



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 14, 2022

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### **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 a tax rate review meeting with DRA, assisted as needed with voting day setup and activities, attended the safety facilities evaluations committee meeting, attended the NH Homeowners Assistance program webinar, prepared for and attended the November department head meeting, met with Select Board to set 2022 tax rate, 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 and attend the Select Board 11/15 regular meeting, review FY22 year to date budget status, finalize budget details and backup for delivery to budget committee with Select Board, attend the NHMA annual conference, participate in the monthly NHHSEM information call, prepare a repurchase agreement for two tax deeded properties for Select Board review and consideration, finalized 2022 tax rate with DRA and prepare tax billing warrant for Select Board approval, forward 2<sup>nd</sup> issue property tax warrant to tax collector, 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:**

- 23 phone calls answered
- 43 emails responded
- 8 permits issued
- One certificate of occupancy issued
- Conducted 13 inspections
- 8 hours of training

### **Finance:**

- Processed Accounts Payable
- Updated expenditure spreadsheet with projections through year end.
- Attended telephone conference with Town Administrator and our representative from the DRA for pre-tax rate setting numbers confirmation
- Attended the monthly department head meeting
- Prepared bank deposits for the treasurer
- Continued working on bank reconciliations with the software developers
- Continued work on the calculation of the default budget

- Created pie charts for the Board of Selectmen for payroll costs of each department in the FY23 proposed budget
- Attended the Board of Selectmen meeting to set the tax rate.

**Department of Public Works:**

No report this week.

**Fire Rescue:**

1. Chief Tetreault attended the monthly meeting of the NH Association of Fire Chiefs in Concord.
2. Captain Shaub attended the first class of Company Officer 1
3. Ambulance 2 has returned from the body shop; all repairs made.
4. The Northwood Firefighters Association hosted a hunter’s breakfast on Saturday.
5. Firefighter Arey completed his physical and will be starting his training on December 1,2022. Ben is a lateral transfer, so he does not need to pass CPAT.
6. Chief Tetreault attended a meeting of the Explorer Academy Board of Directors.
7. Our Explorers will be doing their annual pie sale fundraiser the day before thanksgiving at Heritage Hardware starting at 08:30 am. This year they will feature Apple and Pumpkin Pies.

**Library:**

**LIBRARY REPORT**

August computer tally: 56 patrons

September computer tally: 43 patrons

**October computer tally: 36 patrons**

August Downloadable Audiobooks: 501 items

September Downloadable Audiobooks: 455 items

**October Downloadable Audiobooks: 483 items**

August circulation: 1,368 items

September circulation: 1,088 items

**October circulation: 898 items**

August new patrons: 16

September new patrons: 26

**October new patrons: 3**

**Total number of registered library card holders: 2,775**

**MEETINGS**

November 18 – Trustee Meeting 9:00am

November 28 – Friends Meeting 4:30pm

**PROGRAMS**

November 1, 8, 15, 22, 29 - Writers Group 2:00pm

November 1, 8, 15, 22, 29 – Tech Tuesday 3-4pm

November 2, 9, 16 - Story Time 10:30am

November 2 - Afternoon Book Discussion 2:00pm  
 November 3, 10, 17- LEGO Club 3:00-5:00pm  
 November 5 – Humor&Harmony 7:00pm (Friends of the Libraries)  
 November 7, 14, 21, 28 – Senior Café 1:00-2:30pm  
 November 16 – Evening Book Discussion 7:00pm  
 November 18 – Author Susie Spikol “How To Be An Animal Adventurer” 6:00pm (Grano Children’s Initiative)  
 November 21, 22, 23 – Games And Puzzles (during library hours)

**NOTES**

- 1) Library closing @ 4:00pm Wednesday, November 23
- 2) Library closed Thursday, November 24

**Police Department:**

No report this week.

**Town Clerk/Tax Collector:**

No report this week.

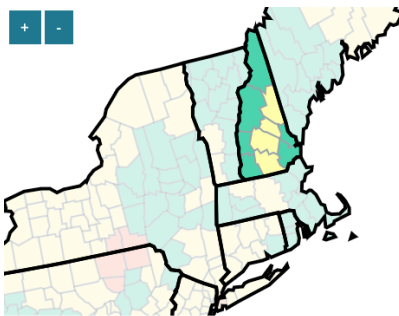
**Weekly Report from Linda Smith, Land Use Specialist**

- Attended department head meeting
- Prepared for and attended planning board meeting
- Held land use staff meeting after planning board meeting to discuss Invest NH grant application
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

**Recreation:**

Northwood Recreation Dept is excited to provide the opportunity to write a "Letter to Santa". The North Pole Mailbox will be located in front of Town Hall from Nov 29th to Dec 12th. Please make sure the child's name and mailing address are included and legible. Open to all Northwood residents.

**Northwood EMD’s report for week prior to 11/14/2022**



Time Period: COVID-19 Community Levels were calculated on Thu Nov 10 2022.

1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis indicated a strip through the center of the state with moderate levels of transmission. Rockingham and Strafford County showed a low rate of transmission. Northwood had ten active cases at the last update.
2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. NWS is talking about snow later this week.

3. Most of Northwood is now considered “normal” regarding drought conditions. Fire danger is moderate where there is no snow cover.
4. EMD is developing an MOU between the School District, School and Town regarding sheltering and is coordinating the EMPG process. EMD is working with Northwood School to expand their EOP.

5. Last Tuesday's election went without incident. With the moderator on the ballot, the EMD took on additional responsibility at the election. A personal thank you to the PD, DPW and Selectmen for their assistance at the polls.
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

Bob Young, Northwood Emergency Management Director