



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 2, 2023

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 12/27 regular meeting, reviewed, finalized and submitted our housing opportunity planning grant to the state review committee with our land use specialist and admin assistant, met with Steve Robert on town hall sound equipment, reviewed storm damage on roads and facilities with DPW Foreman for FEMA damage estimate request, submitted insurance claim for damage to container shed roof at transfer station, worked with finance director on FY22 yearend expenditures and purchase orders, work with sign contractor and Mainstay for programing on new message sign, incorrect instructions of the electrical requirements from the sign contractor has resulted in a delay in "lighting up" the sign hopefully it will be resolved in about a week, organized and coordinated changes to the town office lobby area, 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 with finance director and prepare for FY22 close out, prepare for 1/10 Select Board meeting, finalize the drafts of the nonmonetary warrant articles, continue work with the sign contractor and electrician to complete the installation, work with the town hall lobby contractor to complete the project this week, continue to work on repurchase agreements with former owners of tax deeded property, continue to work on requests for human services assistance. 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:

- 16 phone calls answered. Mostly for building permits but also for public health concerns and zoning questions
- 28 Emails responded to
- 6 Building permit applications reviewed and approved
- 4 Building inspections
- Investigated code violation complaint off Big Buck rd.
- Responded to public health concern at Mobile
- Investigated health concern off Gulf Rd, septic failure
- 4 hours of ICC Residential Plumbing code training

Finance:

- Processed accounts payable
- Prepared bank deposits for the treasurer
- Took 3 days of vacation

Department of Public Works:

No Report this Week.

Fire Rescue:

1. The last two weeks have been challenging for the department, we responded to more than 40 calls during the recent storm, we responded to a three-alarm fire in Strafford and a 2nd alarm fire in Nottingham. Unfortunately, the department has also responded to three untimely deaths in the community.
2. There was some storm damage to the narrows fire station, some flashing was blown off and some of the soffits were blown off. We have reported this damage to the EMD and are hoping there will be some disaster aid coming to pay for this damage.
3. During the month of December Northwood Firefighters responded to 105 9-1-1 emergencies.
 - a. 1 Animal Rescue
 - b. 2 Hazardous Materials
 - c. 3 Combustible liquids spill
 - d. 4 Cancelled enroute
 - e. 10 Electrical problems
 - f. 51 Medical Emergencies
 - g. 1 Good intent
 - h. 1 Brush Fire
 - i. 1 Person in distress
 - j. 7 Service Calls
 - k. 4 Structure Fire
 - l. 12 System Malfunction
 - m. 4 Unintentional false alarms
 - n. 4 Water Problem
4. Our Explorers had a successful cookie sale.
5. Santa's Helpers was very successful and distributed toys to several needy families in town.

Library:

LIBRARY REPORT

October computer tally: 36 patrons

November computer tally: 30 patrons

December computer tally: 23 patrons

October Downloadable Audiobooks: 483 items

November Downloadable Audiobooks: 453 items

December Downloadable Audiobooks: 479 items

October circulation: 898 items

November circulation: 748 items

December circulation: 770 items

October new patrons: 3

November new patrons: 7

December new patrons: 3

Total number of registered library card holders: 2,781

MEETINGS

January 9 – Friends Meeting 4:30pm

January 13 - Trustee Meeting 9:00am

PROGRAMS

January 3, 10, 17, 24, 31- Writers Group 2:00pm

January 3, 10, 17, 24, 31 - Tech Tuesday 3-4pm

January 4, 11, 18, 25 - Story Time 10:30am

January 4 - Afternoon Book Discussion 2:00pm

January 5, 12, 19, 26 - LEGO Club 3:00-5:00pm

January 9, 23, 30 - Senior Café 1:00-2:30pm

January 18 – Evening Book Discussion 7:00pm

Police Department:

No Report this Week.

Town Clerk/Tax Collector:

- NEW hours started! Our first Sat. open is 1/7 8:30am-11:30am
- DOG renewals have started CHECK RABIES INFORMATION
- Vehicle renewals can begin now and up to APRIL expiration
- Finishing end of year 2022 paperwork

Weekly Report from Linda Smith, Land Use Specialist

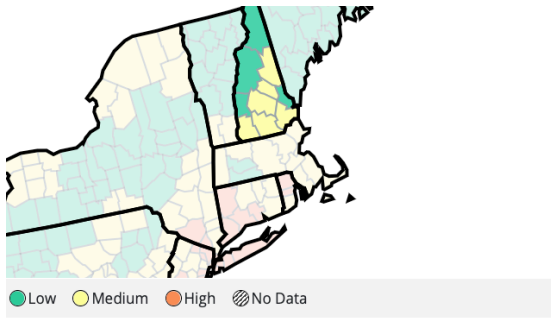
- Police Commission minutes and end of year filing
- Weekly staff meeting with Land Use Administrative Assistant
- Met with Walter Johnson and Lisa Weaver to finalize grant application
- Reviewed proposed zoning amendments for second public hearing
- Followed up via email and phone to all incoming land use inquiries
- Met with public regarding property inquiries

Recreation:

- Youth Basketball games begin this Saturday at the 3/4 and 5/6 grade levels. 30 1/2 graders participate in skills and drills each Saturday afternoon as well!
- 29 youth skiers are eager to participate in the Gunstock ski program later this month as the snow conditions get better.
- We hope to see a large crowd at the Xmas tree bonfire and fireworks this Friday night at the athletic fields. It will prove to be a fun community event!
- Volunteers are needed for further expansion of recreation offerings. If you would like to teach a class please contact Scott Blewitt, Recreation Director

Northwood EMD's report for week prior to 01/02/2023

1. EMD submitted our Initial Damage Assessment (IDA) for the town listing potential costs to the town resulting from the prior weekend's storm. Northwood experienced about \$94,000 in damage and potential recovery expenses. Note, Rockingham County would need to exceed \$1,288,122 in total damage assessments for Northwood to be eligible for FEMA Public Assistance funding (PA).



2. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns, and Influenza levels in New Hampshire. As with last week, the latest CDC report shows much of New Hampshire with medium levels of transmission. Northwood had five active cases at last reporting. The predominant strain in NE is now XBB.1.5 (75%).

3. EMD will be finalizing an MOU between School District, School and Town regarding sheltering and is coordinating the EMPG process. EMD is expected to meet with the School Facilities Committee in early January. A signed MOU is required to apply for the EMPG Shelter Generator Funds.

4. 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