



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 9, 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 the Select Board 1/10 regular meeting, worked with finance director on FY22 year-end expenditures and purchase orders, continued work with the sign contractor and electrician to complete the installation, worked with the town hall lobby contractor to complete the project, continue to work on repurchase agreements with former owners of tax deeded property, met with Town Counsel and developer to discuss improvements to Upper Camp Road by developer for building permits, 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 and attend 1/10 Select Board meeting, finalize the drafts of the nonmonetary warrant articles, continued efforts to complete message sign installation delayed by electrical connection issue, continue work with contractor on completing upper level lobby remodeling project and town hall siding repairs, attend a NHMA legislative update webinar, attend the public safety facilities evaluation committee meeting, attend the town budget public hearing, prepare for and attend the monthly department head meeting, attend the Lamprey Regional Cooperative director meeting, prepare annual staff performance evaluations, continue to work on requests for human services assistance. Have a great week! Be well and stay safe.

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:

- 22 Emails responded to
- 19 Phone Calls answered.
- Input 5 Notice of Decisions into Avitar from ZBA
- Investigated 2 health concerns/complaints and corresponded with NH DES
- Attended 2 restaurant inspections with the local NH Food Protection Representative
- Attended one land use meeting.
- Investigated one Code Officer complaint.
- Reviewed and issued 5 building permits.
- Conducted 6 building permit inspections.

Finance:

- Processed accounts payable batch for 2022 and 2023 expenses.
- Created bank deposits for the treasurer.
- Reconciled bank statements.
- Reconciled December revenue reports to the Town Clerk
- Started reconciling the December revenue with the Tax Collector

- Boxed up 2022 payroll files and set up the files for 2023.
- Completed and submitted the December NH Retirement Report
- Completed the 4th Quarter 941 reports.
- Assisted the auditors on their preliminary field work for the 2022 audit.
- Submitted the annual NH Retirement System report of retired workers hours for 2022.
- Created accounts payable batches to run next week with 2022 and 2023 expenses.
- Updated the 2022 expenditure report as of 1-6-23.
- Created and entered miscellaneous journal entries.
- Gave final 2022 revenue figures to the Town Administrator for inclusion in various warrant articles.
- Requested reimbursement from the Treasurer from special revenue fund expenses.

Department of Public Works:

No Report this Week.

Fire Rescue:

1. The Northwood Fire Department had its busiest year ever with 775 9-1-1 emergency responses.
 - a. 1 Animal Rescue
 - b. 8 Chemical release
 - c. 9 Combustible liquid spill
 - d. 1 Controlled burning
 - e. 2 Mutual aid Station coverage
 - f. 45 Cancelled en route.
 - g. 23 Electrical problems
 - h. 512 Emergency medical
 - i. 1 Explosion
 - j. 2 Extrication
 - k. 2 False Alarm
 - l. 2 Propane leak
 - m. 3 Good intent
 - n. 3 Vehicle Fire
 - o. 8 Brush fire
 - p. 3 Trash fire
 - q. 5 Person in distress
 - r. 22 Service call
 - s. 1 EMS stand by
 - t. 2 Smoke odor
 - u. 8 Steam mistaken for smoke
 - v. 1 Special outside fire
 - w. 1 Special incident other
 - x. 28 Structure fire
 - y. 35 System or detector malfunction
 - z. 4 unauthorized burning
 - aa. 29 unintentional alarm activation
 - bb. 2 Ice/water rescue
 - cc. 8 Water problem
 - cc. 2 wrong location

2. Mutual Aid 2022
 - a. Mutual aid received 112
 - b. Mutual aid given 109
3. 120 Overlapping calls
4. Fire losses
 - a. Pre-incident value \$810,600
 - b. Fire losses \$200,600
 - c. Saved \$610,000
5. Incidents by Day of week
 - a. 88 Sunday
 - b. 120 Monday
 - c. 105 Tuesday
 - d. 116 Wednesday
 - e. 111 Thursday
 - f. 118 Friday
 - g. 117 Saturday

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:

No Report this Week

Weekly Report from Linda Smith, Land Use Specialist

- Prepared for and attended Conservation Commission meeting.
- Prepared for and attended Planning Board meeting.
- Review and editing of department reports for Annual Town Report
- End of year filing and electronic document cleanup
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries.
- Met with the public regarding property inquiries.

Recreation:

Northwood Recreation Department had a very successful Icy Inferno event. Approximately 45 used Christmas trees made for a fabulous bonfire for the crowd of 100+ to enjoy. The scene was something out of a hallmark movie as kids were building snowmen and running around while neighbors and families were exchanging smiles and conversation. The fireworks were the highlight of the night with all eyes to the sky exclaiming which was their favorite. Thanks to all those that attended! It was a fun night to be part of the Northwood community!

Northwood EMD's report for week prior to 01/09/2023

No Report this Week