



Northwood, NH Board of Selectmen Agenda February 27th, 2024

You may also watch the meeting live on the Town Website here:

<https://livestream.com/accounts/28706232/events/8784532/player?width=640&height=360&enableInfoAndActivity=true&defaultDrawer=&autoplay=true&mute=false>

6:00pm Call to Order, Roll Call

Pledge of Allegiance

Citizen's Forum (15-minute limit, 3 minutes/speaker)

APPOINTMENTS

Approve Minutes

- January 9th, 2024
- February 13th, 2024

- Consent Agenda

ONGOING BUSINESS

- TA Report
- Board Appointments
- Maintenance Report
- ARPA Update

NEW BUSINESS

- Discussion - Social Media use

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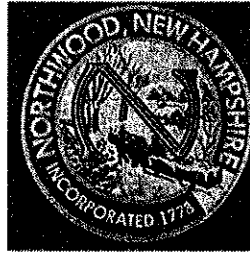
Board Committee Reports.

Citizen's Forum (15-minute limit, 3 minutes/speaker)

Nonpublic Session:

Adjournment

***Any person requiring interpretive or other accommodation is asked to contact the Town Office at least 48 hours prior to the start of the meeting.**



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood 818 First NH Turnpike Northwood, NH 03261
(603) 942-5586**

**Board of Selectmen Meeting Minutes
January 9, 2024**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Tim Colby, Select Board Member James Guzofski, and Select Board Member Pam Sanderson.

STAFF PRESENT: Town Administrator Neil Irvine, Fire Chief Tetreault.

6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the pledge of allegiance.

Citizen's Forum:

None

Safety Facilities Committee Report:

The Safety Facilities Committee was present to give their report and recommendations. The Committee consisted of Hal Kreider, Selectboard Representative and Chair of the Committee, Justin Miller as the Police Commission Representative, Committee Members Dave Copeland, Micheal Moore, and Kevin Madison, Alternates Kurt Straube and Tom Chase, Advisors Fire Chief Tetreault and Police Chief Drolet, former Town Administrator Johnson and current Town Administrator Irvine, and outside consultants Tom Morgan and Liz Durfee. This committee was formed by the Selectboard in response to deterioration of public safety facilities and numerous deficiencies identified at both the Police and Fire Department locations. The committee was charged with determining the best way to address sub-standard safety facilities. H. Kreider reported the committee met 11 times and invested over 250 hours. A public survey was conducted with 320 respondents. There were four public listening sessions with an attendance of over 25 people. Several committee members attended formal training on the planning process for construction of public safety facilities. The committee analyzed the three following options:

1. A public safety complex including all police and fire facilities on a single site.
2. Two fire station model based on using the Narrows Station as a sub-station and building a headquarters station on the east side of town, and a new police station.
3. Two fire station model based on expanding the Narrows Station and building a new sub-station on the east side of town, and a new police station.

The "east side of town" is defined as east of the transfer station. The police facility could be located at the most cost-effective site which best fits the needs of the town and could be co-located with a new fire

43 headquarters. The Committee is recommending option 2 because it is the most cost-effective due to
44 approximately 3,000 sq ft less of new construction; two fire stations would offer the best response times;
45 property owners in town will maintain or improve current fire insurance ratings (ISO); and maintains
46 flexibility and cost effectiveness because a new police and fire facilities could be constructed on the same
47 location or separate properties. The estimated amount of a bond of \$6,000,000 was discussed and the
48 resulting tax impact would be approximately \$50 on each tax bill for the principal, obviously the interest
49 cost is a function of rate and duration of loan. The committee is asking for support of their
50 recommendations and the warrant article in 2024 for design/engineering work. The town will be asking
51 property owners to offer their land to the town and how much they would want to receive for the land,
52 with hopes that someone might want to donate land. TA Irvine said the committee has completed the
53 work with which they were charged, and the Board can either give the committee a new charge to go
54 forward with this plan, or the Board can take that on themselves, or they can disband the committee. P.
55 Sanderson said she did not want to see the committee disbanded but to continue forward if the warrant
56 article passes and into the planning process into 2025.

57

58 **Wade Sauls, Rec. Commission:**

59 Wade Sauls is the Chairman of the Recreation Commission and wants to update the Board on where the
60 Commission stands, discuss some concerns, and make recommendations to appoint Commission
61 members. The Commission has been in contact with three perspective new members. Ben Windsor
62 attended two meetings and was interviewed by the Commission and has been unanimously
63 recommended by the Commission to be appointed.

64 **Motion: "To appoint Ben Windsor to the Recreation Commission with a term to expire in March 2026."**

65 **Motion: P. Sanderson**

66 **Second: J. Guzofski**

67 **Motion carried by vote of 4 to 0.**

68 Mike LeBlanc has attended a meeting, been interviewed, and recommended by the Commission to be
69 appointed by a vote of 2 to 1.

70 **Motion: "To appoint Mike LeBlanc to the Recreation Commission with a term to expire in March 2026."**

71 **Motion: P. Sanderson**

72 **Second: J. Guzofski**

73 **Motion carried by vote of 3 – 0 – 1 with T. Colby abstaining.**

74 The final candidate is Andrea Kraus. The Commission has not met with her yet, so Mr. Sauls wants to wait
75 until after the next Commission meeting to vote on a recommendation to appoint her.

76 Representative to Commission: Mr. Sauls went on to say that the Commission had not been aware that
77 Selectboard member Beth Boudreau had resigned her position. She was the Board of Selectmen
78 representative on the Recreation Commission and therefore the commission is asking for a new board
79 member to be assigned to them. They feel it is important to share information between the boards in
80 both directions, and having a representative is the best way to do that. He would like someone assigned
81 as soon as possible, preferably before the election in March. T. Colby volunteered to be the new
82 representative to the Recreation Commission until the March elections.

83 Recreation Field Plans: Mr. Sauls had a copy of the most recently approved plan for the recreation fields.
84 He said this plan had been emailed to the Board Chairman on September 7. This new version includes
85 two soccer fields, a community garden, and proposed basketball/pickleball courts. H. Kreider said he has
86 not received the plan electronically. Mr. Sauls will resend it. H. Kreider asked if the Recreation Commission
87 sought any input on the plan from the public, the Fire Chief, or Police Chief. Mr. Sauls said it was approved
88 by the Recreation Commission during a public meeting. H. Kreider encouraged Mr. Sauls to take the
89 results of the survey for recreation in the master plan and talk to the fire and police chiefs and DPW
90 Foreman Chris Brown to get a full vetting through all the stakeholders. He added that talking about

91 something during a public meeting is not the same as getting public input. P. Sanderson asked if the
92 Recreation Commission had any input into questions asked on the survey. TA Irvine stated that Recreation
93 Director Blewitt had provided a lot of questions for the Master Plan survey. If they are talking about a
94 specific location such as the recreation fields, a separate survey should be done for that. Mr. Sauls said
95 the Commission was charged with coming up with a preliminary plan to maximize the area at the
96 recreation fields. They have spent a lot of time on it and have done that. H. Kreider asked if the
97 Commission looked at the overall facilities needed because when funding is asked for, if input isn't sought
98 out, it will be difficult to get the funding approved. Mr. Sauls stated that the Friends of Recreation are
99 ready to fund the basketball and pickleball courts. He added that this is a plan to get the fields up and
100 running so they can be used. They cannot be used right now. He added that he was prepared to address
101 the Board in September but was not put on the agenda because the Chairman and the TA wanted to meet
102 with Mr. Sauls first to exchange concerns.

103 Concerns: Mr. Saul said the Commission has concerns because they are supposed to be part of the
104 strategic plan, both short and long term. On November 10, he contacted TA Irvine and shared the
105 Commission's position for the next steps in the fields, saying they recommended getting an architectural
106 and landscape engineering plan using the 2023 warrant article funds. Instead, the funds were used to
107 crush the rock at the fields without any consultation with the Rec Commission, and not knowing how
108 much fill would be needed. Former Commission Member Matt Frye had said that was not what the article
109 funds were intended to be used for. P. Sanderson said the article in 2024 is asking for \$30,000 with
110 wording that says "as recommended by the Recreation Commission" with broad language of what it can
111 be used for, so we are trying to correct this moving forward. H. Kreider stated there were engineering
112 plans completed years ago and it was clear from those plans that all the material would be needed up
113 there. The Board had to remove the ledge because it was a safety hazard, and they couldn't just leave it
114 as big chunks. T. Colby spoke of the drainage issue at the fields and how when the pavilion and the
115 playground were installed, they were put in the wrong places. Mr. Saul said the bean pit is currently
116 where the Commission does not want it. He added that the Commission shared the plans and things
117 were just put wherever the Board wanted to. T. Colby stated on the record that he had never seen these
118 plans for the rec fields before tonight. Mr. Sauls went on to say that the consensus of the Commission is
119 that there is no sharing of information back and forth. The Recreation Director should be part of that
120 communication path. The Commission meets and makes recommendations that are being ignored. There
121 are concerns about the playground grant that is still open and needs to be closed out. No new grants can
122 be applied for until that one is closed. The Commission feels their concerns fall on deaf ears. They have
123 made multiple recommendations for the location of the bean pit because it is an attractive nuisance and
124 a liability waiting to happen. Currently it has a sheet of metal covering the pit. There was an electrical
125 wire laying on the ground for about five to six months before it got fixed. The debris from the tree
126 trimming last spring laid on the ground for six to eight months before it was cleaned up. These things
127 make us all look bad. Blocks were put up to prevent driving onto the fields and the commission made
128 suggestions of a chain barrier with a PVC pipe on it that was never done. The Recreation Director provided
129 a lack of oversight with his Program Coordinator last year when soccer teams were assigned, resulting in
130 a "loaded" team.

131 Conclusion: Mr. Sauls stated we have good Recreation Commission members now and we risk alienating
132 them by not taking their recommendations. Four members have resigned in the last several years and no
133 one reached out to them to conduct exit interviews. They could have had suggestions to make this work
134 better.

135 The Board decided that TA Irvine will research the open grant issue. H. Kreider said any cost items the
136 Commission recommends needs to come with ideas of where the funds will come from. The Board was
137 told that the Commission had input into the budget this year. TA Irvine said in November he gave a packet
138 of information to Mr. Sauls to review and come back and discuss. He added that there is a disconnect

139 somewhere because information is not going back and forth from the Board to the Commission. J.
140 Guzofski agreed there is absolutely a disconnect, but that doesn't mean there is disregard for the
141 Commission. He doesn't want to micromanage the Commission or the Department Head and asked "How
142 do we fix the communication breakdown that has been here since I've been here?" TA Irvine will have a
143 conversation with the Recreation Director, invite Mr. Sauls to come back on another agenda, have a board
144 member at their meetings and report back to the BOS. The Recreation Commission will tell the Board of
145 Selectmen how often they want to come with updates, every two months, or every three months. TA
146 Irvine asked to be copied on all Recreation Commission meeting minutes.

147 Resignation: Dave Ruth submitted his resignation from the Recreation Commission. Mr. Sauls asked to
148 have Dave offered an exit interview. H. Kreider personally committed to doing the exit interview.
149

150 At 7:40, the Board took a five-minute break.
151

152 **Grace Levergood & Grace Mattern, Cons. Commission:**

153 The Conservation Commission is seeking a warrant article to place conservation easements on the town
154 forest lands to permanently preserve the land. There is a total of five lots and three of those already have
155 trails on them. There would be no tax burden because the Conservation Commission has funds to use for
156 this purpose. Bear Paw will monitor the boundaries of these lots using their volunteers. The town will
157 continue to harvest the timber on these lots as well. The proposed article would say "*To see if the town
158 will vote to recommend that the Board of Selectmen place conservation easements on the following town-
159 owned, designated town forests to assure these public properties will be permanently conserved for use
160 only for open space and for the purposes of preservation of wildlife habitat, forestry, and passive
161 recreations, as recommended by the conservation commission. This warrant article is non-binding and
162 advisory only. List of properties: School lots Map 244, Lot 42-102 acres and Map 244, Lot 11-32 acres;
163 Giles Lot Map 235, Lot 40-29 acres; Parsonage Lot Map 236, Lot 9-196 acres; Deslaurier Lot Map 242, Lot
164 20- 24 acres.*" H. Kreider feels the article should state how it is funded, with zero tax impact. Bear Paw
165 will hold the easement and will monitor those lots every year and send a report to the town. The lots
166 would still be owned by the town. Bear Paw requests a one-time donation to manage the easements.
167 The costs would be about \$53,500 for the easements themselves, not including the surveys. Possible
168 funding sources (moose plate, GBRPP) will be pursued by Bear Paw. No easements would be put on any
169 lots that were not surveyed and completely and legally defined. The school lots have been surveyed and
170 some are being encroached on. Those will be addressed with the Board of Selectmen later. The urgency
171 of this article is due to Bear Paw staff's availability now to do the work. H. Kreider would like to see this
172 move forward.

173 TA Irvine said the last day for the Budget Committee to deliver copies of the final budget and
174 recommendations to the Governing Body is January 25. The Board meets on the 23rd. The posting
175 deadline that must include the Board of Selectmen's recommendations is January 29. The board decided
176 to hold another meeting on January 16 to review and set the order the warrant articles.
177

178 **Approve Minutes:**

179 December 26, 2023

180 **Motion: "To approve the minutes as written."**

181 **Motion: P. Sanderson**

182 **Second: T. Colby**

183 **Motion carried by vote of 4 to 0.**

184 Minutes of December 12, 2023

185 Jim Hadley submitted a letter stating that in the minutes of 12/12/23 he is quoted as saying "he
186 recommends the town disband the Northwood Power Committee". That is an error. He requests the

187 minutes be amended to say “Given that the Rockingham Board of Commissioners are very much
188 interested in pursuing the development of a community power program, I believe that it would be in
189 town’s best interest not to expand the Northwood Community Power committee at this time. During the
190 interim we should wait to see what action the Commissions take in regards to community power. Once
191 we know we can make a more informed decision on what direction the Northwood Community Power
192 Committee should take.”

193 **Motion: “To amend the minutes of December 12, 2023 as discussed.”**

194 **Motion: P. Sanderson**

195 **Second: T. Colby**

196 **Motion carried by vote of 3 -0 - 1 with J. Guzofski abstaining as he was not present during that**
197 **conversation.**

198
199 **Consent Agenda:**
200 Accounts Payable Manifest dated 12/31/23, Batch #148 for \$21,709.74. This included a single payment
201 for rifles of \$19,888.

202 Accounts Payable Manifest dated 1/10/24, Batch #149 for \$49,091.76. This includes payment of \$7,258
203 to Corelogic for a refund of overpaid taxes and \$16,608 to New England Mobile Crushing for the rock
204 crushing at the ball fields.

205 Accounts Payable Manifest dated 1/10/24, Batch #150 for \$68,709.40. This includes payment of \$15,900
206 to D&C Roofing for repairs to the community hall roof and to Primex for \$54,548 for workers comp and
207 unemployment insurances.

208 Payroll Manifest dated 1-10-24, Batch #011024 for \$59,375.54.

209 Abatements:

210 Map 219–35 – Locke

211 Map 223-12 – Congregational Church

212 Property Tax Exemptions:

213 Elderly Exemption – Map 219, Lot 35 – Ronald Locke

214 **Motion: “To approve the consent agenda as presented.”**

215 **Motion: T. Colby**

216 **Second: J. Guzofski**

217 **Motion carried by vote of 4 to 0.**

218
219 **TA Report:**
220 Staffing:
221 The conditional offer that was extended for the Land Use Administrative Assistant position was accepted,
222 and we are now working through the pre-employment process with an anticipated onboarding next week.

223 Community Center Roof:
224 After receiving a quote to repair the Community Center roof from D&C Roofing, TA Irvine attempted to
225 secure additional comparative quotes. Unfortunately, of the two companies he contacted one declined
226 to quote on the job, and the other had not returned my call by noon on Thursday. With the forecast for
227 significant snow accumulation over the weekend I contacted D&C who indicated they could have the job
228 completed last week. The work was completed on Friday before the snow arrived.

229 Capital Reserve Fund:
230 A definition of “complex” was sought as it relates to a Safety Complex as there are two questions proposed
231 for the 2024 warrant addressing the Police and Fire infrastructure. In reading the historical record for the
232 Capital Reserve fund identified as “Northwood Safety Complex” additional questions were raised
233 regarding purpose and prior appropriations. Town counsel and DRA have been contacted for clarification
234 and guidance. Still waiting for feedback from DRA.

235 Property Tax Exemptions:

236 Research was conducted into the eligibility and application of the religious exemption from property taxes
237 per RSA 72:23 which included consultation with Town counsel. As previously stated, ownership is not
238 sufficient to qualify, and the Supreme Court has upheld that it is the duty of the municipality to investigate
239 if the exemption is warranted, and that the applicant bears the burden of demonstrating they are entitled
240 to the exemption.

241 2024 Warrant:

242 The last day to introduce a petition warrant article was January 9. We have received 5 petitions.

243
244 The next meetings are 1/23 and Feb 13, with the additional meeting on Jan 16 that was added tonight.

245
246 **Warrant Articles:**

247 TA Irvine read the petition articles that have been submitted.

- 248 1. To see if the Town will vote to raise and appropriate the sum of thirty-nine thousand dollars five
249 hundred dollars (\$39,500) for a one-year lease including utilities of handicapped accessible
250 meeting/hall space, fully equipped kitchen, and bathrooms for the purpose of a community center
251 on property adjacent to Coe Brown Northwood Academy at Northwood Congregational Church.
252 (Majority vote required)
253 (Tax Estimate \$0.04)
- 254 2. To see if the Town will vote, in the event of the proposed 2024 town budget not passing, to raise
255 and appropriate the sum of seventeen thousand five hundred fifty-seven dollars (\$17, 557) to
256 provide one-time funding to pay the additional wages not included in the default budget for a
257 part-time 20 hours a week Land Use Administrative Assistant. Said amount to come from
258 taxation.
259 (Majority vote required)
260 (Tax Estimate \$0.02)
- 261 3. To see if the Town will vote, in the event of the proposed 2024 town budget not passing, to
262 approve the extending the current part-time code enforcement and building inspector position
263 to full-time and to raise and appropriate the sum of forty-eight thousand three hundred seventy
264 -five dollars (\$48,375) to pay the additional wages and benefits not included in the default budget.
265 Said amount to come from taxation. This position is currently 25 hours per week.
266 (Majority vote required)
- 267 4. To see if the Town will vote to require all meetings of elected public bodies to be video recorded
268 and posted onto the Town website.
269 (Majority vote required)
- 270 5. To see if the Town will vote to require the Board of Selectmen to place the funding of all town
271 vehicle purchases on the annual town warrant for approval by voters prior to any funds being
272 expended for the purpose of vehicle acquisition, including either purchase or lease.
273 (Majority vote required)

274 P. Sanderson questioned if numbers 4 and 5 would be binding. TA Irvine said they both are advisory votes
275 only. Petition articles can be amended at the Deliberative Session, so long as the intent/purpose is not
276 changed. TA Irving reminded the Board they are empowered by statute to conduct the fiscal affairs of the
277 town, so if we need to purchase a vehicle, the Board can do so. It was also talked about that the petition
278 for meeting recordings should have a provision such as "when feasible" due to any technology issues that
279 might arise. If the article passes, the Board of Selectmen could adopt a policy that states all elected public
280 bodies shall meet at the town hall where they can be accessible to the public and recorded where feasible.

DRAFT

281 It was noted that there is a cost associated with recording meetings as well. TA Irvine said it is hoped the
282 sponsor of these articles will be at the Deliberative Session to clarify and they could be amended.
283

284 **Nomination of Health Officer:**

285 The Board has a nomination form to recommend Devin Haley as the Health Officer. It was the consensus
286 of the Board to sign the form and forward it to the state.
287

288 **Meeting Room Configuration Discussion:**

289 This topic was tabled until the meeting on January 16.
290

291 **Citizen's Forum:**

292 None.
293

294 **Fire Department New Hire Recommendations:**

295 Chief Tetreault is recommending conditional offers of employment to three individuals. The offers would
296 be conditional on the criminal background checks, motor vehicle records, drug tests, and any transcripts
297 are received. One is a firefighter/paramedic from the State of Mass. He would be hired on Grade 15, Step
298 8 at \$24.33/hr. The second is a nurse and can get the EMT certification and then challenge the EMT
299 Advanced test. He would be hired on Grade 4, Step 3 at \$12.27/hr. The third has no certifications but is
300 very eager to train to be an EMT. He would be hired on Grade 3, Step 2 at \$11.34/hr until certified.
301 The consensus of the Board was to move forward with these offers.
302

303 At 8:30,

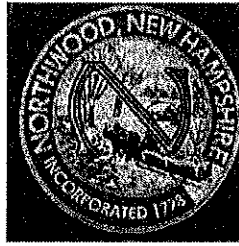
304 **Motion: "To adjourn the meeting."**

305 **Motion: P. Sanderson**

306 **Second: J. Guzofski**

307 **Motion carried by vote of 4 to 0.**
308
309
310
311

312 Minutes respectfully submitted by
313 Cheryl Eastman
314



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

**Town of Northwood 818 First NH Turnpike Northwood, NH 03261
(603) 942-5586**

**Board of Selectmen Meeting Minutes
February 13, 2024**

ROLL CALL: Chairman Hal Kreider, Vice-Chair Tim Colby, Select Board Member James Guzofski, and Select Board Member Pam Sanderson.

STAFF PRESENT: Town Administrator Neil Irvine.

6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll call and led the pledge of allegiance.

Approve Minutes: January 16, 2024

Motion: "To approve the minutes as written."

Motion: P. Sanderson

Second: T. Colby

Motion carried by vote of 4 to 0.

Consent Agenda:

Accounts Payable manifest dated January 17, 2024, batch # 151 for \$2,537,577.14. Items of note include a payment to the Northwood school of \$2,500,000, \$12,575.83 to IRS, and \$11,172.48 to Morton Salt.

Accounts Payable Manifest dated January 17, 2024, batch # 152 for \$62,460.19. These payments were 2023 end of year payments and include \$32,557 to NH Retirement and \$11,187 for solid waste disposal and tipping fees.

Accounts Payable manifest dated January 31, 2024, batch # 153 for \$130,012.06. No large payments of note included in this batch.

Accounts Payable manifest dated February 14, 2024, batch #154 for \$828,850.03. This includes payment to Northwood schools of \$700,000, \$13,864 to the IRS, \$9,099 to Morton Salt, \$25,000 for ballistic shields, and \$7,203 for repairs to the International truck.

Payroll manifest dated January 24, 2024, Batch #012424 for \$63,890.17.

Payroll Manifest dated February 7, 2024, Batch # 020724 for \$62,056.76.

Abatements: Approve or deny per Assessor's Recommendations:

Map 102, Lot 17 – Hopkins

Map 212, Lot 37 – Bates

Map 212, Lot 38 – Bates

Map 212, Lot 39 – Bates

Map 228, Log 14 – Bates

DRAFT

- 44 Map 206, Lot 40 – Bates
- 45 Property Tax Exemptions: Approve or Deny per Assessor’s Recommendations:
- 46 Veteran’s Exemption – Map 106, Lot 17 – Yewdall
- 47 Veteran’s Exemption – Map 232, Lot 5 – Burgess
- 48 Elderly Exemption – Map 243, Lot 17 – Charest
- 49 Elderly Exemption – Map 122, Lot 6 – Simard
- 50 Others:
- 51 Assessment Settlement Agreement – Map 102, Lot 17 – Hopkins
- 52 Assessment Settlement Agreement – Map 212, Lot 37 – Bates
- 53 Assessment Settlement Agreement – Map 212, Lot 38 – Bates
- 54 Assessment Settlement Agreement – Map 212, Lot 39, Map 206, Lot 40 & Map 228, Lot 14 – Bates
- 55 Intent to Cut – Map 210, Lot 17 – Pinard
- 56 Timber Yield Tax – Map 235, Lot 29 – Beaucher
- 57 Timber Yield Tax – Map 216, Lot 74-1 & 74-2 – Sprague
- 58 Timber Yield Tax – Map 102, Lot 102 – Eames
- 59 Timber Yield Tax – Map 206, lot 36 – McFarland
- 60 Timber Yield Tax – Map 212, Lot 65 – Hamm
- 61 Disturbance Fee Waiver – Map 216, Lot 6 – Northwood Self Storage
- 62 **Motion: “To approve the consent agenda as presented.”**
- 63 **Motion: T. Colby**
- 64 **Second: P. Sanderson**
- 65 **Motion carried by a vote of 4 to 0.**

66
67 **TA Report:**

68 In addition to reviewing and approving multiple payroll and AP runs per the bi-weekly schedule it has been
69 a month dedicated to preparing for First Session of Town Meeting (Deliberative Session).

70 Staffing: While we celebrate the onboarding of Colleen O’Connell to the Land Use Admin position, and
71 Devin Haley’s successful transition into Building Inspector/Code Enforcement we are saddened to have to
72 bid farewell to Charlie Smart and Mike Hoffmann who were invaluable to keeping things moving in our
73 building department. Unfortunately, the Police Department is now operating down 2 officers, in addition
74 to missing the Lt. due to his deployment.

75 Capital Reserve Fund: As discussed at Deliberate Session the recommendation of both counsel and DRA
76 to address the anomaly discovered regarding the misnamed “Northwood Safety Complex CRF” was to
77 close the original fund “Police Station Expansion CRF” and if needed, start over. Over the coming
78 weeks/months, I will review the history of all ETF’s and CRF’s to ensure that this was a singular occurrence.

79 Assistance Liens: I received a request from a Title Company for clarification on a property lien placed by
80 the Town in 1981 pursuant to RSA 165:28. Subsequent research identified a weakness in how we were
81 tracking and documenting these liens. This has been remedied with all Assistance Liens recorded at the
82 Registry of Deeds reconciled with our internal documentation and a database created to track and report
83 from.

84 2024 Warrant: The Warrant, Budget, and Default Budget were posted as required in advance of the
85 Deliberative Session, which was held on Saturday, Feb 3. The session was live streamed and recorded and
86 is available through the Town website for those who were unable to attend. This year’s ballot is a lengthy
87 one, with 54 questions, and I would encourage voters to take the time to familiarize themselves with the
88 questions. A reminder that Town Meeting is on March 12th in the Northwood School Gymnasium, from
89 7:00 a.m to 7:00 p.m.

90 The next meeting of the Selectboard is scheduled for February 27 at 6:00 p.m., with March 12th being
91 voting day.

92

93 There was discussion regarding a voter guide for this year. The Board asked TA Irvine to create one that
94 focuses on the first 10 warrant articles – the ones that they feel are the most important. J. Guzofski asked
95 to have a more detailed voter guide placed on the website as well. H. Kreider stated that a lot of voters
96 don't realize that the default budget does not include increases for items such as health insurance. He
97 feels the voters should be educated on these details so they can make informed voting decisions. TA
98 Irvine will create a draft voter guide for the Board's approval.
99

100 **Free Will Baptist Church:**

101 After the last Board meeting, TA Irvine spoke with Linda Smith. She submitted a letter stating the Free
102 Will Baptist Church held approximately 12 group meetings during 2023 for religious purposes only and no
103 third parties used the facility at all. TA Irvine advised the Board they could decide to grant an abatement
104 tonight, or if they need more information, Linda can come to the next meeting. He added that the court
105 is moving forward to wrap up the transfer of the church. J. Guzofski read a statement that said "First, and
106 foremost, this matter has nothing to do personally with Linda Smith. Presently Linda sits as a
107 representative of the Free Will Baptist Church. Linda is a well-respected member of our community, and
108 she has been a faithful town employee for many years, so please keep in mind the matter is between the
109 town of Northwood, which this Board represents, and the Free Will Baptist Church, which Linda Smith
110 represents. Secondly, this has nothing to do with Linda's right to exercise her religious freedoms. This
111 matter has nothing to do with the Free Will Baptist Church's ability to hold services in the Town of
112 Northwood. And lastly, this matter involves whether the Free Will Baptist Church qualifies for tax-exempt
113 status under RSA 72:23-3 Religious. It is a common misconception that once an organization, in this case
114 a church, is tax exempt, it is always tax-exempt. That is not the case under NH law. This is why an A9
115 form must be filled out each year and tax-exempt status is granted only for that year. The tax assessor has
116 determined that the Free Will Baptist Church does not qualify for the tax exemption under the RSA. As a
117 representative of the Free Will Baptist Church, Linda is asking the Board to reconsider the Assessors
118 decision." He added this is simply dealing with an RSA and verifying the church meets the qualifications
119 as an exempt organization for that year. Because of a question of the number of meetings needed to
120 qualify for the exemption, TA Irvine said legal counsel has said if the entity that is receiving the exemption
121 is the only one using the facility, even if only once a year, they would recommend leaving the exemption
122 in place because the legal fight would cost more than the potential taxes to be collected.

123 **Motion: "To grant the abatement and re-instate the exempt status for 2023 to the Free Will Baptist**
124 **Church."**

125 **Motion: J. Guzofski**

126 **Second: P. Sanderson**

127 **Motion carried by vote of 4 to 0.**

128
129 **Tax Map Maintenance Agreement:**

130 We have a contract with Cartographic Associates to update our tax maps annually. Nothing has changed
131 with the new contract. The amount quoted is the amount that is included in the operating and default
132 budgets.

133 **Motion: "To sign the contract with Cartographics Assoc."**

134 **Motion: P. Sanderson**

135 **Second: T. Colby**

136 **Motion carried by vote of 4 to 0.**

137
138 **Appointment to Lamprey Regional Cooperative:**

139 TA Irvine indicated that his predecessor was the representative to this group and he felt it was appropriate
140 to continue that representation

141 **Motion: "To appoint Neil Irvine as our representative to the Lamprey Regional Cooperative."**

142 **Motion: P. Sanderson**
143 **Second: J. Guzofski**
144 **Motion carried by vote of 4 to 0.**

145
146 **Appointment to Recreation Commission:**
147 **Motion: "To appoint Andrea Kraus to the Recreation Commission as recommended by the**
148 **Commission."**
149 **Motion: P. Sanderson**
150 **Second: T. Colby**
151 **Motion carried by vote of 4 to 0.**

152
153 **Request for Temporary Storage at the Recreation Fields:**
154 The Epsom Bible Church Softball League is asking to place a temporary storage shed on the recreation
155 fields between the ball fields for storage of equipment and supplies. The Recreation Commission is
156 recommending the Board approve this request. T. Colby stated it is a 3 X 5 plastic shed.
157 **Motion: "To approve the Epsom Bible Church Softball League putting a temporary storage shed at the**
158 **recreation fields and have them provide a release of liability."**
159 **Motion: T. Colby**
160 **Second: J. Guzofski**
161 **Motion carried by vote of 4 to 0.**

162
163 **Request for DPW Assistance – Earth Day:**
164 The Recreation Commission and the Conservation Commission met and are asking for assistance on Earth
165 Day. They are planning on April 20 to organize volunteers to pick up trash along the roadsides. They had
166 wanted to have Chris Brown and Jeff Call working that day to pick up the trash bags from the roadsides.
167 T. Colby feels that they should not be called in to work on a Saturday unless the resulting payroll expenses
168 are charged to the recreation department. This should be a volunteer effort. TA Irvine said this was
169 discussed at the most recent Department Head meeting as well, that Highway is often called to do "other
170 duties". DPW Foreman Brown had suggested that 4 or 5 trailers be left at certain spots around town that
171 day and people can put trash bags into the trailers. Then they can be brought to the transfer station for
172 disposal. The Rotary Club is also interested in joining in this Earth Day effort. An appreciation luncheon
173 will be held afterward at the town hall for the volunteers. The Board's consensus is OK with this plan.

174
175 **Town Buildings Report Discussion:**
176 The Board received a concise report outlining all town-owned facility conditions and maintenance needs,
177 completed by the Building Inspector. The Board wants townspeople to understand that in the budget
178 proposal is a Facility Maintenance part-time person that could go around and do many of these repairs
179 on the various buildings. TA Irving stressed that all the items on the list marked as "high priority" are a
180 result of years of delayed maintenance. Particularly, the beams at the Transfer station building that have
181 corroded through could have been prevented by annual rust proof paint applied. The total cost of all the
182 items on the list equal \$325,000. H. Kreider asked board members to digest this list and highlight the
183 things they think are a flat NO and the board will make a priority list. He also asked TA Irvine to create a
184 list of the high priority items that can be accomplished by an in-house maintenance person and what ones
185 will need an outside contractor.

186
187 **Building Department Activity Report Discussion:**
188 There was a total of 482 permits issued in the Building Department during 2023. The total fees collected
189 equal \$75,151. The total value added for these projects was \$16,260,178. All fees collected for permits
190 are put into the general fund, so the Building Department is not self-sustaining. Police Special Detail,

DRAFT

191 Ambulance Revenue, and Transfer Station revenue all go into their individual special revenue funds. But
192 that is not how the permit fees work. The \$75,000 amount is roughly what is being allocated as the
193 Building Inspector's salary. The increase in the operating budget will be offset by the revenues coming in.
194 TA Irvine recommended having the Building Inspector start researching some comparisons to neighboring
195 communities and similar populations and bring recommendations to the Board for a revised fee structure.
196 The Board asked if permit fees can be put aside in a Special Revenue Fund for the purchase of a new truck
197 for that department. TA Irvine indicated that he had not heard of a municipality treating their fees in that
198 way but will research it.

199

200 **Resident Email Discussion:**

201 An email was received related to potentially people funding improvements to the old shoe building, or
202 volunteering to fix it up. There was a brief discussion regarding possibly moving the building to a new
203 location to allow for more parking at the town hall.

204

205 **DRA 2023 Equalization Ratio Report and Assessors Email:**

206 We have been notified by the Department of Revenue Administration that our equalization ratio is
207 currently 92.1%. The preferred range is from 95% to 105%. TA Irvine said our next scheduled revaluation
208 would be in 2025. Our current Assessor, Jeff Earls from Cross Country Assessing announced he will be
209 closing his business at the end of 2024. They are under contract with us until 2025 to include doing the
210 revaluation. The contract does allow for cancellation by either party following a 30-day notice. TA Irvine
211 has asked him to work out the contract, since we didn't budget for a new assessor in 2024. TA Irvine will
212 look for a replacement, but if he can't find anyone, Jeff is agreeable to working out the contract.

213

214 At 7:05, the Board took a five – minute recess.

215

216 **Resident Email:**

217 A resident sent an email to all Board members regarding an event at the transfer station. The email
218 presented one side of the story and the information was also posted on social media. H. Kreider said
219 there are at least two sides to every story, and he feels the other side is disturbing. He stated the Board
220 needs to decide what to do about the situation and he feels a non-public session is warranted.

221

222 **At 7:13,**

223 **Motion: "To go into a non-public session under RSA 91-A:3 III (I), consideration of legal advice and
224 strategy"**

225 **Motion: T. Colby**

226 **Second: J. Guzofski**

227 **Motion carried by roll call vote of 4 to 0.**

228

229 **At 7:38,**

230 **Motion: "To return to public session and seal the minutes for 10 years."**

231 **Motion: H. Krieder**

232 **Second: J. Guzofski**

233 **Motion carried by vote of 4-0**

234

235 **At 7:38,**

236 **Motion: "To adjourn the meeting."**

237 **Motion: T. Colby**

238 **Second: J. Guzofski**

239 **Motion carried by vote of 4-0**

DRAFT

240

241 Minutes respectfully submitted by

242 Cheryl Eastman

243

Northwood NH Consent Agenda for February 27, 2024

Payroll Manifest dated February 21, 2024

Batch #022124 for \$51,555.44

Payroll Manifest dated February 21, 2024

Batch #02-21-24-2 for \$3,884.39

Accounts Payable Manifest dated February 28, 2024

Batch #155 for \$141,713.81

Abatements: Approve or Deny per Assessor's Recommendations

Map 221 Lot 55 – Freewill Baptist Church

Map 234 Lot 77 – Irving Oil

Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

Elderly Exemption – Map 116 Lot 45 - Gagnon

Others:

LUCT – Map 219 Lot 6-3 – Yartz

LUCT – Map 110 Lot 29-2 – Chestnut & Cape

LUCT – Map 217 Lot 55 - Myers

Seasonal Camping Permit – Map 122 Lot 74

Approved by a vote of ____ **Yes**, ____ **No** on February 27, 2024

_____ Hal Kreider

_____ Tim Colby

_____ James Guzofski

_____ Pamela Sanderson

ADMINISTRATIVE ABATEMENT

Name: Freewill Baptist Church

Address: PO BOX 41

Map/Lot/Sub: 221/55

Property Description: 545 First NH Turnpike

Tax Year Abated: 2023 Tax Rate: 0.0138

Abatement Year	Old Assessed Value	New Assessed Value	Adjustment (or -)	Abated Tax
<u>2023</u>	<u>\$462,700</u>	<u>\$0</u>	<u>\$462,700</u>	<u>\$6,385</u>

Total: \$6,385.00

Jeff Earls, Assessing Agent



Abatement Recommendation: Late submission of A9 for 2023.

Abatement plus interest. _____

The above adjustment is granted: _____

The above adjustment is denied: _____

Board of Selectmen

Board of Selectmen

Date: _____

Harold Kreider, Chair

Pamela Sanderson, Selectman

Tim Colby, Vice Chair

Jim Guzofski, Selectman

Adjustments Completed: INITIALS

Tax Collector A/R:



2022 ABATEMENT RECOMMENDATION RECONSIDERATION

DATE February 15, 2024

TOWN OF: Northwood

TO: Board of Selectmen

FROM: Jeff Earls, Assessor

OWNER: Irving Oil Terminals, Inc.

PROPERTY 185 First NH Tpk.

Map & Lot: 234-77

COMMENTS: The basis for the assessment of Irving Oil was the sale of the Mobil station for roughly \$2,500,000 in 2021. Irving Oil through their tax representative appealed the 2022 tax assessment claiming that there are differences between the two stations. We found that the buildings were similarly sized, the conditions were similar and the number of pumps were the same.

The abatement was denied due to the July 1 deadline for the Town to answer. In the meantime, I have been in ongoing discussions with their tax representative trying to find the best way to compare the two. The only difference we saw was that the Mobil had a lease agreement with Dunkin Donuts which would make their property more profitable and more valuable.

The tax representative supplied rent information that Irving had in some of their stores in other towns ranging from \$58,000 - \$143,000 per year. It was determined that the space allowed for these other stores was greater than 2 times what the Northwood Mobil leased out. Instead of going on the low end of \$58,000 we agreed that \$30,000 with a Cap Rate of 10% was appropriate hence the \$300,000 reduction.

Recommendation: Abate

Original Assessment: 2,525,500

Revised Assessment: 2,225,500

Abate 300,000 X Tax Rate 0.1258 Abate 3774.00 Interest _____ Total _____

ABATEMENT GRANTED

ABATEMENT DENIED

Signature/Date

Signatures/Date

Cross Country Appraisal Group, LLC

12 Kayak Way, Unit 1-1, Boscawen, NH 03303 • Tel (603) 415-0130 • Fax (603) 415-0131 •
jearls@xcag.com

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS
DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

OWNER AND APPLICANT INFORMATION
OWNER Raymond E Gagnon Revocable Trust
APPLICANT'S LAST NAME GAGNON APPLICANT'S FIRST NAME Raymond MI E PHONE NUMBER 603-463-7478
Mailing Address 35 FIDRE ROAD
CITY/TOWN Northwood STATE NH ZIP CODE 03261
PROPERTY ADDRESS 35 FIDRE ROAD, Northwood, NH 03261 TAX MAP 000116 BLOCK 000045 LOT 000000
IS THIS YOUR PRIMARY RESIDENCE? YES

VETERAN'S INFORMATION
1. APPLICANT IS THE: Veteran
2. APPLYING FOR: Veterans' Tax Credit (RSA 72:28) Standard (\$50) / Optional (\$51 up to \$750)
3. Veteran's Name
4. Date of Entry
5. Date of Discharge/Release (if applicable)
6. Name of Allied Country Served in
7. Branch of Service
8. Please Check One: US Citizen at time of entry into Service

STANDARD EXEMPTIONS
10. Elderly Exemption (Must be 65 years of age on or before April 1 of year for which exemption is claimed) (RSA 72:39-a)
11. Improvements to Assist Persons with Disabilities (RSA 72:37-a)
12. Blind Exemption (RSA 72:37)

LOCAL OPTIONAL EXEMPTIONS (if adopted by city/town)
13. Deaf Exemption (RSA 72:38-b)
Disabled Exemption (RSA 72:37-b)
Solar Energy Systems Exemption (RSA 72:62)
Renewable Generation Facilities and Electric Energy Storage Systems Exemption (RSA 72:87)
Electric Energy Storage Systems Exemption (RSA 72:85)
Wind-Powered Energy Systems Exemption (RSA 72:66)
Woodheating Energy Systems Exemption (RSA 72:70)

STEP 4 RESIDENCY
14. NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit)
NH Resident for Five Consecutive Years (Deaf) or At Least Five Years (Disabled) preceding April 1 in the year the exemption is claimed
NH Resident for Three Consecutive Years preceding April 1 in the year the exemption is claimed (Elderly Exemption)

STEP 5 OWNERSHIP
15. Do you own 100% interest in this residence? Yes No If NO, what percent (%) do you own?

STEP 6 SIGNATURES
Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.
Signature (in ink) of Property Owner: Raymond E Gagnon
Date: Feb. 20, 2024

PROPERTY OWNER NAME

PROPERTY OWNER NAME

TAX MAP | BLOCK | LOT

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP BLOCK LOT

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500)	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Reviewed documents submitted by applicant (list documents reviewed)	<input type="text"/>			
<input type="checkbox"/> Other Information	<input type="text"/>			

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption GRANTED DENIED

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category	
Single	<input type="text"/>	<input type="text"/>	<input type="text"/>	65-74 years of age	<input type="text"/>
Married	<input type="text"/>	<input type="text"/>	<input type="text"/>	75-79 years of age	<input type="text"/>
Asset Limits				80+ years of age	<input type="text"/>
Single	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Married	<input type="text"/>	<input type="text"/>	<input type="text"/>		

STANDARD and LOCAL OPTIONAL EXEMPTIONS

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Improvements to Assist Persons with Disabilities	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Blind Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Deaf Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Disabled Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Electric Energy Storage Systems Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Solar Energy Systems Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Woodheating Energy Systems Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Wind-powered Energy Systems Exemption	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
<input type="checkbox"/> Renewable Generation Facilities and Electric Energy Storage Systems	<input type="text"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II.

- * List of assets, value of each asset, net encumbrance and net value of each asset.
- * State Interest and Dividends Tax Form.
- * Statement of applicant and spouse's income.
- * Property Tax Inventory Form filed in any other town.
- * Federal Income Tax Form.

* Documents are considered confidential and must be returned to the applicant once a decision is made on the application.

Municipal Notes

meets statutory requirements JE 2/22/24

PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE
PRINT / TYPE NAME OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMAN / MUNICIPAL ASSESSING OFFICIAL	DATE

Land Use Change Tax Town of Northwood 2024

MAP/LOT: 219-6-3

Owner: Yartz

Acres Disqualified: 5

Reason for Disqualification: Purchased land in current use. Does not have 10 acres required.

LAND USE CHANGE TAX CALCULATION LOT 219-6-3

TOWN	ADDRESS	SALE DATE	SALE PRICE	ACRES	LOC	REAR ACRES
NORTHWOOD	8 Spruce Cove Road	1/9/2024	\$105,000	1.03	100	-0.97
NORTHWOOD	BOW LAKE ROAD	12/15/2023	\$139,000	2.18	110	0.18
NORTHWOOD	RIDGE ROAD	12/11/2023	\$127,500	5.00	100	3.00

LOC. ADJ SALE PRICE	MINUS REAR ACRES @2000	2 ACRE SITE VALUE
\$105,000	-\$1,940	\$106,940
\$152,900	\$360	\$152,540
\$127,500	\$6,000	\$121,500
	MEAN	\$126,993
	MEDIAN	\$121,500
	USED	\$121,500

SUBJECT	3	121,500	1	6,000.00	\$127,500
CU PENALTY				X10%	<u>\$12,750.00</u>

Jeff Earls, Assessor
Cross Country Appraisal Group, LLC

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL

STEP 1 - LAND USE CHANGE TAX TO BE BILLED TO:

PROPERTY OWNER(S) OR RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME YARATZ REVOCABLE TRUST	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 179 HAMPSTEAD ROAD		
MUNICIPALITY DERRY		STATE NH	ZIP CODE 03038

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION RIDGE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 5	PARCEL TAX MAP AND LOT # 219	6-3	DEED BOOK AND PAGE # 6522 1866
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	5
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	5
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 (continued)

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change in Use (MM/DD/YYYY)	12/12/2023
(c) Full and True Market Value at Time of Change in Use	\$ 127,500.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 12,750.00

STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME YARATZ REVOCABLE TRUST		FIRST NAME/CORPORATION/TRUST NAME	INITIAL
MAILING ADDRESS 179 HAMPSTEAD ROAD			
MUNICIPALITY DERRY	STATE NH	ZIP CODE 03038	
(b) Actual Date of Change in Use (MM/DD/YYYY)		12/12/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 127,500.00	
(e) Land Use Change Tax Due		\$ 12,750.00	

FORM
A-5W

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

STEP 1 - TAX COLLECTOR'S WARRANT FOR LAND USE CHANGE TAX IN THE MUNICIPALITY OF:

NAME OF MUNICIPALITY Town of Northwood		
STREET ADDRESS 818 First NH Turnpike		
MAILING ADDRESS 818 First NH Turnpike		
MUNICIPALITY Northwood	STATE NH	ZIP CODE 03261

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 12,750.00
(e) Given under our hands at Town of Northwood	
(f) This day of Feb 27, 2024	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY 12,750.00	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS YARATZ REVOCABLE TRUST	
(h) MUNICIPAL TAX MAP 219	LOT NUMBER 6-3

STEP 3 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

Land Use Change Tax Town of Northwood 2024

MAP/LOT: 110-29-2

Owner: CHESTNUT & CAPE

Acres Disqualified: 14.51

Reason for Disqualification: Building Condos

LAND USE CHANGE TAX CALCULATION LOT 110-29-2

TOWN	ADDRESS	SALE DATE	SALE PRICE	ACRES	LOC	REAR ACRES
NORTHWOOD	8 Spruce Cove Road	1/9/2024	\$105,000	1.03	300	-0.97
NORTHWOOD	BOW LAKE ROAD	12/15/2023	\$139,000	2.18	350	0.18
NORTHWOOD	Jeffrey Drive	11/13/2023	\$189,900	2.50	150	0.50

LOC. ADJ SALE PRICE	MINUS REAR ACRES @2000	2 ACRE SITE VALUE
\$315,000	-\$1,940	\$316,940
\$486,500	\$360	\$486,140
\$284,850	\$1,000	\$283,850
	MEAN	\$362,310
	MEDIAN	\$316,940
	USED	\$362,000

SUBJECT	12.51	362,000	1	25,020.00	\$387,000
CU PENALTY				X10%	<u>\$38,700.00</u>

Jeff Earls, Assessor
Cross Country Appraisal Group, LLC

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL

STEP 1 - LAND USE CHANGE TAX TO BE BILLED TO:

PROPERTY OWNER(S) OR RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME CHESTNUT & CAPE	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 30 NORTH RIVER LAKE ROAD		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION BROOK CIRCLE	MUNICIPALITY Northwood	COUNTY ROCKINGHAM	
	(c) TOTAL ACRES OF PARCEL 14.51	PARCEL TAX MAP AND LOT # 110	29-2	DEED BOOK AND PAGE # 6086 432
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	14.51
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	14.51
(e) Number of Acres Remaining In Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 (continued)

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: BUILDING CONDOS	
(b) Actual Date of Change in Use (MM/DD/YYYY)	02/22/2024
(c) Full and True Market Value at Time of Change in Use	\$ 387,000.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 38,700.00

STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME CHECTNUT & CAPE		FIRST NAME/CORPORATION/TRUST NAME	INITIAL
MAILING ADDRESS 30 NORTH RIVER LAKE ROAD			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change In Use (MM/DD/YYYY)		02/22/2024	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 387,000.00	
(e) Land Use Change Tax Due		\$ 38,700.00	

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

STEP 1 - TAX COLLECTOR'S WARRANT FOR LAND USE CHANGE TAX IN THE MUNICIPALITY OF:

NAME OF MUNICIPALITY Town of Northwood		
STREET ADDRESS 818 First NH Turnpike		
MAILING ADDRESS 818 First NH Turnpike		
MUNICIPALITY Northwood	STATE NH	ZIP CODE 03261

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 38,700.00
(e) Given under our hands at Town of Northwood	
(f) This day of Feb 27, 2024	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY 38,700.00	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS Chestnut & Cape	
(h) MUNICIPAL TAX MAP 110	LOT NUMBER 29-2

STEP 3 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
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Land Use Change Tax Town of Northwood 2024

MAP/LOT: 217-55

Owner: MYERS

Acres Disqualified: 2.5

Reason for Disqualification: Purchased land in current use. Does not have 10 acres required.

LAND USE CHANGE TAX CALCULATION LOT 217-55

TOWN	ADDRESS	SALE DATE	SALE PRICE	ACRES	LOC	REAR ACRES
NORTHWOOD	8 Spruce Cove Road	1/9/2024	\$105,000	1.03	125	-0.97
NORTHWOOD	BOW LAKE ROAD	12/15/2023	\$139,000	2.18	150	0.18
NORTHWOOD	Jeffrey Drive	11/13/2023	\$189,900	2.50	100	0.50

LOC. ADJ SALE PRICE	MINUS REAR ACRES @2000	2 ACRE SITE VALUE
\$131,250	-\$1,940	\$133,190
\$208,500	\$360	\$208,140
\$189,900	\$1,000	\$188,900
	MEAN	\$176,743
	MEDIAN	\$188,900
	USED	\$188,900

SUBJECT	0.5	188,900	1	1,000.00	\$189,900
CU PENALTY				X10%	<u>\$18,990.00</u>

Jeff Earls, Assessor
Cross Country Appraisal Group, LLC

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL

STEP 1 - LAND USE CHANGE TAX TO BE BILLED TO:

PROPERTY OWNER(S) OR RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME TRAVIS MYERS	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 222 CRICKET HILL ROAD		
MUNICIPALITY DOVER PLAINS		STATE NY	ZIP CODE 12522

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION JEFFREY DRIVE		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 2.5	PARCEL TAX MAP AND LOT # 217	55	DEED BOOK AND PAGE # 6517 2676
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

NOTE: A separate land use change tax (LUCT) must be submitted for each separate parcel of land.

STEP 3 - DOCUMENTATION AND FEE FOR PROPERTY TO BE ENROLLED IN CURRENT USE (CU)

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	2.5
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	2.5
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPALITY LAND USE CHANGE TAX BILL
 (continued)

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change in Use (MM/DD/YYYY)	02/22/2024
(c) Full and True Market Value at Time of Change In Use	\$ 189,900.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 18,990.00

STEP 5 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME TRAVIS MYERS		FIRST NAME/CORPORATION/TRUST NAME	INITIAL
MAILING ADDRESS 222 CRICKET HILL ROAD			
MUNICIPALITY DOVER PLAINS	STATE NY	ZIP CODE 12522	
(b) Actual Date of Change in Use (MM/DD/YYYY)		02/22/2024	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change In Use		\$ 189,900.00	
(e) Land Use Change Tax Due		\$ 18,990.00	

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

STEP 1 - TAX COLLECTOR'S WARRANT FOR LAND USE CHANGE TAX IN THE MUNICIPALITY OF:

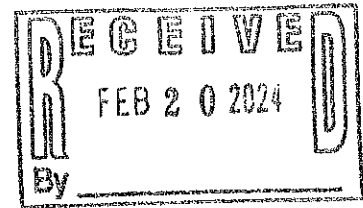
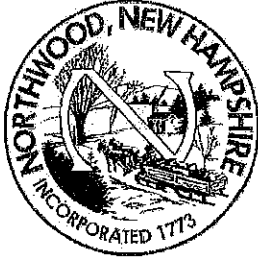
NAME OF MUNICIPALITY Town of Northwood		
STREET ADDRESS 818 First NH Turnpike		
MAILING ADDRESS 818 First NH Turnpike		
MUNICIPALITY Northwood	STATE NH	ZIP CODE 03261

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 18,990.00
(e) Given under our hands at Town of Northwood	
(f) This day of Feb 27, 2024	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY 18,990.00	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS Travis Myers	
(h) MUNICIPAL TAX MAP 217	LOT NUMBER 55

STEP 3 - SIGNATURES OF A MAJORITY OF THE MUNICIPAL ASSESSING OFFICIALS

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE



Town of Northwood, New Hampshire

818 First New Hampshire Turnpike, Northwood NH 03261
(603)942-5586 Facsimile: (603)942-9107

SEASONAL CAMPER PERMIT APPLICATION

PROPERTY OWNER NAME Vincent Ruggieri

PROPERTY OWNER ADDRESS 43 Pine Street, Northwood, NH 03261

MAILING ADDRESS, IF DIFFERENT 66 Longview Lane, Lexington, VA 24450

TELEPHONE NUMBER 540-414-7440 Home 727-452-4718 Cell

IF OTHER THAN OWNER, NAME _____

ADDRESS _____ TELEPHONE _____

TAX MAP # 122 LOT # 74

LOCATION OF CAMPER SITE 43 Pine Street, Northwood, NH 03261

CAMPER SIZE 28ft SLEEPING CAPACITY 4

TYPE OF WATER SYSTEM 49 Gal Fresh water tank in RV, Contracted by Alan Hamel Trucking 603-496-5238

EXPLAIN HOW SEWAGE IS DISPOSED OF 33 Gal grey water and 33 Gal black water tanks in RV, Contracted by Emerall Reid, EMI's porta pottys and septic tank services 603-970-1867

DATE OF APPLICATION 2/7/2024 \$35.00 FEE RECEIVED Yes

SIGNATURE OF APPLICANT [Signature]

SIGNATURE OF OWNER [Signature]

APPROVED APPROVED [Signature] 2-20-24

Building Inspector

DENIED _____

EFFECTIVE FROM APRIL 15 THRU OCTOBER 15

Signature of Selectmen Date

Signature of Selectmen Date

Signature of Selectmen Date

Signature of Selectmen Date

Signature of Selectmen Date



TOWN ADMINISTRATOR'S REPORT

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator

DATE: February 23rd, 2024

In addition to reviewing and approving multiple payroll and AP runs per the bi-weekly schedule time was spent on work generated from the deliberative session, accurately capturing the amendments for the review of the Clerks minutes and preparation of the ballots. Additionally, work was undertaken to produce a voter's guide to assist residents navigate this year's ballot.

Staffing: Unfortunately, the Police Department is still operating down 2 officers, in addition to missing the Lt. due to his deployment. This past week Chief Drolet was recognized with the Patriot Award by ESGR, a Defense Department program that promotes civilian support of active Guard & Reserve employees. I also completed 4 performance appraisals, and I am pleased to report that the Town is well served by a professional and dedicated staff.

Village District: A petition was received pursuant to RSA 52:1 to create a Village District served by Broad Cove Road. Although the petition did not meet the requirements of the statute, communications are ongoing with the sponsor as to their options to bring about the desired outcome.

2024 Warrant: As previously mentioned a Voter's Guide is being produced to assist residents in navigating the 43 questions on this year's ballot. A reminder that Town Meeting is on March 12th in the Northwood School Gymnasium, from 7am – 7pm.

Policies & Ordinances: A frequent concern that has been shared with me since assuming my position here is the enforcement of our ordinances. I have heard from residents, the Planning Board and Land Use Department, and this Board of the frustrations with the lengthy and costly process to bring about compliance. I have had a number of conversations with colleagues about a statutory mechanism that I hope to bring to the Board for its support in the coming months that will be a more effective solution to this issue for our community.

The next meeting of the Selectboard is scheduled for March 12th (being voting day, assuming nothing pressing this meeting may be postponed/rescheduled) and subsequently March 26th.



Town of Northwood, New Hampshire

818 First New Hampshire Turnpike, Northwood, NH 03261
(603) 942-5586 Fax: (603) 942-9107

February 15, 2024

Robin Guzofski
87 First NH Turnpike
Northwood, NH 03261

Dear Ms. Guzofski,

I am writing to notify you that your appointment to the Zoning Board of Adjustment will expire on March 31, 2024.

If you would like the Board of Selectmen to consider your appointment for an additional term, please indicate so by returning this notice with your response below. If you have any questions, please contact me at 603-942-5586 ext. 2013 at your earliest opportunity.

Thank you for your service to the Town of Northwood.

Sincerely,

Carol Manter
Municipal Administrative Assistant

cc: Board of Selectmen

.....
 Yes, I would like the Select Board to consider me for reappointment.

No, please do not consider me for reappointment.



Town of Northwood, New Hampshire

818 First New Hampshire Turnpike, Northwood, NH 03261
(603) 942-5586 Fax: (603) 942-9107

February 15, 2024

Pam Sanderson
132 Old Turnpike Road
Northwood, NH 03261

Dear Ms. Sanderson,

I am writing to notify you that your appointment to the Zoning Board of Adjustment will expire on March 31, 2024.

If you would like the Board of Selectmen to consider your appointment for an additional term, please indicate so by returning this notice with your response below. If you have any questions, please contact me at 603-942-5586 ext. 2013 at your earliest opportunity.

Thank you for your service to the Town of Northwood.

Sincerely,

Carol Manter
Municipal Administrative Assistant

cc: Board of Selectmen

.....
 Yes, I would like the Select Board to consider me for reappointment.

No, please do not consider me for reappointment.

Location	Building	Description of work	Estimated Cost	Priority
Town Hall	1 Main Building	Fix Entry Doors	\$500	MEDIUM
		Fix Doors in meeting room to operate properly	\$500	MEDIUM
		Remove sprinkler head from boiler room	\$250	HIGH
		Replace broken siding	\$1,200	MEDIUM
		Replace Exterior Door in Building/Assessing office	\$1,200	MEDIUM
		Replace Exterior window in Building/Assessing office	\$1,200	MEDIUM
		Install Louvers in Boiler room door	\$350	Low
		Install Security System	\$10,500	HIGH
		Resecure cable lines	Free	MEDIUM
		TOTAL COST ESTIMATE FOR TOWN HALL		

2 Garage

Build concrete Steps for inside and outside of entry door	\$650	LOW	
Replace Electrical panel and run new lines, secure junction boxes/missing cover plates	\$3,500	HIGH	
Repaint building/existing lead paint	\$7,000	MEDIUM	
TOTAL COST ESTIMATE FOR GARAGE			\$11,150
Items in blue can be completed in house			\$4,950

Location	Building	Description of work	Estimated Cost	Priority
3	Cobble House	Replace roof	\$4,500	HIGH
		Replace outlet box	\$150	HIGH
		Replace windows with similar	\$4,500	HIGH
		Replace siding/corner boards/ trim	\$7,500	HIGH
		Stain/Paint	\$2,500	HIGH
		replace shutters	\$650	LOW
		Secure Chimney	\$500	HIGH
		Replace door	\$1,200	HIGH
		TOTAL COST ESTIMATE FOR COBBLE HOUSE		

4	Wood Shed	Replace doors/siding	\$4,500	HIGH
		Repaint building/ existing lead paint	\$7,000	HIGH
		Pour new floor	\$12,500	MEDIUM
TOTAL COST ESTIMATE FOR WOOD SHED			\$24,000	

TOTAL HIGH PRIORITY COST	\$46,600
TOTAL MEDIUM PRIORITY COST	\$24,100
TOTAL LOW PRIORITY COST	\$1,650

TOTAL COST ESTIMATE FOR TOWN HALL PROPERTY \$72,350

****Items in blue can be completed in house** \$20,850**

Estimated Cost Priority

Description of work

Building

Location

Police Station

1 Main Building

Ice Dam Prevention	\$4,500	MEDIUM
Tree Work	\$3,500	HIGH
Interior Lights	\$1,500	MEDIUM
Exterior Lights	\$2,500	MEDIUM
Replace Mast	\$4,800	HIGH
Clean Mini Splits	\$600	HIGH
Install Louvers in utility room	\$150	LOW
Replace Oil Tank	\$3,500	HIGH
Remodel Bathroom	\$13,500	MEDIUM
Replace window in boiler room	\$1,150	MEDIUM
Rodent extermination + Seal	\$2,250	HIGH
Replace concrete steps and walkway and proper ramp	\$36,500	HIGH
Replace stained tiles	\$650	MEDIUM
Replace pipes by hot water tank	\$1,200	HIGH
Power wash building	\$3,200	MEDIUM

TOTAL COST ESTIMATE FOR STATION

\$79,500

2 Garage

Door Seals	\$500	MEDIUM
Replace window	\$1,200	HIGH
Redivert gutter	\$150	MEDIUM
Remove Pallets	\$50	LOW

TOTAL COST ESTIMATE FOR GARAGE

\$1,900

TOTAL HIGH PRIORITY COST

\$53,550

TOTAL MEDIUM PRIORITY COST

\$27,650

TOTAL LOW PRIORITY COST

\$200

TOTAL COST ESTIMATE FOR POLICE STATION

\$81,400

Items in blue can be completed in house

\$22,050

Estimated Cost Priority

Description of work

Location Building

Fire Stations

Narrows Station

Door Seals	\$500	MEDIUM
Replace rescue door 1	\$6,500	MEDIUM
Insulate and seal platform	\$650	MEDIUM
Fire separation for gear room	\$1,200	MEDIUM
Exterior door bunk room	\$1,200	MEDIUM
Panel upgrade	\$8,500	HIGH
Fire alarm system	\$12,500	HIGH
Update Heating system	\$8,500	MEDIUM
Replace water tank	\$4,500	MEDIUM
Replace roof and Rakes/soffit	\$35,000	HIGH
Rodent Extermination/seal	\$2,250	MEDIUM
Install exit signage	\$1,500	MEDIUM

\$82,800

TOTAL COST ESTIMATE FOR STATION

Ridge Station

Door Seals	\$500	MEDIUM
Secure wiring	\$150	LOW
Update fire alarm	\$12,500	MEDIUM
Repaint ceiling	\$3,850	LOW
Replace center garage door window	\$650	MEDIUM
Mediate mold stain on top of stairwell	\$3,500	HIGH

\$21,150

TOTAL COST ESTIMATE FOR STATION

TOTAL HIGH PRIORITY COST	\$59,500
TOTAL MEDIUM PRIORITY COST	\$40,450
TOTAL LOW PRIORITY COST	\$4,000

\$103,950

TOTAL COST ESTIMATE FOR FIRE STATIONS

****Items in blue can be completed in house****

Estimated Cost Priority

Location Building Description of work

Libraries

Chesley

Fix Leak around chimney/Insulate	\$3,500	HIGH
Screw down outside deck and apply non slip p	\$550	MEDIUM
Reseal/repaint around front windows	\$1,200	MEDIUM
Powerwash Deck	\$550	LOW

TOTAL COST ESTIMATE FOR CHESLEY \$5,800

Bryant

Fix slate Roof	\$4,500	HIGH
Fix wiring on mast	\$1,200	LOW

TOTAL COST ESTIMATE FOR BRYANT \$5,700

TOTAL HIGH PRIORITY COST

TOTAL MEDIUM PRIORITY COST

TOTAL LOW PRIORITY COST

\$8,000
\$1,750
\$1,750

TOTAL COST ESTIMATE FOR LIBRARIES \$11,500

**** Items in blue can be completed in house****

\$2,300

Location	Building	Description of work	Estimated Cost	Priority	
Highway/ Recycling	Main Building	Fix metal and door frames	\$10,500	LOW	
		Replace door Seal	\$500	MEDIUM	
	TOTAL COST ESTIMATE FOR MAIN BUILDING			\$11,000	
	Trash Compactor	Trash Compactor	\$4,000	HIGH	
		Concrete	\$12,500	HIGH	
	TOTAL COST ESTIMATE FOR COMPACTOR			\$16,500	
	Lean to Over Dumpster	Lean to over Dumpst	Replace side boards	\$3,500	LOW
			Replace unit damaged from storm	\$10,000	LOW
	TOTAL HIGH PRIORITY COST			\$16,500	
	TOTAL MEDIUM PRIORITY COST			\$500	
TOTAL LOW PRIORITY COST			\$24,000		
TOTAL COST ESTIMATE FOR ALL HIGHWAY/RECY			\$82,000		
Items in blue can be completed in house			\$4,000		

Repair floor in utility room	\$2,500	MEDIUM
Secure wiring	\$250	LOW
Replumb Building	\$2,500	MEDIUM

\$5,250

TOTAL COST ESTIMATE FOR COMMUNITY HALL

NARROWS POST OFFICE

Test for lead and Asbestos and repaint	\$4,500	MEDIUM
Replace windows with similar look	\$4,500	MEDIUM
Remove wiring	\$1,200	LOW

\$10,200

TOTAL COST ESTIMATE FOR POST OFFICE

\$0

TOTAL HIGH PRIORITY COST

\$14,000

TOTAL MEDIUM PRIORITY COST

\$1,450

TOTAL LOW PRIORITY COST

\$15,450

TOTAL COST ESTIMATE FOR BOTH

\$184,150

TOTAL HIGH PRIORITY COST

\$108,450

TOTAL MEDIUM PRIORITY COST

\$33,050

TOTAL LOW PRIORITY COST

\$325,650

TOTAL COST FOR ALL

\$8,450

****Items in blue can be completed in house****

\$74,800

****Total Cost of items in blue can be completed in house****

