



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** November 28, 2022

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### **Town Administrator:**

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued review of FY22 budget status with Finance Director and provide the Select Board with an updated copy, continued preparation of FY23 budget, prepared for 11/29 Select Board meeting, finalized draft warrant articles for capital items, prepared a repurchase agreement for a tax deeded property for Select Board review and consideration, finalized budget details and support information for delivery to budget committee; delivered budget packet and draft appropriation warrant articles to budget committee admin assistant, continued processing several applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and attend the Select Board 11/29 regular meeting, review FY22 year to date budget status, addressed matters regarding the transfer station and septage lagoons in response to recent Department of Environmental Services (DES) letter, meet with DES representatives regarding the transfer station and former landfill, prepare for the budget committee budget review session, attend the MMANH meeting and workshop, continue work on requests for human services assistance. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 34 Phone calls answered
- 29 Emails Answered
- 5 Building permits reviewed and issued
- 1 Violation letter sent
- 6 inspections
- 1 meeting about Site plan violations

### **Finance:**

- Processed accounts payable
- Prepared bank deposits for the treasurer
- Worked with Town Administrator to put budget packet together to go to the Budget Committee
- Updated the returned check log
- Created and sent out returned check second notices
- Updated the accounts receivable log
- Assisted with lobby window questions

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

- Finished new ramp Loading Ramp for loading sand in to 6 wheelers
- Cut trees due to wind damage
- 1 ton back from repair
- Finished Buttoning up trucks for winter
- Prepare Christmas tree for lighting for the rec department.

**Fire Rescue:**

1. Our Explorer Post annual pie sale was a huge success, they sold out of pies before 10:00am. The money made from the pie sale will go toward our explorers attending the NH Fire Explorer Training Academy.
2. Chief Tetreault attended a meeting of the Northwood Rotary Club. The main Topic of discussion was what the club could do for the Christmas season.
3. Firefighter EMTA Arey passed his background check and passed his physical. He started orientation Monday.
4. Firefighter EMTP Kayla Tasker Passed her background check and will begin her orientation this week as well.
5. Firefighter EMTP Adinara Challinor has resigned as a career firefighter. She will be going to Epping as their Fire Prevention Officer. Addie has agreed to stay on Part-time with the department.

	Jan	Feb	Mar	Apr	May	June
<b>Ambulance Revenues</b>						
2021 Cumulative	\$8,812	\$17,712	\$27,223	\$42,117	\$55,323	\$67,678
2022 Monthly	\$22,391	\$13,885	\$20,444	\$11,088	\$14,616	\$17,100
2022 Cumulative	\$22,391	\$36,276	\$56,720	\$67,808	\$82,424	\$99,524
Budget 2022 Cumulative	\$7,500	\$15,000	\$22,500	\$30,000	\$37,500	\$45,000

July	Aug	Sept	Oct	Nov	Dec	Total
\$85,844	\$93,805	\$109,509	\$126,523	\$143,329	\$167,984	\$167,984
\$12,649	\$14,442	\$16,296	\$11,527	\$10,489		
\$112,167	\$126,609	\$142,905	\$154,438	164,927		
\$52,500	\$60,000	\$67,500	\$75,000	\$82,500	\$90,000	\$90,000

**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:**

**1. Stats October**

- a. Call for Service: 328
  - i. Business/Property Checks: 428
- b. Arrests: 13
- c. Accidents: 10
- d. Warnings: 108
- e. Summonses: 10

**2. Personnel**

- a. Currently have 2 open full-time positions and the SRO position is also open. One officer is still deployed with the National Guard.

**Town Clerk/Tax Collector:**

No report this week.

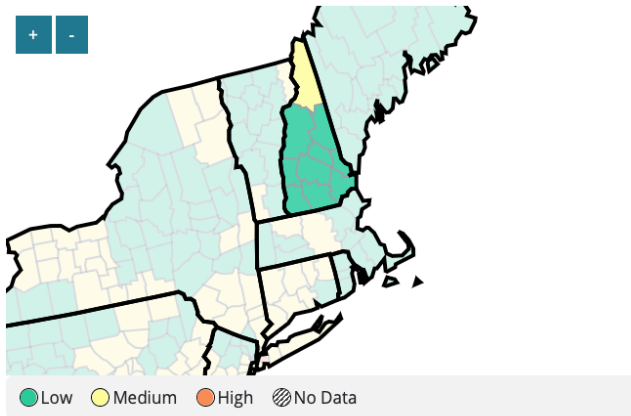
**Weekly Report from Linda Smith, Land Use Specialist**

- Short week due to Thanksgiving holiday.
- Attended Master Plan Subcommittee meeting.
- Completed Police Commission minutes.
- 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 11/28/2022



Time Period: COVID-19 Community Levels were calculated on Thu Nov 24 2022.

1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. CDC analysis shows southern New Hampshire with low levels of transmission. Northwood had only six active cases at the last update.
2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. (By the way, a cold front this Wednesday will bring strong winds)
3. 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. EMD is in contact with a third generator installer regarding Northwood School.
4. Items awaiting completion:
  - a. Memorandum of Understanding (MOU) between School District and Town (sheltering).
  - b. Transitioning Emergency Operations Center (EOC) to the Town Hall.
  - c. Purchase Laptop for EMD/EOC compatible with town budget and operating system.
  - d. Procure FEMA funding for generator at the Northwood School
  - e. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director