



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 16, 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 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, finalize the drafts of the nonmonetary warrant articles, town hall siding repairs were completed this week with painting to be done in the spring, attended a NHMA legislative update webinar, attended the public safety facilities evaluation committee meeting, attended the town budget public hearing, prepared for and attended the monthly department head meeting, attended an in house cyber security training for town email, attended the Lamprey Regional Cooperative directors meeting, prepared annual staff performance evaluations, 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 the 1/24 Select Board meeting, continued efforts to complete message sign installation delayed by electrical connection issue anticipating it will be completed this week, continue work with contractor on completing upper level lobby remodeling project which is delayed by the completion of the new counters, meet with contractors regarding NHDES matters with the septage lagoons, meet with our computer vendor regarding the installation of equipment replacement, participate in the monthly update call with NHHSEM, attend the monthly MMANH meeting, work on preparing the deliberative session PowerPoint presentation, issue the RFP for the 2023 Town property mowing contract, and continue to work on requests for human services assistance. Have a great week! Be well and stay safe.

Assessor:

Cross Country Appraisal continues to verify data out in the Lucas Pond, Long Pond, Jenness Pond, Northwood Lake and Pleasant Lake areas. Vehicle is marked and personnel have official Northwood Badge. The license plate number CCAG4.

Building Inspector:

This week I was mixed between duties. I met with the Fire Department at Camp Yavneh to go over the possibility of a building being demolished by fire, done by the Northwood FD. I met with a resident to go over the building permit denial process for their project. I investigated two violation complaints and one public health complaint in town which required site visits and discussion with NH DES. I attended 5 hours of training on NH building code amendments. I attended a staff meeting along with a cyber security training.

During the week I conducted 4 Building permit Inspections and reviewed and issued 6 building permits. I answered 15 phone calls and responded to 50 Emails. I was able to close out a handful of old violations that were brought into conformance.

Finance:

- Processed payroll
- Prepared bank deposits for the treasurer
- Processed accounts payable batches for 2022 and 2023 expenses
- Attended the Budget Committee public budget hearing
- Attended the monthly department head meeting and took notes
- Attended an email security training session presented by Mainstay Technologies
- Completed and filed the 2022 4th quarter NH Unemployment report
- Reviewed drafts of 1099 forms in preparation of printing
- Reviewed drafts of W-2 forms in preparation of printing
- Performed bank reconciliations
- Updated the expenditure report for 2022 as of 1-11-23
- Performed general file maintenance
- Created and entered general journal entries
- Distributed lists of reports needed by the auditors for the upcoming FY22 audit
- Started preparing documents for the audit
- Boxed up 2022 files to make room for 2023 work.
- Finalized and mailed out the 4th quarter 941 report for 2022

Department of Public Works:

No Report this Week.

Fire Rescue:

1. Rescue 1 has been repaired. The pressure governor was replaced, and some engine programming issues were repaired. The problem required quite a few hours of trouble shooting and diagnostics.
2. Ambulance 1 was scheduled to go to Grappone Ford for an oil change on January 13, 2023. Unfortunately, that was the day of the latest storm, so we were unable to get the truck there. Grappone was not able to get it back in until February 10, 2023. We have scheduled and appointment at Tilton ford for January 23, 2023. They will check the oil and do an evaluation of the condition of the chassis.
3. Chief Tetreault attended cyber security training put on by Mainstay at Town Hall.
4. Captain Schaub has been working on coordinating a live fire training burn at Camp Yavneh. A live training burn requires a tremendous amount of planning to ensure compliance with safety standards.
5. Northwood Fire Department will be hosting the February meeting of the New Hampshire Fire Chiefs Association at Johnson's. Northwood has not hosted the Chiefs Association in several years. We will be welcoming back Chief Brent Lemire (former TA in Northwood).
6. Chief Tetreault and FF McGinn attended the Capital Area Chiefs Breakfast, hosted by the Canterbury Fire Department.
7. Chief Tetreault has been busy calculating the cost and losses to the fire department from the December Storm.
8. Ambulance 1 will be going in next week. Car 1 will also need an oil change and tire rotation. Ambulance 1 is expected to pass inspection, barring any unforeseen deficiencies.

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:

- Dogs can be renewed now.
- Taxes have late fees now.
- You can renew your vehicle if your registration expires NOW or past month(s) up until April 2023
- Dog contest has begun (send your dog picture to the clerk's office)

We are open Saturday 1/21 8:30am-11:30am

New hours in effect:

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

Fri. & Sun. Closed

Sat. 8:30am-11:30am “1st & 3rd of each month unless noted” NOT open Feb. 4th

Will open Feb. 11, 18

- Deliberative session Sat. 2/4 9am at Northwood school gym
- Town Filing Jan. 25-Feb. 3 (Feb. 3 open 3pm-5pm)
- Town election Tue. March 14 7am-7pm Parish Hall

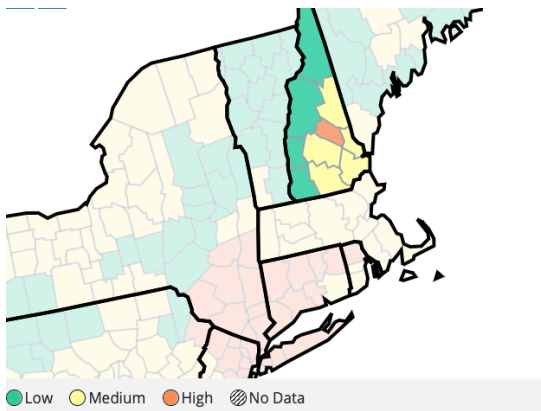
Weekly Report from Linda Smith, Land Use Specialist

- Reviewed ongoing planning and zoning cases/new applications
- Research history of pending application
- Discussed off board issues with Planner James Burdin
- Discussed incoming contract planner with SRPC Executive Director
- Review and editing of department reports for Annual Town Report
- Attended department head meeting
- Attended Email Security workshop with Mainstay
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

Recreation:

1. Northwood Recreation Department is very busy planning for 2023 activities and special programs. If you have a specific set of skills and would like to lead a particular program please contact Scott Blewitt, Recreation Director.
2. The Recreation department is also investigating the possibility of offering adult Softball to its list of programs. If you are interested in this, please reach out for more information.

Northwood EMD's report for week prior to 01/16/2023



Time Period: COVID-19 Community Levels were calculated on Thu Jan 12 2023.

1. EMD was informed FEMA and HSEM personnel will be in Northwood this coming Thursday to assess our damage claims in preparation for New Hampshire seeking federal damage funding and a disaster declaration for the Christmas Eve storm. Northwood experienced about \$94,000 in damage and potential recovery expenses.
2. EMD continued to monitor COVID-19 cases within Northwood and surrounding towns. As with last week, the latest CDC report shows much of New Hampshire with medium levels of transmission with Belknap listed as high. Northwood had six active cases at last reporting. The predominant strain in NE is now XBB.1.5.
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 this Wednesday afternoon. 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