



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 7, 2022

---

### **Town Administrator:**

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued review FY22 budget status with Finance Director, continued preparation of FY23 budget, prepared for the 11/15 Select Board budget meeting, continued worked on preparing draft warrant for capital items, prepared for and attended the 11/1 Select Board meeting, attend the 3<sup>rd</sup> quarter budget committee meeting, attended a pre-elections planning review of safety and security for the 11/8 general elections with town moderator, prepared a deed and paperwork for a completed tax deeded property repurchase, continued processing several applications for Human Services assistance.

This week's activities include: continue work on the FY23 operating budget, review status of ongoing projects with the DPW Foreman, continue work on capital requests for warrant, prepare for the Select Board 11/15 regular meeting and budget work session, review FY22 year to date budget status, prepare for a tax rate review meeting with DRA, assist as needed with voting day setup and activities, attend the safety facilities evaluations committee meeting, attend the NH Homeowners Assistance program webinar, prepare for and attend the November department head meeting, prepare a repurchase agreement for two tax deeded properties for Select Board review and consideration, continue work on several requests for human services assistance. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 29 phone calls answered
- 54 Emails answered
- 10 Building Inspections
- 1 violation investigation
- 7 Building permits reviewed and issued
- 1 meeting with land use
- 1 building file review for property use changes

### **Finance:**

- Processed payroll
- Created bank deposits for the Treasurer
- Attended the Board of Selectmen budget work session
- Attended the Budget Committee quarterly meeting
- Worked on bank reconciliations
- Created and sent invoices for police special detail work performed
- Updated the returned check log
- Researched questions brought up by the BOS at their budget work session.
- Updated the budget figures/created new informational spreadsheets

### **Department of Public Works:**

No report this week.

### **Fire Rescue:**

1. The State inspection of our apparatus is complete. We got a second opinion on the inspection of Engine 1. The second opinion is far less nefarious. We replaced some hose clamps and the front tires.
2. The batteries on Rescue 1 need to be replaced, the cost to replace the batteries is approximately \$900. The batteries on the truck are original from 2015.
3. The in-house compressor at the Ridge Station has seized. To replace the compressor in kind would cost approximately \$2,000. Since the compressor only needs to keep the air on one truck inflated, we found a smaller portable compressor for \$250 from Harbor freight.
4. We are happy to report all our apparatus will be stored out of the weather this winter. The last remaining item looking for a winter home was the Emergency Management UTV. This is being stored at the garage at town hall.
5. Comstar has completed out Medicare Revalidation for the year.
6. I would like to welcome back call firefighter Madison Merchant to the department. Madison has not been active lately with personal, school, and work commitments. Madison has returned, she has completed her degree in Fire Science and is enrolled in an Advanced EMT program.

### **Library:**

No report this week.

### **Police Department:**

No report this week.

### **Town Clerk/Tax Collector:**

No report this week.

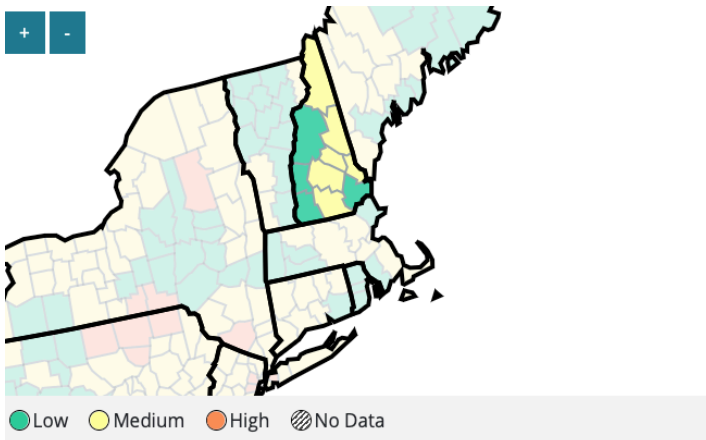
### **Weekly Report from Linda Smith, Land Use Specialist**

- Land Use Staff meeting to discuss weekly tasks
- Prepared for and attended quarterly budget meeting
- Reviewed new ZBA application for processing
- Compiled list of documents and deadline dates for school district for 2022 Annual Report and provided to SAU
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

### **Recreation:**

No report this week.

## Northwood EMD's report for week prior to 11/07/2022



1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis saw much of the state with moderate levels of transmission. Rockingham County and western counties showed a low rate of transmission. Northwood had ten active cases at last update.

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

3. USGS issued a drought map on Thursday for New Hampshire. Most of Northwood is now

considered “normal.” Fire danger remains low.

4. EMD met with vender regarding a second generator quote. Warrant article has been written. EMD is developing the MOU between School District, School and Town regarding sheltering and is coordinating the EMPG process.
5. Town emergency officials met to review emergency plans for the state election on Tuesday. EMD developed an updated protocol.
6. Items awaiting completion:
  - a. Memorandum of Understanding (MOU) between School District and Town (sheltering).
  - b. BOS to 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.
  - e. Procure funding for generator at the Northwood School
  - f. Review the Emergency Operation Plans for the upcoming state election.

Bob Young, Northwood Emergency Management Director