



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

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

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 addressing matters regarding the transfer station and septage lagoons in response to recent Department of Environmental Services (DES) letter, prepared for and attended the budget committee second meeting on the town budget and warrant articles, continued work on tax deeded properties with former owners, prepared for and attended the monthly department head meeting, met with SAU 44 Superintendent and EMD on final details of the emergency shelter at the school MOU, continued processing 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 12/13 regular meeting, continue review of the FY22 year to date budget status, attend a NHMA budget finance webinar, attend the NHHSEM monthly briefing, attend the MMANH monthly meeting via Zoom, continue to work with former owners of tax deeded property, prepare non appropriation warrant articles, continue work on requests for human services assistance. Have a great week! Be well and stay safe.

Assessor:

No report this week.

Building Inspector:

- 37 Emails were responded to. Most of the emails pertained to building inspections and permits as usual
- 21 Phone calls answered
- 9 Building permits were reviewed and approved
- 1 Meeting with resident about violation concerns
- 1 Certificate of Occupancy issued
- 2 violation investigations pursued to next level.
- 1 Health Inspector investigation conducted about leaking septage

Finance:

- Accounts Payables were processed by Carol to continue cross-training
- Attended the Budget Committee meeting to finalize the 2023 town budget
- Entered changes in the budget module of the financial software from the Budget Committee meeting
- Prepared bank deposits for the Treasurer
- Reconciled the monthly reports with the Town Clerk
- Started to reconcile the monthly reports with the Tax Collector
- Reconciled several bank statements for November
- Attended the monthly department head meeting and transcribed notes
- Attended a cyber-security webinar presented by the NH Municipal Association and TD Bank
- Sent out a notice of a returned check
- Updated the returned check log
- Entered budget and warrant information into the Department of Revenue portal
- Performed research to answer questions from the Budget Committee
- Created reimbursement requests for the Trustees of the Trust Funds

- Created and entered various general journal entries

Department of Public Works:

No report this week.

Fire Rescue:

1. Engine 1 is back from Allen's Diesel. We were fortunate that the repair was not quite as expensive as we had anticipated.
2. Chief Tetreault attended the monthly Rotary Club meeting, for the first time the meeting was held at Tough Times Grill.
3. Ambulance 2 went to Portsmouth RAM for a routine oil change, fuel filter change and a front-end alignment
4. Ambulance 1 has been scheduled to go to Grappone Ford for an oil change, fuel filter change and an analysis of the chassis
5. During the month of November, the Northwood Fire Dept. responded to 60, 9-1-1 emergency calls.
 - a. 1 Combustible liquids spill
 - b. 3 Cancelled enroute
 - c. 1 Electrical problem
 - d. 44 Emergency Medical
 - e. 1 Vegetation Fire
 - f. 1 Trash Fire
 - g. 1 Public Service
 - h. 2 EMS Stand by
 - i. 3 Structure Fire
 - j. 3 False Alarm

9 overlapping calls

87 overlapping calls YTD

683 Calls YTD

709 Calls 2021

Library:

LIBRARY REPORT

September computer tally: 43 patrons

October computer tally: 36 patrons

November computer tally: 30 patrons

September Downloadable Audiobooks: 455 items

October Downloadable Audiobooks: 483 items

November Downloadable Audiobooks: 453 items

September circulation: 1,088 items

October circulation: 898 items

November circulation: 748 items

September new patrons: 26

October new patrons: 3

November new patrons: 7

Total number of registered library card holders: 2,778

MEETINGS

December 3 – Town Budget Review (Town Hall) 9:00am

December 9 – Trustee Meeting 9:00am

December 12 – Friends Meeting 4:30pm

PROGRAMS

December 3 – Make A Gift Day 10-11am

December 5, 12, 19 - Senior Café 1:00-2:30pm

December 6, 13, 20 - Writers Group 2:00pm

December 6, 13, 20 – Tech Tuesday 3-4pm

December 7, 14, 21 - Story Time 10:30am

December 7 - Afternoon Book Discussion 2:00pm

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

December 13- Decorate And Take Gingerbread People 3-5pm

December 14 – Evening Book Discussion 7:00pm

Police Department:

No report this week.

Town Clerk/Tax Collector:

New hours effective 1/3/23

- Mon.-Thurs. 8:30am-4:00pm
- Fri. Closed
- Saturday 1st & 3rd of month 8:30am-11:30am
- Sunday Closed

Dog renewals start Jan. 2023

Boat renewals can be done now

NEW boat Registrations start Jan. 2023

Collected just over 1 million in taxes thus far

Weekly Report from Linda Smith, Land Use Specialist

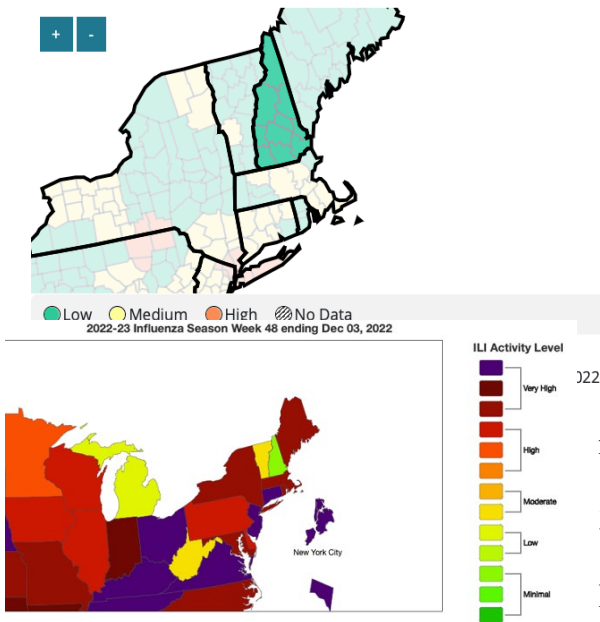
- Reviewed Motion for Rehearing for ZBA and provided review comments with legal opinion for board members.
- Prepared for and attended 2 budget committee meetings, including town (evening) and Saturday (school and village districts).
- Staff meeting with Land Use Administrative Assistant
- Review photos received from CBNA for town report
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

As the end of the year is upon us, Northwood Recreation would like to take this opportunity to thank all the dedicated volunteers, youth team sponsors and community members for a successful year! Participation is at an all-time high and 2023 will prove to be even greater of a banner year with your continued support and involvement.

Three upcoming special events that need sponsorship to help promote are the icy Inferno Xmas tree bonfire and fireworks, Northwood Food Truck Festival and June Jam. If you would like more information on how you can get involved, please contact Scott Blewitt, Recreation Director.

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



1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns, and Influenza levels in New Hampshire. The latest CDC release continues to show New Hampshire with low levels of transmission. Northwood had six active cases at the last update. While surrounding states exhibited higher levels of reportable flu, New Hampshire remained low at last reporting.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. Oh yes, there is snow on the ground. A wintery mix is expected this coming Thursday and Friday.

3. EMD is finalizing an MOU between the School District, School and Town regarding sheltering and is coordinating the EMPG process. EMD, TA and Superintendent met Thursday afternoon to discuss final wording for the MOU. EMD will

meet with the school facilities committee.

4. EMD and TA met on Thursday morning to assess and review the action item listed below. EMD and BI/CEO reviewed code considerations for potential location of a generator for the 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