9/22). Northwood currently has eleven active cases.

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

3. USGS issued a drought map for the New Hampshire (left Sept 6th and right Aug 30th) Locally, little had changed with last Tuesday's soaking rains, but the extreme drought farther south improved. The fire danger remains low.

4. EMD awaiting final draft of the EOP from the contractor. Grant completion paperwork due to HSEM by end of

September. EMD will be at the September primary.

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