



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 5, 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 continued preparation of FY23 budget, prepared for and attended 11/29 Select Board meeting, addressed matters regarding the transfer station and septage lagoons in response to recent Department of Environmental Services (DES) letter, prepared for the budget committee budget review session, attended budget committee meeting to review the proposed town budget and warrant articles, attended the MMANH meeting and workshop, continued processing several applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for the Select Board 12/13 regular meeting, review FY22 year to date budget status, prepare for attend the budget committee second meeting on the town budget and warrant articles, continued work on tax deeded properties with former owners, prepare for and attend the monthly department head meeting, continue work on requests for human services assistance. Have a great week! Be well and stay safe.

### **Assessor:**

No report this week.

### **Building Inspector:**

- 26 Phone Calls
- 48 emails sent
- 19 On-site Inspections
- 2 Building development meetings
- 7 Building permits reviewed and approved
- 1 well install investigation

### **Finance:**

- Processed payroll
- Created bank deposits for the Treasurer
- Created and sent invoices for Police Special Detail work performed
- Prepared requests for reimbursement from the Trustees of the Trust funds and Consent Agenda for the Board of Selectmen
- Reconciled Town Clerk revenue for November
- Prepared for the Budget Committee meeting to review the town budget
- Attended the Budget Committee meeting to review the town budget
- Maintenance of personnel files
- Worked on bank reconciliations for November

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

No report this week.

## **Fire Rescue:**

1. Firefighter McGinn attended the monthly Explorer Academy meeting.
2. We received the parts for the Diesel extraction system for the Narrows Fire Station. Installation will begin next week.
3. Engine 1 is at Allen's Garage the truck was losing power. Allen's diagnosed the problem as an issue with the turbo. We expect to get the truck back next week, with a new Turbo.
4. Chief Tetreault attended the Saturday budget hearing with the budget committee.
5. Northwood Firefighters participated in the Santa Claus parade this weekend.

## **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**

- Attended Zoning Board meeting.
- Staff meeting with Land Use Administrative Assistant
- Attended Saturday budget meeting
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

### **Recreation:**

Northwood celebrated a fantastic night with the Tree lighting ceremony and the arrival of Santa! This event started with the Santa Parade that traveled all around town thanks to the Fire & Police Departments. This annual tradition is enjoyed by so many young children and families! To date: 40 letters to Santa have been received and return letters are in the works.

This year also included the Crook pot challenge at Town Hall.  
The winners were:

1. Northwood Rotary
2. Anytime Fitness
3. Northwood Recreation Department

### **Northwood EMD's report for week prior to 12/05/2022**

1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. Latest CDC releases had New Hampshire with low levels of transmission. Northwood had no new active cases at the last update.
2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed.

3. EMD thanks the Northwood Budget Committee for recognizing emergency preparedness and suggesting a warrant article to create an emergency fund or Expendable Trust Fund to cover sheltering and remediation costs prior to a disaster declaration or should public assistance money not become available.
4. EMD is finalizing 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 has met with a third generator installer regarding Northwood School.
5. 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. Have BI/CEO review proposed location for the school generator
  - f. Meeting with TA to discuss transitioning Emergency Management to new leadership
  - g. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director