



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: December 19, 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 work on tax deeded properties with former owners, prepared for and attended the Select Board 12/13 regular meeting, attended a NHMA budget finance webinar, attended the NHHSEM monthly briefing, attended the MMANH monthly meeting via Zoom, continued to work with former owners of tax deeded property, prepared non appropriation warrant articles, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, continue review of the FY22 year to date budget status, prepare for the 12/27 Select Board meeting, meet with a vendor to discuss a Town newsletter program proposal, attend the Joint Loss Management Committee meeting, meet with public safety facility evaluation consultants, review and finalize a housing opportunity planning grant, prepare response to NHDES notice of findings on the lagoon system, continue work on emergency shelter MOU with elementary school and emergency generator project. continue to work on requests for human services assistance. Have a great week! Be well and stay safe. Merry Christmas! Happy Holidays!

Assessor:

Cross Country is out in the Lucas Pond, Long Pond, Jenness Pond, Northwood Lake and Pleasant Lake areas verifying data over the next few weeks. Vehicle is marked and personnel have official Northwood Badge. The license plate number CCAG4.

Building Inspector:

- 54 Emails responded to, mostly for building questions and concerns, but some for violations and health officer concerns as well.
- 24 Phone calls responded to
- Conducted 14 building inspections
- Investigated 2 Violation complaints
- Issued 1 certificate of occupancy
- Reviewed and issued 6 building permits
- One onsite meeting about current violations with resident.
- Submitted water sample to the state for the town hall PWS

Finance:

- Processed payroll
- Prepared bank deposits for the treasurer
- Created and sent invoices for Special Detail work performed
- Created and sent reimbursement requests to the Trustee of the Trust Funds
- Attended a webinar about calculating the default budget presented by NH Municipal Association
- Started preparing for the FY22 audit process
- Worked on bank reconciliation processes with the software developer
- Created and entered miscellaneous journal entries

Department of Public Works:

- We made it through the first snowstorm of the year without any issues.
- We used 100 tons of salt and sand.
- We had 6 loads of sand and 3 loads of salt delivered.
- The recreation field is open in preparation for Fire & Ice Event.
- The Transfer Station is running efficiently.

Fire Rescue:

1. Perkins Fire Pump is at the Narrows, trouble shooting a problem with the fire pump and pressure governor.
2. Magna Grip was at the Station all week installing the new Diesel extraction system. The system is installed, and we are waiting for an electrician to wire the fan motor.
3. Firefighters spent most of the day Saturday at the Ridge Station wrapping presents for Santa's helpers. Presents will be delivered on Wednesday to needy families in Northwood.
4. Our Explorers will be holding their annual cookie sale at the Narrows on December 23,2022. They again will be raising money to attend the NH Emergency Services Explorer Training Academy.

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

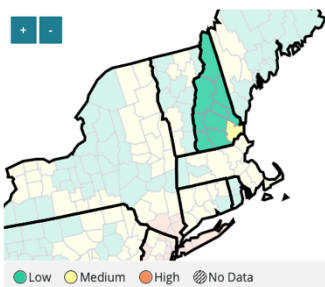
Weekly Report from Linda Smith, Land Use Specialist

- Prepared for and attended planning board meeting
- Staff meeting with Land Use Administrative Assistant
- Reviewed budget committee minutes
- Police commission meeting email & mailing
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

Northwood Recreation Department is seeking certified Swim Instructor's for the 2023 summer season. Interested but not currently certified please contact Scott Blewitt, Recreation Director at SBlewitt@northwoonh.org

Northwood EMD's report for week prior to 12/19/2022



1. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns, and Influenza levels in New Hampshire. The latest CDC reports New Hampshire with low levels of transmission except for Rockingham where levels are medium. Northwood had eight active cases at the last update. BQ.1 and BQ.1.1 are the current Omicron variants.

2. EMD continued to provide situation awareness and weather-related warnings to town and school officials as needed. There is snow on the ground from last week's storm. Northwood's microclimate produced a larger snow fall than predicted. NWS now predicts a strong low-pressure system for this coming Thursday and Friday with Northwood in a rain/snow mix zone. This system is worth monitoring due to its potential impact on holiday travel.

3. EMD is finalizing an MOU between the School District, School and Town regarding sheltering and is coordinating the EMPG process. Confirmed EMPG accepted through June 2023.

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. Have BI/CEO/School facilities group review proposed location for the school generator.
 - f. Provided TA with regional sheltering documents and local sheltering “go-box.”
 - g. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director