



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** December 26, 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 work on tax deeded properties with former owners, prepared for the Select Board 12/27 regular meeting, met with a vendor to discuss a Town newsletter program proposal, met with public safety facility evaluation consultants, reviewed a draft of the housing opportunity planning grant, prepared response to NHDES notice of findings on the lagoon system, 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 and attend the 12/27 Select Board meeting, meet with land use staff to finalize land use assistance grant application, meet with Steve Robert on town hall sound equipment, review storm damage on roads and facilities with DPW Foreman for FEMA request, work with finance director on FY22 yearend expenditures and purchase orders, continue to work on requests for human services assistance. Town offices will be closed on Monday January 2<sup>nd</sup>, 2023. Work will begin on expanding the town hall entry area on Friday December 30<sup>th</sup>, please excuse our mess during this renovation. The transfer station will be closed on Sunday January 1, 2023 and open on Monday January 2, 2023. Have a great week! Be well and stay safe. Happy New Year!

### **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:**

- 17 Phone calls answered. 75% for building permits, 15% for code enforcement and complaints, and 10% for health officer concerns.
- Issued one denial letter for building permit application (CO duties)
- Reviewed and approved 3 building permit applications (BI duties)
- One site condition review for building permit application (BI duties)
- Conducted 8 building inspections (BI duties)
- Investigated two violation complaints (CO duties)
- Inspected one Foster Care (HO duties)
- Attending 2 land use meetings with residents who had questions about zoning and planning.
- Attended Joint Loss committee meeting
- Finished 2 hours of plumbing code training through ICC

### **Finance:**

- Processed accounts payable
- Prepared bank deposits for the treasurer
- Created and entered miscellaneous journal entries
- Updated expenditure reports
- Cleaned up open purchase orders
- Processed payroll since next Monday is a holiday.
- Created invoices for Special Detail work performed

- Reconciled all Due To and Due From accounts to ensure they are in balance
- Continued to prepare for 2022 audit

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

The highway department has been out fixing roads, cutting trees and fixing washouts from last week's storm. Every town road was passable the day after the storm hit, only 3 roads were really affected by wash outs, most everything else was downed trees. We did lose one roof off the demo container at the transfer station and I will be looking at alternative roof enclosures for doth demo and furniture. The transfer station is running as usual without issues.

### **Fire Rescue:**

No Report this Week.

### **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:**

**1. Stats November**

- a. Call for Service: 321
  - i. Business/Property Checks: 428
- b. Arrests: 14
- c. Accidents: 10
- d. Warnings: 143
- e. Summonses: 12

**2. Personnel**

- a. Currently have 3 open full-time positions and the SRO position is also open. One officer is still deployed with the National Guard.

**Town Clerk/Tax Collector:**

This is our last week with current hours. New hours start 1/3/23

Mon.-Thurs. 8:30am-4:00pm

Fri. Closed

Sat. 1st & 3rd of each month

8:30am-11:30am (starting Jan. 7)

Sun. Closed

Dog renewals can be done starting January 1st online at 6am, January 3 in person or mail.

\$6.50 fixed each

\$9.00 not fixed each

\$2 senior (owner) 1st dog, then as above for each additional dog

\$20.00 Kennel (5+)

Taxes were due Tuesday 12/27/22-have collected over 50% as of 12/27

Transfer Station/Beach Pass stickers are available (Town Clerk office only) and can be attached to windshield now. Good until 2025. REGISTRATION is required. 3 per household, domicile address ONLY.

Can renew your vehicle up to March expiration now (4 months early)

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

- Prepared for and attended zoning board meeting
- Prepared for and attended police commission meeting
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

**Recreation:**

**Northwood Recreation & Parks Dept - New Event!!**

presents

**"The Icy Inferno"**

**This event will feature an X-Mas Tree Bonfire and Fireworks by Atlas pyro!**

Friday night, Jan 6th 5:30-7pm

*Live Christmas trees may be dropped off beginning Dec 26th to the upper Athletic field at 616 First NH Turnpike. The area will be clearly marked with signage. Please remove all decorations.*

Free Community event for the Whole Family!

**Sponsors are needed for this Event!**

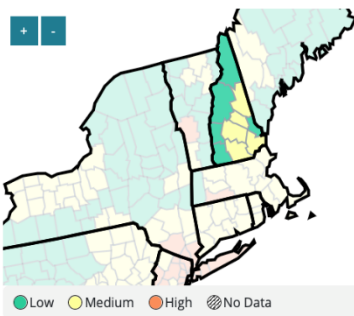
Link to register or Donate - <https://northwood.recdesk.com/Community/Program>

contact Scott Blewitt, Recreation Director

[sblewitt@northwoodnh.org](mailto:sblewitt@northwoodnh.org)

### **Northwood EMD's report for week prior to 12/26/2022**

1. It has been a most interesting couple of weekends. Elliot, this past event, caused a few local road washouts and a number of power outages. NFR helped to save a critical electrical substation on the east end of town. Unfortunately, the loss of a substation on the west end of town kept the Narrows Station on generator power through Christmas Day. Ironically, the FB Northwood Community Chat became a rather good source for monitoring road and power outages within the town. The State EOC remained open until 7 pm Sunday.
2. Communication with Eversource remained outstanding throughout the storm. New Hampshire Co-op, not so much. Both providers did have continuously updated outage maps which were helpful. Eversource Liaisons maintained periodic contact with me up through Sunday evening. Eversource progressed from 98% outages at 5 pm Friday, to 70% by midnight, 20% by Saturday morning, then down to 187 (around the Narrows) by Saturday evening. Currently, Eversource reports no outages remaining in Northwood and NH Co-op reports only one customer still out in town. (12/27)



3. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns, and Influenza levels in New Hampshire. Latest CDC reports much of New Hampshire with medium levels of transmission. The expected Winter Surge has begun but is smaller than anticipated. Northwood had nine active cases at last reporting. Flu and RSV remain a problem.

4. 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.

EMD is expected to meet with the School Facilities Committee in early January.

5. Items awaiting completion:
  - a. Finalize Memorandum of Understanding (MOU) between School District and Town.
  - b. Transitioning Emergency Operations Center (EOC) to the Town Hall.
  - c. Purchase Laptop for EMD/EOC compatible with town finance and operating software.
  - 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