



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 6, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, continued working with the town hall lobby contractor to complete the project, prepared for the 2/14 Select Board meeting, continued work on the deliberative session PowerPoint presentation, prepared for and attended the deliberative session on Saturday, 2/4, participated in the severe cold weather call with NHHSEM, prepared damage reports for NHHSEM/FEMA declaration with the finance director, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, continue work with contractor on completing upper level lobby remodeling project which should be completed this week with the exception of flooring, prepare for the 2/14 Select Board meeting, prepare for and attend the monthly department head meeting, prepare a draft of the voters' guide for Select Board review on 2/14, prepare for and attend the public safety facilities evaluations committee meeting, 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 was a mixture of tasks including reviewing and issuing 8 building permits, conducting 12 building inspections, investigating 3 complaints, and issuing 2 violation letters. Clerical and customer service tasks included 24 phone calls answered -mostly about building projects, 62 emails responded to -mostly about building but also about zoning and planning questions and concerns. I also sorted and input recently executed planning board NOD's and site plans into their corresponding property files.

Finance:

- Assisted with processing accounts payable as part of cross-training
- Prepared bank deposits for the treasurer
- Worked on updating the capital asset list for FY22 audit
- Requested reimbursements from the Recreation Revolving fund and the Special Detail Fund from the Treasurer for January expenses.
- Started preparing January's report for NH Retirement System
- Continued to work on gathering information requested by auditors.
- Reconciled revenue for January with the Town Clerk
- Attended a meeting with Town Administrator, Fire Chief, and PW Foreman regarding reporting Dec 22 -25 storm damage amounts to FEMA
- Gathered and compiled information for FEMA report on storm damage costs
- Prepared budget and warrant information and documents for the Deliberative session.
- Attended the Deliberative Session on Saturday

Department of Public Works:

The highway department has been busy repairing trucks and prepping for photos for the town report. Mixed up 63 yards of sand and salt in preparation for our next weather event. Did shop work for the DPW. 150 gallons of waste oil pumped into the tank. Transfer station crew appreciated Saturday off due to the cold weather. Has been running efficiently as usual.

Fire Rescue:

1. Lt Brown and FF. McElroy discovered a house fire on route 4 in Epsom. The fire went to 4 alarms. Northwood Engine 2 and C-1 responded to the fire.
2. Northwood Firefighters responded to a house fire on route 4 near the police department. Upon arrival heavy fire was venting through the windows on the west side of the barn. C-1 did a 360 degree walk around the building and upon completion fire was showing from the front and east side of the building. Firefighters mounted an aggressive attack on the building, flowing 500 gallons per minute (Blitz Nozzle) into the front of the barn and 200 gallons per minute 2" line with a 1" solid bore nozzle. The fire went to three alarms and even after overcoming frozen trucks and lines the fire was contained and the fire was stopped before destroying the house. 1 Firefighter was transported to Concord Hospital for non-life threatening traumatic injuries. He was treated and released.
3. Chief Tetreault, and FF McGinn attended the Board of Directors meeting for the Explorer training academy.
4. Chief Tetreault attended the meeting of the New Hampshire State Firemen's Association.
5. The bay doors for Ambulance 2 continue to be problematic, one of the bays at the Ridge continues to be found open. It is likely someone has a remote that has a code similar to the door at the Ridge. We are investigating changing the code or unplugging the opener for the Winter.

Library:

CHESLEY MEMORIAL LIBRARY FEBRUARY REPORT

November computer tally: 30 patrons

December computer tally: 23 patrons

January computer tally: 45 patrons

November Downloadable Audiobooks: 453 items

December Downloadable Audiobooks: 479 items

January Downloadable Audiobooks: 522 items

November circulation: 748 items

December circulation: 770 items

January circulation: 848 items

November new patrons: 7

December new patrons: 3

January new patrons: 10

Total number of registered library card holders: 2,791

MEETINGS

February 10 – Trustee meeting 9:00am

February 27 – Friends Meeting 4:30pm

PROGRAMS

February 1 - Afternoon Book Discussion 2:00pm
February 1, 8, 15, 22 - Story Time 10:30am
February 2, 9, 16, 23 - LEGO Club 1:00-5:00pm
February 6, 13, 27 - Senior Café 1:00-2:30pm
February 7, 14, 21, 28 - Writers Group 2:00pm
February 7, 14, 21, 28 - Tech Tuesday 3-4pm
February 13 – Make-and-Take Valentines
February 14 – Sweet Treat 3:00-4:00pm
February 15 – Evening Book Discussion 7:00pm
February 16 – Cookbook Club 5:00-7:00pm
February 21 – Online Cooking Class 6:00pm
February 22 – Candidates Night 6:30pm (Town Hall)
February 23 – Sock Hop 1:00-3:00pm

MAKE AND TAKE VALENTINES

Come to the library on Monday, February 13, to make a valentine for someone special. Supplies will be available along with directions as long as they last or until Valentine’s Day is over, whichever comes first! You can make it here or take the supplies with you to make it at home. And speaking of Valentine’s Day...

VALENTINE’S DAY SWEET TREAT

Join us at the library on Tuesday, February 14, from 3:00-4:00 p.m. for a special sweet treat that you can enjoy. Happy Valentine’s Day!

COOKBOOK CLUB

We are starting our very first Cookbook Club! All levels of cooks, from beginner to advanced cooks, are welcome for those eighteen and up. We’ll choose a new cookbook every month for taste testing, recipe swapping, and kitchen table collaboration. This month we will be choosing from “Once Upon A Time” featuring recipes from the New Hampshire Federation of Women’s Clubs. Sign up at the library and choose your recipe from the cookbook on display. The first meeting will be on Thursday, February 16, from 5:00-7:00 p.m.

COOK ALONG WITH LIZ

Spice up your winter cooking routine! Join our live online class as we cook along with celebrated New Hampshire chef, Liz Barbour from the Creative Feast. “Fall & Winter Sheetpan Suppers” are easy-perfect for conquering cooking boredom and feeding a crowd without all the mess. Invite your friends over, gather your tools and ingredients, and have fun cooking!

VIRTUAL PROGRAM: Cook Along with Liz “Fall & Winter Sheetpan Suppers”

DATE & TIME: Tuesday, February 21, 6:00pm

Register in advance for this webinar at chesleylib.com.

CANDIDATES NIGHT

There will be a Candidates Night on Wednesday, February 22, at the Northwood Town Hall. It will begin at 6:30 p.m. This will be an opportunity for all voters and interested people to meet those running for Northwood offices in the March elections. All candidates will have an opportunity to speak briefly and answer questions from the audience. This event is sponsored by the Friends of the Northwood Libraries and the Harvey Lake Woman’s Club.

VACATION WEEK PROGRAM: SOCK HOP

Join us for a fun-filled sock hop at the Chesley Memorial Library on Thursday, February 23, from 1:00-3:00 p.m. Wear your favorite socks and get ready to hop around on the Color Burst Play Tiles with karaoke music to accompany the festivities. Color Burst Play Tiles are interactive mats that respond to movement and pressure with bright gel liquid colors that move with every step, skip, jump, hop or hand movement!

LOCAL WRITERS

Local writers — whether beginner, much published, or somewhere in between — are invited to attend free weekly writers’ workshop on Tuesdays from 2:00 to 3:30 pm at the Chesley Memorial Library. Sessions include group critique, writing exercises, and craft discussion. Some participants may want to come early or stay late for some quiet writing time. All genres welcome. Get some writing done this year, learn from each other, and have some fun, too!

SENIOR CAFÉ

February might be a short month, but the cold weather can make it feel much longer. Are you looking for something to do inside when it’s cold outside? Try meeting your friends and neighbors at the library to enjoy some good refreshments and good conversation. Social connections can help seniors maintain physical and emotional health so check out the Chesley Memorial Library Senior Café on Mondays from 1:00-2:30 p.m.

BOOK DISCUSSIONS

The Afternoon Book Discussion Group will meet on Wednesday, March 1, at 2:00 p.m. to discuss “The Best Cook In the World” by Rick Bragg.

The Evening Book Discussion Group will meet at the Chesley Memorial Library on Wednesday, February 15, at 7:00 p.m. to discuss “Big Stone Gap” by Adriana Trigiani.

Police Department:

No Report this Week.

Town Clerk/Tax Collector:

No Report this Week.

Weekly Report from Linda Smith, Land Use Specialist

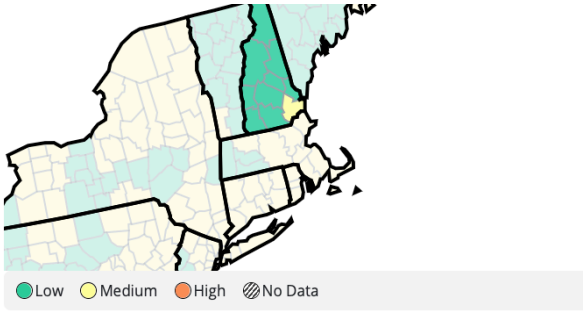
- Ongoing review, formatting and editing of department reports for Annual Town Report
- Prepare for and attend zoning board meeting
- Review February applications for land use boards
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

Recreation:

Northwood Recreation has a huge selection of winter hats & summer caps for sale \$15 and long sleeve shirts too -\$20

Proceeds benefit Recreation programs and facilities.

Northwood EMD's report for week prior to 02/06/2023



1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Again, latest CDC report shows most of New Hampshire with low levels of transmission with the exception of Rockingham County (moderate). Northwood had seven active cases at last reporting. The predominant strain (92%) in NE is XBB.1.5.
2. School Board was expected to sign the MOU Wednesday and BOS at next meeting. EMD now turns to addressing the EMPG for the generator.
3. An arctic cold front arrived at the end of last week with expected wind chills of -45 degrees Friday into Saturday. Town Deliberative Session was completed with minimal weather complications. Cold temperatures and winds added to difficulties in fighting a structure fire on Friday which shut down "Route 4" for several hours. EMD assisted Police, Fire and home owner during that incident.
4. EMD had on going communication with Town Moderator, Town Administrator, FEMA, Eversource and HSEM related to cold weather, deliberative session and PA evaluation. EMD was on the HSEM-DOEd-NWS weather call on Thursday.
5. Items awaiting completion:
 - a. Transitioning Emergency Operations Center (EOC) to the Town Hall.
 - b. Purchase Laptop for EMD/EOC compatible with town finance and operating software.
 - c. Procure FEMA funding for generator at the Northwood School
 - d. Oversee FEMA PA process. Finance, FRD, and DPW are reminded to submit supporting documentation to FEMA asap.
 - e. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director