



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: January 30, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued work with the sign contractor and electrician to complete the installation which was finished on 1/25. Continued working with the town hall lobby contractor to complete the project, finalized the deliberative session PowerPoint presentation, finalized, and posted 2023 warrant and budget committee's budget, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for the 2/14 Select Board meeting, continue work with contractor on completing upper level lobby remodeling project which should be completed this week with the exception of flooring, continue work on the deliberative session PowerPoint presentation, prepare for and attend the deliberative session on Saturday, 2/4, participate in the severe cold weather call with NHHSEM, prepare damage reports for NHHSEM/FEMA declaration, 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:

I replied to 62 emails and answered 15 phone calls. These were generally mixed between duties but were mostly for Code Enforcement and Building inspections. I attended 2 hours of manufactured home training. I responded to the fire departments request for an electrical fire inspection in town. I investigated 3 violation complaints, 2 of which were new, and one was ongoing and brought back into compliance. I attended a meeting with Land Use to go over open planning board cases. I attended a meeting with a zoning board applicant to go over the process. I reviewed and issued 3 building permits and issued one Certificate of Occupancy. I conducted 7 building permit inspections. Finally, I picked up oil for the town truck and arranged an oil change that was done by Coe Browns students in the Mechanic shop at the school for free.

Finance:

- Processed payroll
- Prepared bank deposits for the treasurer
- Created and sent out invoices for Police Special Detail work performed
- Finalized documents for the warrant (MS-737 budget form, default budget form, warrant) in the Department of Revenue Administration portal and prepared them for signatures of the Board of Selectmen and the Budget Committee.
- Continued to gather information requested by the auditors for the upcoming FY22 audit and upload it to the portal.
- Miscellaneous personnel file maintenance and upkeep

- Created and entered general journal entries
- Updated the accounts receivable log
- Updated the returned check log
- Continued to box up 2022 files to make room for the 2023 files.
- Created finance reports for the annual town report
- Completed annual exposure reports for Workmen’s Compensation insurance and Unemployment insurance
- Started working on the annual exposure reports for the property/liability insurance

Department of Public Works:

No Report this Week.

Fire Rescue:

1. This Saturday Northwood Firefighters conducted a live fire training at Camp Yavneh. We had 5 successful interior burns before the building was set ablaze. Mutual aid from Strafford, Deerfield, Chichester, Center Harbor and Nottingham participated in the drill as well.
2. Wednesday, we hosted the Seacoast area Chiefs Breakfast.
3. Nucar of Tilton evaluated the frame on ambulance one and found the frame to be in “Excellent “condition. As suspected the chassis from ambulance one is suitable for conversion to a utility vehicle. They did say the batteries will need to be replaced soon.
4. We have discussed with our overhead door company about putting automatic closers on our overhead doors to help ensure they are closed when we go out on an 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:

- Filing for candidacy began WED. 1/25 and goes until FRI. 2/3 3PM-5PM ON FRIDAY
- Late notices will be going out for taxes that were not paid by 12/27/22, next week
- We had out 100th dog licensed issued to Briar
- We have had dog of the week going for 4 weeks now: winners so far: Mia, Coffee, Bella, Chico
- Dog of month (for January) will be drawn later this week
- Town Clerk office is CLOSED Sat. 2/4 we will be at deliberative session
- WE will OPEN Sat. 2/11 & Sat. 2/18 8:30am-11:30am
- Renew your registration now and up to May expiration date(s)
- Dogs still need to be renewed by April 30th

Weekly Report from Linda Smith, Land Use Specialist

- Ongoing review, formatting and editing of department reports for Annual Town Report
- Prepare draft report for annual report
- Police Commission minutes and correspondence edits
- Follow-up communications and correspondence with Attorney McGee and commissioners.
- Meeting with new contract Planner Mark Davie, Strafford Regional Planning Commission Executive Director Jen Czysz and Land Use Admin. Assistant Lisa Fellows-Weaver
- Prepare for and attend planning board meeting
- Communicate with Attorney Spector-Morgan regarding ZBA applications
- Prepare follow-up reviews and emails for ZBA
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

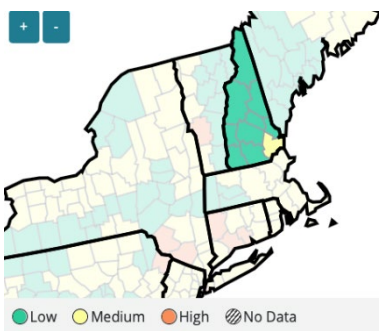
Recreation:

Northwood Recreation has 50 residents registered for the ground hog day contest! This free contest is a fun spin to win a gift certificate to Woods Grille with the help of Punxsutawney Phil.

Get your fishing gear ready!

Ice fishing derby on Harvey Lake, Saturday, February 18. This event is for kids only

Northwood EMD's report for week prior to 01/30/2023



Time Period: COVID-19 Community Levels were calculated on Thu Jan 26 2023.

1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows most of New Hampshire with low levels of transmission with the exception of Rockingham County, which remains at moderate. Northwood had seven active cases at last reporting. The predominant strain (89.3%) in NE is XBB.1.5.

2. EMD met with the Northwood School Facilities Committee this past Wednesday to finalize wording for the

sheltering MOU. Both the SB and BOS are expected to sign the MOU within the coming weeks. EMD now turns to addressing the EMPG for the generator.

3. An arctic cold front is expected to bring very cold air into the region by end of week. Dangerous cold temperatures this weekend with actual temperatures around or below zero and possible wind chills of -20 to -40 degrees.
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. Oversee FEMA PA process. Finance, FRD, and DPW are reminded to submit supporting documentation to FEMA asap.
 - f. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director