



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 23, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, completed the final pre audit review of FY22 budget status with Finance Director, continued work on tax deeded properties with former owners, prepared for the Select Board 1/24 regular meeting, worked with finance director on final 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, finalized the drafts of the nonmonetary warrant articles, met with contractors regarding NHDES matters with the septage lagoons, met with our computer vendor regarding the installation of new replacement equipment, participated in the monthly update call with NHHSEM, attended the monthly MMANH meeting, worked on preparing the deliberative session PowerPoint presentation, issued the RFP for the 2023 Town property mowing contract, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, complete the final review of the FY22 year to date budget status with finance director and prepare for FY22 close out, prepare for and attend 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, finalize and post 2023 warrant and budget committee's budget, continue work on the deliberative session PowerPoint presentation, and continue to work on requests for human services assistance. Many thanks to our DPW crew and plow contractors for all your efforts during the recent storms! 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:

During the week I met with one resident to go over the building permit denial process for their project. I investigated 2 violation complaints and reached out to property owners. I conducted 4 Building permit Inspections and reviewed and issued 3 building permits and 2 septic construction approvals. I answered 12 phone calls and responded to 53 Emails. I issued a denial of use for one major planning board applicant.

Finance:

- Processed accounts payable runs for 2022 and 2023. This was the final 2022 run. Any remaining invoices that come in will have to be addressed in the audit process.
- Prepared bank deposits for the treasurer
- Prepared a final update to the 2022 expenditure report, pre-audit.
- Created and entered miscellaneous journal entries.

- Worked with the Treasurer to resolve bank reconciliation issues with the Tax Collector/Town Clerk office
- Worked on gathering required information for the upcoming audit.
- General file maintenance and upkeep
- Worked on entering warrant information into the Department of Revenue Administration portal and submitted it for review.
- Worked with software developers on roll-over of years in the finance system.

Department of Public Works:

The highway department has been busy plowing snow, 2 storms in the last week have been straining on us but we pulled through, a couple issues with trucks came up last storm the f550 wing broke off and Jeff's new sander broke. Both will be fixed today in preparation for Wednesday's storm.

The transfer station has been running as usual and with no issues.

Fire Rescue:

1. This Saturday Northwood Firefighters responded to Old Turnpike Road for a chimney fire. Upon arrival a first alarm was transmitted as there was smoke from the base of the chimney indicating potential extension into the attic. Fortunately, the fire was contained to the chimney.
2. This week the final wiring for our diesel extraction system was completed and the system is now in service.
3. Ambulance 1 is at New Car of Tilton where they are performing an oil change and evaluating the frame to ensure reusing the chassis is a viable option.
4. This week we repaired the overhead door for the ambulance at the Narrows. While responding to a call the door got stuck in the open position. Fortunately, Chris Brown was available to close the door while firefighters responded to the emergency.

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:

1. We are on week 3 of our dog contest, pictures are posted
2. We had our second Saturday open which did not go as planned
3. January 25th - February 3rd Any resident that would like to be a candidate for the town election can file at the town clerk tax collector's office. **Friday February 3rd the office will be open 3:00 p.m. to 5:00 p.m. for filing only.
4. Deliberative Session is Saturday February 4th at 9:00am, Northwood School Gym
5. The town clerk tax collector's office will be closed Saturday February 4th as we will be at Northwood School
6. Town clerk tax collector's office will be open Saturday February 11th and Saturday February 18th 8:30 a.m. to 11:30 a.m.
7. Our office will be closed Monday February 20th

Weekly Report from Linda Smith, Land Use Specialist

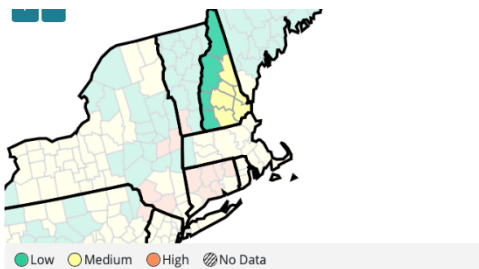
- Ongoing review and editing of department reports for Annual Town Report
- Conservation Commission Meeting
- Prepared for and attended Police Commission Meeting
- Police Commission minutes and follow-up correspondence
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

Recreation:

Northwood Recreation is seeking sponsors for spring soccer. Cost is \$175 and includes company logo on player shirts.

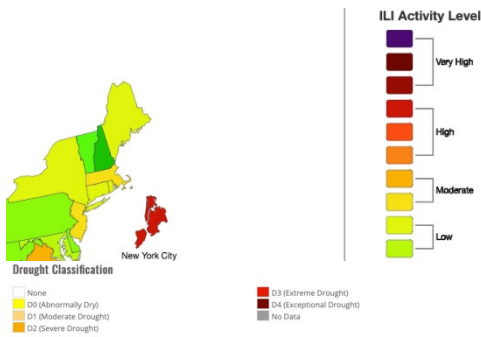
Northwood EMD's report for week prior to 01/23/2023

1. EMD, TA, DPW and our Fire Chief met with FEMA and HSEM personnel Thursday noon to assess our damage claims for the Christmas Eve storm. Northwood experienced about \$94,000 in damage and recovery expenses. Following the meeting, site visits were made to the transfer station, Bow Street and the Narrows Fire Station. Joe Mummolo will be our FEMA Region 1 PA site inspector.



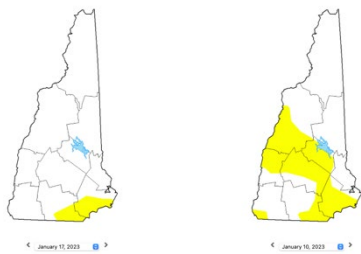
Time Period: COVID-19 Community Levels were calculated on Thu Jan 19 2023.

2. EMD continued to monitor infectious disease and specifically COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows much of New Hampshire with medium levels of transmission. Northwood again had six active cases at last reporting. The predominant strain in NE is XBB.1.5.



NH has managed to have minimal impact from influenza this season, although 28 flu related death were reported. CDC continues to rank NH low for flu.

3. The number of past rain and snow events have managed to clear any lingering drought concerns to our region. (last and this week's comparison)



4. 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 (last week's meeting was canceled). A signed MOU is required to apply for the EMPG Shelter Generator Funds. HSEM is expecting our EMPG submission and has begun addressing paperwork from the State of New Hampshire to FEMA in preparation for our grant.

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. Oversee FEMA PA process.
- g. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director