

**Town of Northwood  
Planning Board  
March 26, 2015**

Chairman Robert Strobel calls the meeting to order at 6:35 p.m.

**PRESENT:** Chairman Robert Strobel, Vice-Chair Lee Baldwin, Selectman Representative Rick Wolf, Richard Bojko, Lucy Edwards, Betty Smith, Planner Matthew Sullivan, and Board Administrator Linda Smith.

**VOTING DESIGNATION:** Robert Strobel, Lee Baldwin, Rick Wolf, Richard Bojko, Lucy Edwards, and Betty Smith.

Mr. Strobel welcomes Betty Smith as a new member. He adds that Mr. Wolf is now the selectmen's representative.

**ABSENT:** Alternate Victoria Parmele, Alternate Ken Rick

**MINUTES:**

**March 12, 2015**

**Mr. Bojko makes a motion, second by Ms. Edwards, to approve the minutes of March 12, 2015.** The minutes are postponed to later in the meeting.

**OTHER**

**Staff Items**

***Election of Officers***

**Chair**

**Mr. Bojko makes a motion, second by Ms. Edwards, to nominate Robert Strobel as chair.** Mr. Strobel expresses his interest in seeing another board member consider serving as chair, pro-tem to try it out. **VOTE: 5/0/1.** *Mr. Strobel abstains.*

**Vice-Chair**

**Ms. Baldwin makes a motion, second by Mr. Bojko, to nominate Lucy Edwards as vice-chair.** Ms. Edwards states she does have some experience with the board and she would be willing to give it a try. **VOTE: 5/0/1.** *Ms. Edwards abstains.*

**MASTER PLAN UPDATE:**

***Updates from Board Members ~ Committee Outreach***

Ms. Edwards explains that she contacted Daniel Kern of Bear Paw Regional Greenways, as well as Carl Wallman of Northwood Area Land Management Collaborative (NALMC). Both have maps and are willing to share and work with the planning board.

Mr. Strobel states that he too has spoken with Mr. Kern relative to the Granit layers. He adds that he believes he has a 2012 Natural Resources Assessment from NALMC. He suggests that this be added as an addendum or reference.

**Official as of April 9, 2015**

**Town of Northwood  
Planning Board  
March 26, 2015**

Mr. Strobel states that he attempted to contact the Northwood Historical Society; however, has not heard back from them yet.

Mr. Sullivan asks how we keep people interested and involved. Ms. Edwards suggests moving up the Natural Resources section and get it done. She notes that there is information on the NALMC website.

Mr. Strobel states that if the board takes the outline for each chapter and has one board member “chaperone” a particular chapter, gather any text, notes, the content from visioning sessions, from the public meetings, the survey information, and from contributing groups, etc., and add where appropriate. He adds that the conservation commission can also be included for information relative to natural resources.

Mr. Sullivan asks if the board wants to focus on one chapter at a time or multiple chapters. He suggests that the board begin each chapter with three sentences specific to each bullet point. He states that with that done, the board can then determine what the facts are, feelings, opinions, etc. Mr. Sullivan states that a divide and conquer approach is a good approach at this time. He notes the difficulty in finding time to work on this.

Mr. Strobel notes that there is a lot of data already. He suggests that it be sorted out, revisited, and then redirected.

Ms. Edwards volunteers to work on the Natural Resources, Agriculture, and Recreation chapter.

A discussion is held regarding the economic development committee (EDC). Mr. Bojko states that he will bring this to the EDC. He notes that the business climate is still difficult and it is hard to get volunteers. He states that the EDC is meeting next week.

Mr. Sullivan, using the projector screen, shows the new website being developed for the economic development committee and gives an overview.

Ms. Baldwin offers to do the housing chapter.

Mr. Strobel states that he will work on the Land Use and Transportation chapters.

Mr. Strobel suggests that Mr. Wolf oversee the administrative chapter with the new town administrator when hired.

***Official as of April 9, 2015***

**Town of Northwood  
Planning Board  
March 26, 2015**

Mr. Strobel gives an overview of how the board members can pull information together into sections and chapters.

Mr. Sullivan reviews historic population and projected populations. He continues and reviews data on the projector screen.

Mr. Bojko asks how economic development may affect these numbers. Mr. Sullivan states that this is not included in the provided numbers. He adds that this is based on the current trends and the trends expected, based on historical data.

Further discussion is held regarding how business growth can influence how the town grows. Mr. Sullivan states that the town can do more in order to attract more young people, under age 55. Additional discussion is held regarding population data. Mr. Sullivan continues to explain various charts, including school enrollments. Mr. Bojko asks if projections for five years ahead should be done. Discussion ensues on trends relative to school populations. Mr. Sullivan states that numbers are stable; however, the numbers have increased.

Mr. Sullivan explains the amount of educational attainment-level of education; 35% are high school graduates only, 23% some college-no degree, and 18% with a bachelor's degree. Ms. Edwards states that the age of the population may affect this as many older individuals did not go to college.

Mr. Sullivan notes income potential. He states that the numbers have grown on a stable line. He states that he is working on a state and region graph for income potential. He states that Northwood is likely somewhat higher than other towns.

Mr. Sullivan reviews the building permits chart. He states that there was a negative number due to demolition permits.

Mr. Sullivan explains housing. He mentions that vacancy numbers are influenced by seasonal uses.

Mr. Sullivan explains the level of burden of household income for housing; shown as both 30-50% of income and over 50% burden.

Mr. Sullivan explains another chart, which shows the purchase price of sales of homes and how affordable homes are in a community.

Mr. Sullivan explains a chart showing the cost of rental units. He notes that there are 230 rental units in Northwood based on the 2010 census. He adds that some housing is only two person size, which indicates a lack of children.

**Town of Northwood  
Planning Board  
March 26, 2015**

Mr. Sullivan states that the family household composition has remained stable, although he is not sure why. He explains that it is around 75%. He adds that he thought that it would decrease over time. Mr. Bojko asks what constitutes as a family household. Mr. Sullivan replies that it is someone who indicates that they are a part of a family household. He states that group quarters do not qualify. Ms. Baldwin comments that children cannot afford to move out.

Mr. Sullivan explains that there are four severe housing problems: incomplete kitchen facilities, incomplete plumbing facilities, more than 1.5 persons per bedroom, or cost of more than 50% of income is used for housing. He adds that this could be a retired person, unemployed, etc. He adds that affordable housing is what you pay under 30% of your income for. He notes that he has done housing affordability studies for communities. He further explains the figures, how they are calculated, and where they come from. Further discussion is held regarding the median housing table.

Mr. Sullivan will share this document with the board.

Further discussion is held regarding rental property. Mr. Bojko notes that the seasonal properties may affect this.

Mr. Sullivan states that he has a chart showing employment statistics regarding employment in Northwood and traveling outside for employment.

Ms. Edwards speaks to the changes that are occurring due to the aging population.

***Next Step***

Mr. Sullivan suggested that members begin to elaborate and write thoughts down specific to the chapters they are working on. This item is continued to next month; either meeting.

**Rules of Procedure Discussion**

The Rules of Procedure are postponed to the next meeting.

**Upper Lamprey Scenic Byway**

***Recommendation of Appointment***

Mr. Strobel states that the task of the Upper Lamprey Scenic Byway Committee is to establish the plan to keep the byway in existence and maintained. **Ms. Edwards makes a motion, second by Mr. Bojko, for the chair to draft a letter to the selectmen recommending Lucy Edwards and Victoria Parmele to serve on the Upper Lamprey River Scenic Byway Committee. Motion passes unanimously; 6/0.**

***Official as of April 9, 2015***

**Town of Northwood  
Planning Board  
March 26, 2015**

**Subdivision Regulations**

***Potential Changes to Regulations***

The subdivision regulations changes are postponed to the next meeting. Mr. Sullivan states that the only discrepancy that he is aware of is the well radius.

**Board Member Vacancy**

Mr. Strobel notes that Mr. Wolf was elected as a selectman and is now the selectmen's rep to the board making Mr. Wolf's member seat vacant. Mr. Strobel states that he sent out an email to Ms. Parmele and Mr. Rick regarding any interest in becoming a full board member. He states that he did receive a reply from Ms. Parmele who expressed an interest in filling the regular member seat. He states that he has not heard back from Mr. Rick. He states that his preference is to offer the vacancy to alternate members before the board does anything else. Ms. L. Smith suggests the board postpone any action until the next meeting, *which was accepted.*

**MINUTES**

**March 12, 2015**

**Mr. Bojko makes a motion, second by Ms. Edwards, to approve the minutes of March 12, 2015, as amended, with edits that do not alter the content of the wording. Motion passes; 5/0/1.** Ms. B. Smith abstains, as she was not a member of the board at the time of this meeting.

**ADJOURNMENT**

**Mr. Bojko makes a motion, second by Mr. Wolf, to adjourn at 8:45 p.m. Motion passes unanimously; 6/0.**

Respectfully submitted,

Lisa Fellows-Weaver,  
Board Secretary