

**Town of Northwood  
Planning Board Meeting  
September 23, 2021**

**DRAFT MINUTES**

1 *Cases heard during this meeting:*

2 **CASE 18-20:** Granite Street Properties

3

4 Vice Chair McCaffrey called the meeting to order at 6:30 PM.

5

6 **Present:** Vice Chair Joe McCaffrey, Betty Smith, Selectman's Representative Hal Kreider, Lee  
7 Baldwin, Jeff Tenley, Bob Strobel (Alternate) and Duane Curry (Alternate).

8 **Voting Designation:** Betty Smith, Joe McCaffrey, Hal Kreider, Jeff Tenley, Duane Curry, Lee  
9 Baldwin and Bob Strobel.

10 **Town Staff:** James Burdin, Town Planner, Linda Smith, Land Use Specialist, and Susan  
11 Austin, Land Use Assistant.

12 **Minutes: September 9, 2021**

13 **Ms. B. Smith made a motion to approve the minutes of September 9, 2021. Mr. Curry**  
14 **seconded. Motion carried 7/0.**

15 **CASE: 18-20** 168 Granite Street Properties, LLC. First NH Turnpike, and Old Turnpike Road,  
16 Map 108 Lot 102. The applicant proposes to subdivide a 43.83-acre parcel into 15 lots. The  
17 applicant is seeking a one-year extension of the Planning Board's approval dated August 27,  
18 2020.

19 Chair McCaffrey opened the public hearing.

20 Jeff Eames was present and gave the Board a letter from Mark Sargent explaining where they  
21 were with the project.

22 *On the matter of Northwood Planning Board case 18-20, we have requested a one-year extension*  
23 *of this approval. At this time, we have received the NHDES subdivision approval, pending*  
24 *wetlands and alteration of terrain permits. We have received the NHDES wetland permit, and we*  
25 *anticipate receiving the NHDOT driveway permit by early next week and all of the subdivision*  
26 *monumentation has been set. Changes to the easement language, requested by Town Counsel,*  
27 *have been made and we will seek approval of the proposed road names and lot numbers once all*  
28 *other permits have been issued. The NHDES AOT permit is still pending but we anticipate that*  
29 *permit sometime in the future.*

30 *Regards,*

31 *Mark Sargent, Project Manager*

32 Vice Chair McCaffrey asked if there was any public comment. There was none.

33 **Ms. B. Smith made a motion to extend the approval until August 27, 2022. Selectman**  
34 **Kreider seconded. Motion carried 7/0**

35 **PUBLIC HEARING: CIP**

36 Mr. Strobel explained the CIP to the public, and broke it down by category.

37

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1 PUBLIC COMMENT:

2 Ginger Dole- When the fire chief was here presenting his request, did he give any specific  
3 information regarding a \$750,000 purchase to replace Engine 3 that he is proposing in  
4 2023? I seem to recall though, multiple times a conversation or a statement about grant  
5 monies, and I did do a lot of analysis based on the numbers that I was provided, as far as  
6 the actual dollar figures available and the income for the ambulance fund, the money isn't  
7 there. I understand the process, I was just really hoping that department heads might be  
8 here tonight to be able to answer any questions. Can you give me the date of the meeting  
9 where the department heads came and then I can review the meeting at home? The  
10 ambulance fund is sort of a separate revenue fund. Are you excluding them here because  
11 they're not going on the warrant to be funded out of the general fund or should those be  
12 appearing here?  
13

14 Mr. Strobel: They should be appearing because the costs for purchasing the equipment  
15 cannot come from a unsecured fund balance in that no one will give a lease to someone  
16 may not have the money in that fund, so it's going to come from the general fund and then  
17 the ambulance fund can reimburse the general fund is my understanding of it.  
18

19 Selectman Kreider: The warrant article would be written as such that let's say there wasn't  
20 enough, say you were asking for \$100,000 and there was only \$70,000 in the ambulance  
21 fund, then the warren article would be written as: "\$70,000 to be taken from the  
22 ambulance fund, and \$30 000 to be raised and appropriated through taxation. Ginger  
23 brings up a good point in the sense that if you were to carry them over in the years that  
24 you showed them over onto the right-hand side of the spreadsheet, and then did a similar  
25 analysis the way you did on the left-hand side and then we could still focus on the very  
26 bottom line to see what the net tax impact would be I think that would be more helpful  
27 because i think it would address to Ginger's question. The other part to this is that we did  
28 this when we went through the newest ambulance funding. We made a very detailed  
29 calculation to show every single January how much money is in the fund, how much we  
30 spend during the year, how much is left at the end of the year, and how much ambulance  
31 revenue came in through the year. We could include that and the Finance Director could  
32 help us to calculate that out. I know we want to get through this but, I'm not sure it's fair  
33 to the public to try to explain this on the fly. We need another public hearing because this  
34 is too important to just rush and maybe not have a complete understanding.  
35

36 Ginger Dole: I do have two other comments. I would urge looking at both the highway and  
37 the fire department and the number of articles or purchases that are being proposed for  
38 the funding to come out of capital reserve funds or ambulance fund that you do some deep  
39 research on what is allowed to come out of those funds they were very specific when they  
40 were set up and I just don't think a boat or an ATV can come out of the ambulance fund.  
41

42 *No further public comments.*  
43

44 Mr. Burdin stated that he had sent an email to the board earlier about the future paving of  
45 the roads. The town is working with SRPC on a road surface management system that  
46 looks at current pavement conditions and forecasts when the road should be paved. They  
47 had their first forecasting meeting last week, forecasting out what repairs would need to  
48 happen at what time. They're starting with summer 22 repairs and forecasting out until  
49 2026. At that first meeting they completed about a year and a half's worth of forecasting  
50 out of those five years. Mr. Johnson will be following up with the State Asset Management  
51 Database to see if Northwood could get direct access to that, because it does have

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1 information about sidewalks and culverts in addition to road quality. A current estimate  
2 for completing that project would be mid-October finishing the forecasting. The report  
3 would probably not be available until late October or early November.  
4

5 **Mr. Strobel made a motion to continue public hearing until October 7. Selectman Kreider**  
6 **seconded. Motion carried 7/0**

7 **INTERNAL BUSINESS**

8 2022 proposed budget

9 Ms. L. Smith detailed the proposed budget to the board.

10 **Mr. Strobel made a motion to approve the 2022 budget for \$44,053. Ms. B. Smith**  
11 **seconded.**

12 Selectman Kreider stated that he would like to add a bit to the SRPC line in case there is a  
13 raise in Mr. Burdin's salary. He suggested raising the overall budget to \$45,000

14 **Mr. Strobel amended his motion to \$45,000. Ms. B. Smith seconded. Motion carried 7/0.**

15 Holiday meeting schedule

16 November meetings were moved until the 4<sup>th</sup> and the 18<sup>th</sup>

17 **Ms. B. Smith made a motion to reschedule the November meetings as discussed.**  
18 **Selectman Kreider seconded. Motion carried 7/0**


19 December meetings were moved to the 9<sup>th</sup> and the 30<sup>th</sup>.

20 **Mr. Strobel made a motion to reschedule the December meetings as discussed. Ms.**  
21 **Baldwin seconded. Motion carried 7/0.**

22 Adjournment

23 **Ms. B. Smith made a motion to adjourn at 8:34 pm. Selectman Kreider seconded. Motion**  
24 **carried 7/0.**

25 *Respectfully Submitted,*  
26

27   
28 **Susan Austin, Land Use Assistant.**