



## MEMORANDUM - OFFICE OF THE TOWN ADMINISTRATOR

**TO:** Board of Selectmen  
**FROM:** Walter P. Johnson, Town Administrator  
**RE:** Weekly Report  
**DATE:** February 27, 2023

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### **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 which is scheduled for installation on 3/3, prepared for the 2/28 Select Board meeting, continued preparing a draft of the voters' guide, met with some members of the budget committee regarding the Select Board's fund balance management plan, prepared staff performance evaluations, participated in NHHSEM storm briefing call, coordinated the requirements of the NHDES regarding permit issues and compliance matters at the transfer station, 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, prepare for and attend the 2/28 Select Board meeting, continue to coordinate the requirements of the NHDES regarding permit issues and compliance matters at the transfer station, work with the town auditors on the FY22 audit as needed, 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 included a holiday on Monday. During this week I was mixed between Building and Health Officer. For the Health Officer role I reviewed and approved 7 septic designs. For the Building Inspector role, I conducted 7 building inspections, and reviewed and issued 9 building permits. For Code Enforcement I attended 2 meetings with residents on Zoning Ordinances for their projects. Clerically I answered 18 phone calls about various questions for building and zoning and responded to 43 emails likewise.

### **Finance:**

- Processed payroll for late timecards received.
- Worked with the bank to correct a problem with a duplicate Positive Pay file to allow paychecks to be cashed.
- Created deposits for the Treasurer.
- Continued to reconcile bank statements for Jan.
- Assisted new employees with hiring paperwork.
- Created and entered miscellaneous journal entries.
- Continued to enter W-9 forms as they are received and scan copies into the financial software.

### **Department of Public Works:**

No Report this Week.

## **Fire Rescue:**

1. Chief Tetreault and FF McGinn attended a zoom Explorer Academy meeting of the Board of Directors.
2. Chief Tetreault Attended the Northwood Rotary club meeting. The new location of Rotary meetings is Woods Grill on Wednesday nights.
3. Northwood Engine 2 and Chief 1 responded to Strafford for their first alarm house fire.
4. Northwood Engine 3 Responded to Pittsfield for their first alarm camper fire.
5. Upon returning from the fire in Pittsfield, engine three's brakes caught fire. The fire was quickly extinguished to minimize damage. Engine three was towed to Allen's diesel in Lee for repairs. The truck was back in service within 24 hours. The damage was less severe than we had thought.
6. The circuit board burned out on the overhead door for ambulance 1. Unfortunately, the least expensive repair was to replace the opener. The opener has been replaced. Hopefully this will solve the issues with the door not closing.
7. So far this year our ambulance billing has been slightly lower than last year. However, we are still on pace to have \$180,000 in ambulance revenue in 2023.

## **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](http://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.

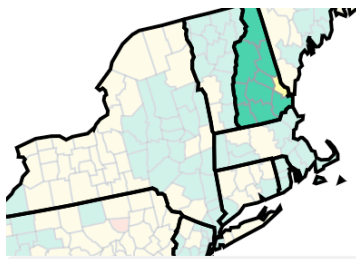
## Weekly Report from Linda Smith, Land Use Specialist

- Follow-up review of conditions for pending approved land use applications
- Phone & email with Jen Czysz, SRPC regarding pending planning board applications
- Police Commission upcoming meeting schedule emails and phone
- Weekly staff meeting with Land Use Administrative Assistant
- Followed up via email and phone to all incoming land use inquiries

## Recreation:

Northwood Recreation is very excited to offer an extended youth basketball season for the month of March. Currently 22 players are involved while 29 are participating in the Gunstock ski program. If any seniors ages 55+ are interested in starting some social clubs, please contact the Recreation Dept.

## Northwood EMD's report for week prior to 02/27/2023



Time Period: COVID-19 Community Levels were calculated on Thu Feb 23 2023. New COVID-19 cases per 100,000 population (weekly total) are calculated using data from Thu Feb 16 2023 - Wed Feb 22 2023. New completed.

1. EMD continued to monitor infectious disease and COVID-19 cases within Northwood and surrounding towns. Latest CDC report shows all New Hampshire counties except Strafford with low levels of transmission. Strafford County reports and medium level. The predominant strain (98%) in NE is XBB.1.5.

2. EMPG "letter of intent" to HSEM regarding funding for a 150 KW generator, 1200A disconnect and 300-gallon fuel tank was accepted. The final application process is now being

3. For those town officials still not certified, "IS-700B" and "IS-100c" courses are available on-line.

4. 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. Application process begun.
  - d. Transition to private cell phone.

Bob Young, Northwood Emergency Management Director