



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 13, 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 by the end of next week except flooring, continued to prepare for the 2/14 Select Board meeting, prepared for and attended the monthly department head meeting, prepared a draft of the voters' guide for Select Board review on 2/14, prepared for and attended the public safety facilities evaluations committee meeting, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, prepare for and attend the 2/14 Select Board meeting, meet with the Rec Director and League Coordinator regarding rec programs, meet with developer on road improvements on Upper Camp Rd., participate in NHHSEM monthly briefing call, attend the monthly MMANH meeting, continue work on edits in the draft voter's guide, and continue to work on requests for human services assistance. Have a great week! Be well and stay safe.

Assessor:

No Report this Week.

Building Inspector:

This week I spent less time as the Building Inspector (5 building inspections and reviewed and issued 1 building permit) and more time as the Code Enforcement Officer where I issued multiple violation notices, verbal and in writing, and investigated a handful of violations throughout the town. The Health Officer role played a part for some of these violations as it pertains to septic systems. I also had a meeting with the planning board chair about violation concerns, and a meeting with a resident going through the planning process to help them with any clarification about the requirements. Clerically this week I answered 18 phone calls and responded to 40 emails which were mostly about building, and zoning questions. I attended a department head meeting in the town hall on Thursday.

Finance:

- Cross-trained with Carol on processing payroll
- Processed an Accounts Payable run for checks that could not wait until next week.
- Created bank deposits for the Treasurer
- Performed bank reconciliations on all the special revenue funds
- Sent out notice for a returned check.
- Updated the returned check log.
- Continued to gather information requested by the auditors
- Attended the monthly department head meeting and took notes
- Worked on filing FEMA reports for the Dec storm
- Assisted an employee with insurance questions/application processes
- Created and mailed invoices for Police Special Detail work performed

- Updated the accounts receivables log
- Entered miscellaneous general journal entries
- Uploaded requested files to the auditor drop box
- Updated the tax deeded property list
- Updated the vehicle/machinery/equipment lists in Capital Assets list and for Primex insurance
- Updated the town owned property list in Capital Assets and for Primex insurance

Department of Public Works:

Been busy taking care of projects at Town Hall. Two tons of cold patch in the past two days and tree removal for 3 days with Arbor Care. Transfer running great as usual.

Fire Rescue:

1. This week Chief Tetreault hosted the NH Association of Fire Chiefs at Johnson's restaurant. Approximately 40 Fire Chiefs from around the state attended.
2. Save the Date! The annual Northwood Firefighters awards banquet has been scheduled for Thursday March 30, 2023 at Johnson's Restaurant.
3. We continue to have problems with our overhead doors. The opener for Ambulance 2's bay fried a circuit board. Unfortunately, the most economical repair is to replace the opener.
4. Chief Tetreault, and FF McGinn attended a breakfast fund raiser for the Chester Explorer post. The Post is raising money to attend the Explorer Academy in June.
5. We are very fortunate that this week we will present three manes to the BOS for consideration for hiring part time. These individuals are all certified firefighter level 2 and paramedics.

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.

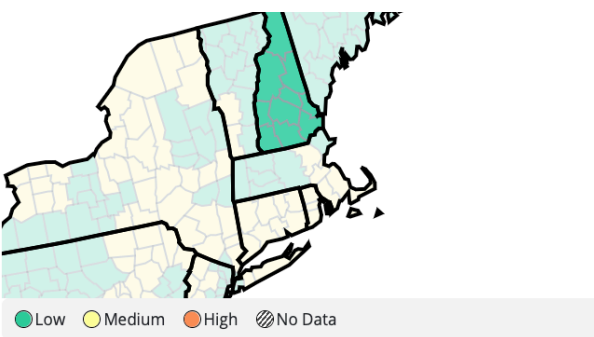
Weekly Report from Linda Smith, Land Use Specialist

No Report this Week.

Recreation:

No Report this Week.

Northwood EMD’s report for week prior to 02/13/2023



Time Period: COVID-19 Community Levels were calculated on Thu Feb 09 2023.

1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows all of New Hampshire with low levels of transmission. The predominant strain (93%) in NE is XBB.1.5.

2. BOS is expected to sign the MOU Tuesday EMD now turns to addressing the EMPG for the generator to submit this week.

3. EMD to meet with Northwood School Safety Committee regarding emergency planning for after school activities.

4. EMD is seeking information from all departments regarding NIMS and ICS compliance. Have police and fire officials completed required ICS training? Are town hall staff and members of the Select Board currently certified in basic NIMS and ICS? (IS-700B and IS-100c)

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