



MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 20, 2023

Town Administrator:

This past week's activities included: reviewed status of ongoing projects with the DPW Foreman, the town hall lobby project is complete with the exception of flooring, attended the 2/14 Select Board meeting, continued preparing a draft of the voters' guide for Select Board review on 2/14, met with the Rec Director and League Coordinator regarding rec programs, met with developer on road improvements on Upper Camp Rd., participated in NHHSEM monthly briefing call, attended the monthly MMANH meeting, continued processing applications for Human Services assistance.

This week's activities include: review status of ongoing projects with the DPW Foreman, meet with representatives from NHDES regarding matters at the lagoon facility, continue edits from Select Board members on the 2023 voter guide, meet with some members of the budget committee regarding the Select Board's fund balance management plan, prepare staff performance evaluations, prepare for the 2/28 Select Board meeting, coordinate the requirements of the NHDES regarding permit issues and compliance matters at the transfer station, 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:

Last week was mixed between Building Inspecting, Code Enforcing and Health Officer concerns. I reviewed and issued 8 building permit applications, conducted 8 building inspections, attended 3 meetings with property owners on their upcoming projects who had questions about zoning and building. I issued 3 Violation letters and brought 2 properties that were in violation into conformance. Clerically I answered 25 phone calls and responded to 49 emails. I attended 2 hours of health officer training.

Finance:

- Processed accounts payable.
- Created bank deposits for the treasurer.
- Continued gathering information requested by the auditors.
- Worked on bank reconciliations for the general fund, ambulance, and electronic payments account.
- Entered miscellaneous journal entries.
- Performed file maintenance and upkeep.
- Mailed out requests for W-9 forms for any vendors on file with incomplete information.
- Sent out reimbursement requests to the Trustees of the Trust Funds
- Did training with Carol on processing payroll

Department of Public Works:

No Report this Week.

Fire Rescue:

No Report this Week.

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.

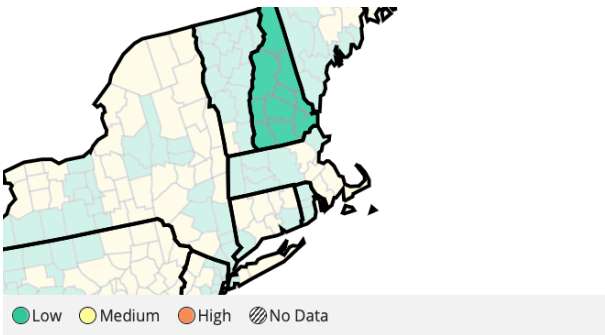
Weekly Report from Linda Smith, Land Use Specialist

- Finalized town report, sent to printer, picked up proof and review.
- Follow-up on 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 is seeking the perfect candidates to fill the following summer positions:
 - Beach & Athletic Field maintenance positions
 - Certified Swim Instructors
 - Soccer Referees
 - Independent Contractors for special programs
- Registration is open for March Madness extended basketball season, spring soccer, fort building camp, soccer camp and multi-sport camp.
- Interested in starting an Adult Club? Cribbage, puzzles, coffee talks, etc?

Northwood EMD's report for week prior to 02/20/2023



Time Period: COVID-19 Community Levels were calculated on Thu Feb 16 2023.

1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report continues to show all New Hampshire counties with low levels of transmission. The predominant strain (96%) in NE is XBB.1.5.

2. BOS and School board have signed the school as shelter MOU. EMD submitted an EMPG “letter of intent” to HSEM regarding funding for a 150 KW generator, 1200A disconnect and 300-gallon fuel tank for the shelter. HSEM “LOI” submission confirmed.

3. EMD met with the Northwood School Safety Committee on emergency planning for after-school activities.
4. EMD thanks PD and FD, BOS, and all town departments for providing feedback on NIMS and ICS compliance. (For those still not certified “IS-700B” and “IS-100c” courses are available online) On a related note, it appears Rockingham County did not reach their PA threshold. Thank you to all who provided supporting documentation for Northwood’s PA request.
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. Awaiting HSEM reply.
 - d. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director