

**Town of Northwood  
Planning Board Work Session  
August 11, 2016**

**MINUTES**

1 Chairman Robert Strobel called the meeting to order at 6:30 PM

2 **PRESENT:** Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko, Joseph  
3 McCaffrey, Hal Kreider, Lucy Edwards, Chairman Robert Strobel, Town Planner  
4 Matthew Sullivan, Land Use Secretary Susan Jastremski -Pastor and Board  
5 Administrator Linda Smith.

6 **Absent:** Betty Smith

7 **VOTING DESIGNATION:** Selectmen Representative Rick Wolf, Vice-Chair Rich Bojko,  
8 Joseph McCaffrey, Hal Kreider, Lucy Edwards, and Chairman Robert Strobel.

9

10 **MINUTES:**

11 **June 14, 2016**

12

13 *P3, line 14 add "hearing"*

14 *P.3 lines 15-24 " the Planning Board does not have responsibility or jurisdiction over the*  
15 *snowmobile trail".*

16 *Line 26 strike "and is abandoned."*

17 *P4 strike "they" replace with "the applicant"*

18 *Line 7 add "the board"*

19 *Line 22 strike "functional" add "may not be adequate"*

20 ***Mr. McCaffrey makes a motion to accept the minutes with changes. Mr. Bojko***  
21 ***seconds Vote 6/0.***

22 **July 28, 2016**

23 *Page 2 strike "remapped" replace with "tax mapped".*

24 *35-37 Mr. Kreider returns to the table.*

25 *P8 line 10 strike "Chairman Strobel" add "the board"*

26 ***Mr. McCaffrey makes a motion to accept the minutes with changes. Mr. Bojko***  
27 ***seconds. Vote 6/0***

28 **VOLUNTARY MERGER: Knightly Revocable Trust, Brown Rd. Map 119; Lot 22 &**  
29 **Map 118 Lot 4.**

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1 ***Mr. McCaffrey makes a motion to authorize the chairman to sign the voluntary***  
2 ***merger. Mr. Bojko seconds. Vote 5/0/1 Chair Strobel abstains because he is the***  
3 ***recipient of the case.***

4 ***Internal Business:***

5 Chairman Strobel states that the board has a RSA 674.41 case that has come back to  
6 the board from the Selectmen. Ms. L. Smith states that the applicant's name is Folsom  
7 and the property is on Preve Road. Ms. L. Smith hands out copies of the case to the  
8 board. She states that the board made a comment on this case that stated that the  
9 board felt that, based on the unknown status of the homeowner's associations road  
10 maintenance agreement in this area; we should not add to the existing situation by  
11 adding another residence, and further development on this road is viewed unfavorably  
12 by the planning board. She states that this came before of the Board of Selectmen on  
13 July 26. They reviewed and denied based on the comments from the planning board,  
14 and she states that she assumes they also reviewed it themselves. The applicant was  
15 very dissatisfied with the denial and came to the August 9<sup>th</sup> Board of Selectmen  
16 meeting. The Selectmen discussed and asked questions and requested that it be  
17 brought back to the planning board and asked that the board members drive by and  
18 take the information again and see if there were any additional comments or changes  
19 in the comments. The one piece of information that was missing from the original  
20 application was the distance from the driveway to a Class V road. That has been  
21 determined to be about 2,300 feet. The Board of Selectmen has set a 1,000 feet limit in  
22 their guidelines. Ms. L. Smith states that if the board wants to give any definitive  
23 information about the width, grade or length of the road or any information specifically  
24 relative to access to the property, they can do so. Selectman Wolf states that the lot  
25 size is a concern. Ms. L. Smith states that the lot size is a concern, however in this  
26 case they have already received a variance for building on an undersized lot in 2007.  
27 Mr. Sullivan states that the planning board's comments should be limited to  
28 transportation and access. State law says that building permits cannot be issued on  
29 Class VI or private roads unless it's in an approved subdivision plat. It does allow a  
30 board of selectmen to set guidelines and to issue building permits on these private  
31 roads under certain circumstances. The Northwood Selectmen have come up with  
32 basic guidelines for approval. Mr. McCaffrey points out that there are at least 7 houses  
33 in the vicinity of this lot. There is already a situation where there is a requirement for  
34 safety vehicles to get down there. He asks if the board had determined if there was a  
35 homeowner's association. Ms. L. Smith states there is not an association, but that  
36 someone who lives in the area plows and maintains the road. There is no formal  
37 contractual agreement. Selectman Wolf states that if we let this application through,  
38 there will be more cases that come up where this will be a precedent. He states that  
39 the board needs to get something formal from the town that states that these

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1 developments can't occur. Ms. L. Smith states that the Selectmen are only asking that  
2 the planning board take a look at the property for themselves and then the board can  
3 discuss at the next meeting what they decide to do with it. Mr. Kreider states that he  
4 feels the new information on the distance from the Class V road not only doesn't help  
5 the applicant's case, but makes it worse for the applicant since it's more than double  
6 the allowable distance. Chairman Strobel suggests that the planning board members  
7 take a look at the property and they will bring it back up for discussion at the next  
8 meeting.

9 **TIF District update.**

10 Mr. Sullivan hands an information sheet to the board, and states that he will review  
11 the hand out line by line. TIF is a Tax Increment Finance District and it is one of the  
12 few financing and investment tools that are available to municipalities in the state of  
13 New Hampshire. It is one of the few things they can actively do to incentivize economic  
14 development. What it specifically does is provides funding for basic public  
15 improvements.

16  
17 Mr. Sullivan stated the idea is really to stimulate positive economic development  
18 activity in specific areas in the community. It does that by expanding the municipal  
19 tax base, so when the term Tax Increment Finance District is used, do not think more  
20 taxes for general residents, think increase in tax base. Mr. Sullivan stated that some of  
21 the things it does not do are it does not change zoning requirements directly, it is not  
22 going to change the zoning ordinance, it does not change setbacks or any of those  
23 planning controls. It does not directly increase taxes within the district. Whatever  
24 public improvements that are done or if there is any development in that area, it can  
25 indirectly increase taxes but the idea is that it also increase your property value as  
26 well which is critical. It does not create any special fees or does not directly change  
27 assessments within the district but again if infrastructure is put in like a road, the  
28 idea is that the cost of taxes will go up. It does not directly alter private property rights  
29 at all.

30  
31 Mr. Sullivan stated that a TIF is established under the RSA's and as a result it needs  
32 to be adopted by town meeting which was done last year and the town chose to adopt  
33 RSA 162-K, but there are several steps after that which Mr. Kreider will talk about.

34  
35 Mr. Sullivan stated that typically the TIF District is a specific set of parcels within the  
36 community. It can range in size from 2 large parcels to 20 or 30 smaller parcels to  
37 make up a given area. Mr. Sullivan stated when you choose to set up a TIF District the  
38 assessor goes in and creates a base value of assessment which is referred to as the  
39 original assessed value. After the development is done, whether it be a road or some  
40 other infrastructure improvement you create what is called captured assessed value,  
41 which is an increase in the tax or the assessed value of that property after that  
42 development. He also stated that change in value from the original assessed value to

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1 the captured assessed value, would be applied directly to the development of that  
2 infrastructure. In some cases if the town chooses to bond for a road, which is the  
3 improvement, the change in taxes would actually go for paying for that road, it would  
4 not go in the general fund or go towards paying for schools, etc. it would actually go  
5 directly towards paying for that improvement within the TIF District, you are really  
6 localizing the application of increase in taxes which is critical. Mr. Sullivan stated  
7 anything above and beyond the captured assessed value that does not go towards the  
8 improvement, goes to the general fund and the revenues from that change in tax value  
9 go directly towards paying for the improvement. After the improvement is paid for  
10 whether it is through a bond or something else, the TIF dissolves, it no longer exists  
11 anymore. It is set up for the one purpose of making that improvement. Any increase in  
12 tax values in the district in the future, those will go directly in the general fund. The  
13 idea is really to attract a development into the area, increase the tax base, and then  
14 increase the general tax base long term. Mr. Sullivan stressed that this is the very  
15 beginning of this process.

16 Kathleen Fife is present because she received a letter from the Town Administrator  
17 stating that if she wanted to be a part of the TIF district, she should let Mr. Gunter  
18 know, but if she wasn't interested she didn't need to do anything. She came to the  
19 meeting to see what the TIF district was about. Mr. Sullivan states that they are  
20 looking for any feedback from the town, so they sent out letters to properties outside  
21 the core areas as well.

22 Hal Kreider begins his part of the presentation.

23 Mr. Kreider referred to a map showing where the TIF District could be established.  
24

25 Mr. Kreider stated there was a TIF that was very successful in Keene, it was called  
26 Black Brook TIF and from his perspective and his opinion, he thinks this is the way  
27 they should model Northwood's TIF. He also stated they established an area, they got a  
28 couple core people interested, they got commitments for some development, and they  
29 got 4 or 5 people interested in building there. Mr. Kreider stated when they received  
30 those commitments they could calculate how much the assessed value was going to go  
31 up based on that they could look at how much they could bond and they used that  
32 bonding for the roads. They made sure they had a way to pay for the bond before they  
33 committed to the bond. In Northwood they have identified a core area, meaning they  
34 have talked to the property owners and they have expressed interest in participating.  
35 It was within that area that they sent out letters that confirmed they were in the core  
36 area and if they were okay with that, they didn't need to do anything. To be fair to the  
37 abutting properties, they sent out letters that allowed them to participate by  
38 contacting the town. They also met with the Conservation Commission and the Board  
39 of Selectmen to get ideas from those two boards. Mr. Kreider states that in the entire  
40 core district, the tax revenue is a few hundred dollars a year. Mr. Kreider states that

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1 his goal would be for a company like Turbocam to come to Northwood. They contribute  
2 about \$300,000 in tax revenue a year. Mr. Kreider stresses that they are at the  
3 formative stage, so they would like any input that they can get.

4  
5 Chairman Strobel asks what the Planning Board's role, if any, in the master plan for  
6 this district. Mr. Sullivan states that there is no formal role, and that it would mostly  
7 be town staff and the EDC primarily for the overall plan. Mr. Kreider states that they  
8 will have to write it all up, and that's why they are reaching out to all of the boards  
9 and the public. They would like to get as much input as they possibly can.

10

11

12 ***Maddie Dilonno-Citizen Planner Board Interview UNH Cooperative Extension***

13 Ms. Dilonno states that this summer on behalf of UNHCE, she has been going to  
14 Rockingham County planning boards and conservation commissions to gather  
15 information on what boards might want in terms of trainings to run their boards and  
16 support their membership. Cooperative Extension will then take the information that  
17 she gathers and use it to provide better resources and trainings and to update the  
18 Citizen Planner web page. UNH Cooperative extension manages an online resource  
19 called New Hampshire Citizen Planner. NH Citizen Planner provides opportunities for  
20 volunteer citizen planners to access trainings, materials resources, and a network of  
21 planning professionals throughout the state of New Hampshire.

22 Ms. Dilonno circulates a voluntary e-mail list for planning board members to sign up.

23 Ms. Dilonno begins the interview.

24 **What are some of the issues have you been struggling with?**

25 Chairman Strobel states that the board has been struggling with the Master Plan  
26 update, it's taken about 5 years at this time. They are working on regulation updates.  
27 A small lot development subcommittee was formed to discuss the future development  
28 based on lack of municipal water and sewer.

29 Ms. Edwards states that there have always been ongoing concerns relative to access  
30 and transportation. Mr. Sullivan states that Northwood has a high number of class VI  
31 and private roads compared to other towns. RSA 674:41 reviews are done in other  
32 towns, but Northwood sees those applications monthly. Chairman Strobel adds that in  
33 the late 1970's to early 1980's that one-quarter to one-third of the houses in  
34 Northwood were seasonal, and now it's only about 10% seasonal.

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1 Mr. Sullivan states that this stretch of Rt. 4 used to be known as Antique Alley and  
2 now it's essentially become a connector from the Lee traffic circle to Portsmouth and  
3 Concord. So now the town is searching for "what's next" and what type of development  
4 will occur in the future. The planning board is thinking about what type of  
5 development makes sense along this stretch of Rt. 4, and what that means for  
6 Northwood's identity.

7 There is definitely a need for more regional conversation, especially when there are  
8 areas of town that are only accessible through other towns.

9 Mr. McCaffrey asks why is there need to have the disclaimer on confidentiality on the  
10 survey. Ms. Dilonno states that when this project is finished, and the information is  
11 distributed, they will never refer to anyone specifically. There is no risk in answering  
12 the questions.

13 Mr. McCaffrey asks Ms. Dilonno what the ultimate goal is of this project. She states  
14 that Cooperative Extension will then take the information that she gathers and use it  
15 to provide better resources and trainings and to update the Citizen Planner web page.

16 **What are some of the issues that you foresee working on in the next few years?**

17 Mr. Sullivan states that taking a hard line on small lot development is going to be  
18 something the planning board has to do and then stick to. He also states that  
19 stormwater management is a big issue, particularly near Pleasant Lake. Also,  
20 Northwood has general zoning district. Commercial zoning along Rt. 4 is something  
21 they should consider looking into in the future.

22 Mr. McCaffrey points out that people do not participate unless there is a serious  
23 concern involved. They need to figure out what can be done to get people more  
24 involved in the community.

25 **Where do you currently go for training or information to support your goal on**  
26 **the board? You've already mentioned OEP, Plan Link, town staff, and town**  
27 **bulletins. Are there any others?**

28 Ms. L. Smith states that the Law Lecture Series is an excellent source of information.

29 Mr. Sullivan states that this board does more education in meetings than most  
30 boards, because this board's case load allows for it. One thing Mr. Sullivan thinks  
31 would be really useful is something that they offer to professional planners and that is  
32 site plan reading and plan reading training. Getting people on the board may be  
33 difficult due to the amount of information that needs to be learned.

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1 Lucy speaks to the difficulty in being on the planning board and the criticism that can  
2 be part of serving on the board. She adds that it is difficult for young people with  
3 families to allocate the time to serve on the board.

4 Mr. Sullivan asks Ms. Dilonno what the follow-up is for this interview.

5 Ms. Dilonno states that in the next few days she will send out a survey. Within the  
6 next few weeks a final report will come out with all of the data from all of the towns on  
7 it.

8 ***Zoning Subcommittee***

9 Zoning Subcommittee will be meeting on August 22 at 5 pm.

10 ***Master Plan Survey***

11 Ms. L. Smith states that the Master Plan surveys are going out with the Suncook Sun  
12 as an insert. Chairman Strobel states that there should be a reminder posted on the  
13 on website regarding return of Master Plan survey.

14 ***Other***

15 Chairman Strobel states that the Small Lot Subcommittee has met and it went well.

16 Mr. Sullivan notes that the Docko plans have been received.

17

18 **Mr. McCaffrey makes a motion to adjourn at 8:25. Mr. Bojko seconds. Vote 6/0**

19

20

21 ***Respectfully submitted,***  
22 ***Susan Jastremski-Pastor***  
23 ***Land Use Secretary***

24

25