



# Northwood, NH Board of Selectmen Agenda April 23<sup>rd</sup>, 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**

- 6:15pm Devin Haley, (BI/CE – current fee structure)**
- 6:30pm OPENING of CUSTODIAL SERVICES RFP**

## **Regular Business**

- Approve Minutes**
  - **April 09<sup>th</sup>, 2024**
- Consent Agenda**
- TA Report**

## **ONGOING BUSINESS**

- Default Budget**
  - **Health Insurance**
  - **Grade & Step**
- fyi- Public Hearing Notice Broad Cove Village District**

## **NEW BUSINESS**

- Appointments to Chelsey Memorial Library Board of Trustees**
- Appointments of Deputy Forest Fire Wardens**
- Gift from Friends of Rec – vote to accept**
- Board Committee vacancies**
- Policy & Procedures Working Group**
  - **Elected / Appointed: CoI / Ethics etc**

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**Board Committee Reports.**

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

**Nonpublic Session: 91-A:3 II(c) – reputation**

**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.**

# PROPOSED FEE CHANGES

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PRESENTATION by Northwood Building Department

# AGENDA

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- Current Fee Schedule
- Northwood VS other towns
- Needs of our town
- New proposed fees
- Calculation examples
- Final Questions/Comments

# CURRENT FEE SCHEDULE

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First 15 minutes	No charge
After 15 minutes	\$20.00 per hour or \$1.00 per 15 minutes
Power Outages	\$5.00
Hard Sides	\$2.00 per standard day (not including main date)
Bed Checks	\$25.00

96-2. Animal Control

Unleashed Dog	\$25.00
Failure to have license of child	\$25.00
Failure to have license attached to dog	\$25.00
Nuisance Offense	First Offense - \$25.00 Second Offense - \$100.00
Misuse Offense	First Offense - \$50.00 Second Offense - \$100.00
Trespass Offense	First Offense - \$500.00 Second Offense - \$900.00
Service Cash (cashless with Monopoly, Winifred or Penn. Lottery)	No Charge

96-3. Building/Code Enforcement Department

A. Building Fees

Submission Fee - \$50.00 To be applied to the cost of Building Permit when issued.

All construction other than general maintenance such as painting, papering, roofing, and siding shall require a permit. Fees will be rounded up to the nearest dollar.

All buildings that are being 50% or more repaired, replaced, or remodeled shall have all the square footage used to figure the fee.

RESIDENTIAL (1-2 FAMILY) & APPURTENANT STRUCTURE

Mobile Home	\$ 20 sq. ft.
Remodeled R-1, 1 or 2 Family	\$ 20 sq. ft.
Living Floor Space	\$ 20 sq. ft.
Unfinished Floor Space (i.e. basement, stairs, unattached second floor)	\$ 05 sq. ft.
All residential remodeling/renovations	\$20 sq. ft. min. fee \$35.00
Home attached or detached residential garage	\$15 sq. ft. min. fee \$25.00
Permit Charge	\$25.00
Permit Composites	\$25.00
Compost	\$10 sq. ft. min. fee \$30.00 \$10 sq. ft. min. fee \$30.00
Open Deck	\$10 sq. ft. min. fee \$30.00

Residential home additions and/or all other types of additions:

Basement	\$15 sq. ft. min. fee \$30.00
Sheds	\$10 sq. ft. min. fee \$20.00
All pools	\$10 sq. ft. min. fee \$30.00
Appurtenant Porch	\$10 sq. ft. min. fee \$30.00
Permit	\$35.00

COMMERCIAL/INDUSTRIAL/RESIDENTIAL (more than 2 family)

Group A: Assembly Place	\$40 sq. ft.
Group B: Business Use	\$40 sq. ft.
Permit Composites	\$50.00/1,500 sq. ft.
Group C: Storage Warehouse	\$20.00/1,500 sq. ft.
Group D: Warehouse	\$40 sq. ft.
Group E: Warehouse	\$45 sq. ft.
Group F: Warehouse	\$40 sq. ft.
Group G: Warehouse	\$40 sq. ft.
Group H: Warehouse	\$40 sq. ft.
Group I: Warehouse	\$40 sq. ft.
Group J: Warehouse	\$40 sq. ft.
Group K: Warehouse	\$40 sq. ft.
Group L: Warehouse	\$40 sq. ft.
Group M: Warehouse	\$40 sq. ft.
Group N: Warehouse	\$40 sq. ft.
Group O: Warehouse	\$40 sq. ft.
Group P: Warehouse	\$40 sq. ft.
Group Q: Warehouse	\$40 sq. ft.
Group R: Warehouse	\$40 sq. ft.
Group S: Warehouse	\$40 sq. ft.
Group T: Warehouse	\$40 sq. ft.
Group U: Warehouse	\$40 sq. ft.
Group V: Warehouse	\$40 sq. ft.
Group W: Warehouse	\$40 sq. ft.
Group X: Warehouse	\$40 sq. ft.
Group Y: Warehouse	\$40 sq. ft.
Group Z: Warehouse	\$40 sq. ft.
Permit Composites	\$50.00/1,500 sq. ft.
Permit Charge	\$35.00
Permit Composites	\$50.00/1,500 sq. ft.
Permit Charge	\$35.00

BUILDING AND CODE ENFORCEMENT: OTHER ADDITIONAL FEES

Revised Permits - New Structures	1/4 the cost of the original permit
Cost of reviewing plan by an independent building consultant, when required, shall be paid by the applicant. Fee shall be set by the committee.	
Permit Administration Fee	\$100.00/1,500 sq. ft.

B. Electrical permits.

1. New Residential 1 and/or 2 Family: \$50.00 for each unit, up to 1,500 square feet of living space per dwelling unit. This shall include any necessary wiring required by N.E.C. in the basement or other areas considered storage space at the time of construction, storage sheds and garages included. All living space over the first 1,500 square feet per unit shall cost \$10.00 per each 500 square feet or any part thereof.

2. All other than new R-3 construction, renovation, restoration, remodeling, or change in use of space shall be \$100.00 base cost, plus \$10.00

C. Mechanical permits.

per 500 square feet. Storage tanks, above ground and in ground, parking lot, lighting, etc. space shall be included in the above fees.

1. New and Existing Residential 1 and/or 2 Family: \$50.00 for each dwelling unit of up to 2 family.  
 2. All Non-Residential R-3 Permits: \$100.00 base cost plus \$10.00 per additional 500 square feet of the building or the area being worked on or in. This shall cover everything addressed in the B.O.C.A. Mechanical Code.

D. Plumbing permits.

1. New Residential 1 and/or 2 Family: \$50.00 for each unit, up to 1,500 square feet of living space per dwelling unit, plus \$10.00 per each additional 500 square feet of living space.

2. All Non-Residential R-3 Permits: \$100.00 base cost plus \$10.00 per additional 500 square feet of non-residential.

E. After the fact permits

Building, Electrical, Mechanical or Plumbing: It shall be the policy of the Town of Northwood that any permit obtained after construction has begun shall be subject to payment of twice the normal fee for the construction that was or is being performed, with a minimum fee of \$100.00.

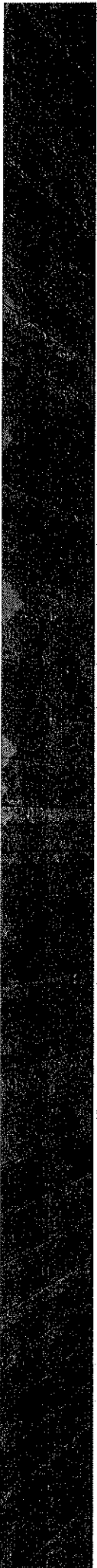
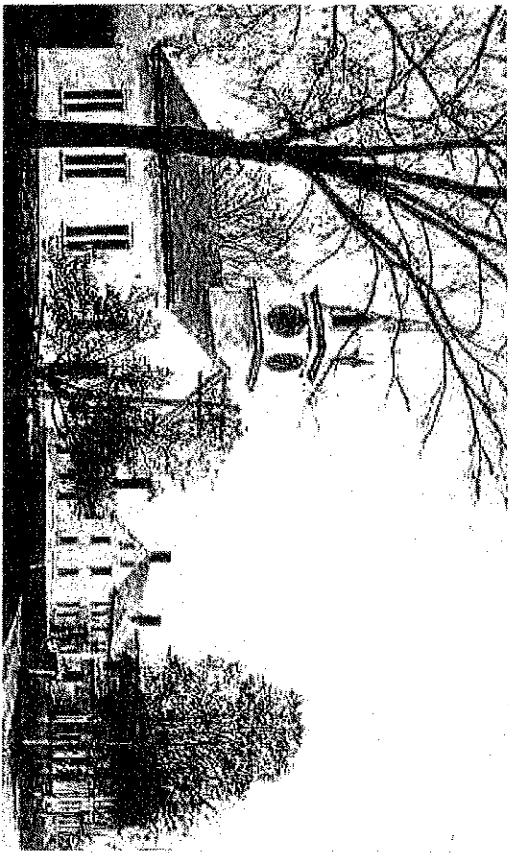
Re-inspections will be assessed a \$30.00 fee per re-inspection.

F. Fine for failure to schedule inspections.

1. A fine of \$100.00 shall be charged when an inspection has not been scheduled before going on to the next phase of construction.  
 2. A fine of \$50.00 shall be charged when within 15 days of the completion of a job, a final inspection has not been scheduled for the issuance of an occupancy permit.

# FEE AMOUNTS VS OTHER TOWNS

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# EXAMPLE OF 200K/1200SQFT HOME BUILD

Northwood \$460

Northwood 4301

- 
- Strafford \$410
  - Nottingham \$510
  - Deerfield \$535
  - Epsom \$750
  - Pittsfield \$750
  - Lee \$990
  - Concord \$1670
  - Barrington \$1875
  - Strafford 4186
  - Nottingham 4785
  - Deerfield 4280
  - Epsom 4756
  - Pittsfield 4140
  - Lee 4481
  - Concord 44K
  - Barrington 9K

# FEES SHOULD COVER

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- Personnel Costs
  - Initial interaction/correspondence
  - Review of application
  - Data entry and form creations
  - Fees to cover the cost of inspection(s)
  - Average build involves 6 inspections
  - Filing of paperwork when complete
- Back of House costs
  - Vehicle/Fuel/Maintenance
  - Phone
  - Training/Memberships
  - Office supplies (inspection tags/paper/folders/mailings)
  - Tools (tapes, sound recorder, light measuring device)



## WHAT EXACTLY ARE WE COVERING?

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- We are only looking to cover costs associated with Building inspection
- NOT code enforcement
- NOT Health officer
- NOT other department functions

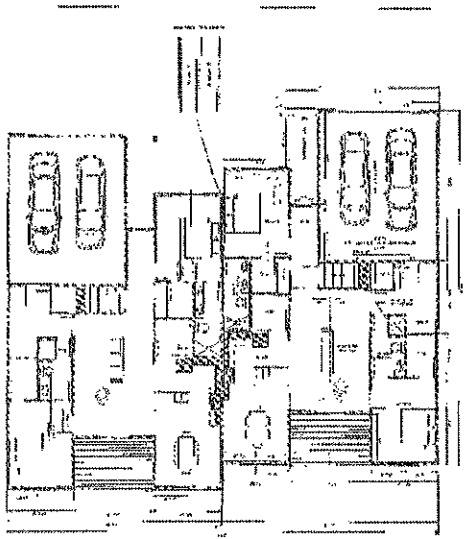
# PROPOSED FEES

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- ALL VALUES ROUNDED UP TO NEAREST THOUSAND
- Building Permit Application Fee \$75.00 non-refundable. Covers Projects under \$2000 of work
- Residential New Construction \$5 per thousand all types of permits
- Residential Remodeling \$7 per thousand all types of permits
- Commercial Construction \$15 per thousand all types
- Electrical, Plumbing, Mechanical, \$75 application fee + Value per thousand
- Demo \$75
- Residential Solar- covered cost of panel installation and electrical permit \$125
- Sign/Fence/Shed/Seasonal Camping \$50
- Driveway Permit \$75
- Non permitted work- Twice the fee/minimum \$150
- Fail to appear inspections- \$50 and must be paid before new inspection scheduled.
- Renew permits \$50

# CALCULATIONS USING CURRENT SCHEDULE

- Sq footage must be calculated
- The more "cut up" the house is the more time it takes
- Extra time to research or calculate missing dimensions
- Different sq footage costs for different areas- Living space, Garage, unfinished area, etc.
- More room for error

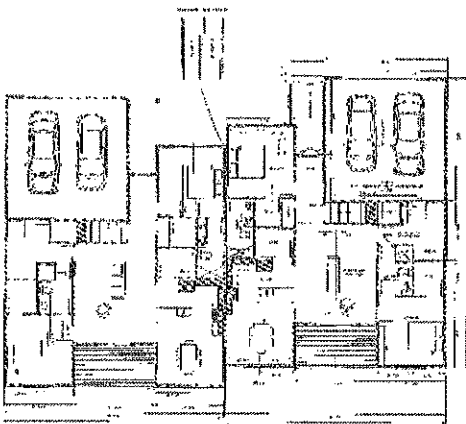


A-105  
SHEET NO. 11-2-3  
DATE: 06-28-18  
PROJECT: [unreadable]

**InteriorSpace**  
Architects

# CALCULATIONS USING NEW SCHEDULE

- New Construction \$5/\$1000
- Estimated cost \$280,000.00
- Permit Fee
- $280 \times 5 = \$1400$
- +225(plumb,elec,mech)
- +\$75 app fee
- Total \$1700

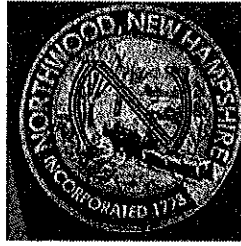


A-105  
DATE: 10/10/08  
PROJECT: 10-105  
SCALE: 1/8" = 1'-0"  
DRAWN BY: [illegible]  
CHECKED BY: [illegible]  
APPROVED BY: [illegible]  
[illegible] ARCHITECTS  
[illegible]

## FINAL TIPS & TAKEAWAYS

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- Fees Fluctuate with Market values (higher cost jobs = more complex)
- Ensures only property owners using service are paying for service
- Boosts efficiency of Department on time calculating costs
- Allows for any office personnel to calculate cost of permit easily
- Prevents overcharging of permits (rafter upgrade example)



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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

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

**STAFF PRESENT:** Town Administrator Neil Irvine, PW Foreman Chris Brown.

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

**Appointments:**

PW Foreman Chris Brown is concerned with one of the structures at the transfer station. The floor of the electronics, batteries, and light bulb container, which is over 30 years old, is starting to rot out the steel floor and someone will fall through. It is a hazard to the public and employees. He recommends we purchase another 20-foot shipping container like the one we got for the swap shop and put that in place instead. He can get a new one delivered for \$3,800. The funds can come from the Transfer Station Facility ETF.

**Motion: "To purchase a shipping container for up to \$4,000 and authorize TA Neil Irvine to sign all required paperwork. The funds to come from the Transfer Station Facility ETF, which named the Board of Selectmen as agents to expend."**

**Motion: T. Colby**

**Second: J. Guzofski**

**Motion carried by vote of 5 to 0.**

Chairman Kreider asked Chris about the controls and hydraulics area and the retaining wall work. He has two quotes for repairs to the retaining wall and two verbal quotes. They are all within \$15,000 to \$18,000 to repour the wall and install tiebacks to prevent it from tipping again. He added that the shack is due for an upgrade, mostly because the attendants are in a room with 3500 psi running the hydraulics and if a hose ever blew, it could injure someone. The structure is sound, but there are some support beams that are starting to rot out. The estimated cost to reweld the support structure would be in the \$4,000 to \$5,000 range. H. Kreider asked about moving the hydraulics to another location. Chris suggested thinking about putting in a mobile unit, take the house down, and create a separate hydraulic room. The Board discussed options. H. Kreider would prefer to do all the repairs and upgrades all together at one time.

43 Chris said that would be around \$100,000 to rebuild the wall, add a new structure, separate the hydraulic  
 44 controls, and build a new support structure underneath it. We would be able to keep the transfer station  
 45 open during renovations. There is a unit that is self-sufficient, sits on the ground, that could be leased  
 46 from Waste Management. The lease would be about \$5,000 a month. The whole project would take about  
 47 a month. M. Frye said he wanted to see hard numbers on all these projects. He wonders if there would  
 48 be a benefit to doing it all now or wait until something breaks down. He suggested maybe bonding out  
 49 this work next year. H. Kreider agreed, but said it is a safety issue for the employees right now. J. Guzofski  
 50 is not willing to take the safety risk for the public or employees of having things falling apart. TA Irvine  
 51 asked Chris to come up with a scope of work for the entire project to bring back to the Board. In the  
 52 meantime, see if there is a way to create a temporary fix like a protective barrier to protect the employees  
 53 if a hydraulic hose were to fail.

54

**Approve Minutes:**

55

**March 26, 2024**

56

**Motion: "To approve the minutes of March 26 as written."**

57

**Motion: T. Colby**

58

**Second: M. Frye**

59

60 H. Kreider commented that in the minutes there were several instances of the recording secretary not  
 61 being able to understand the conversation due to several people talking at the same time. He advised the  
 62 Board to be cautious of that.

63

**Motion carried by vote of 5 to 0.**

64

**Consent Agenda:**

65

Payroll Manifest dated April 3, 2024, Batch #040324 for \$60,445.11.

66

Accounts Payable Manifest dated April 3, 2024, Batch #158 for \$50,000. This was a deposit for the new  
 68 ladder truck.

69

Accounts Payable Manifest dated April 10, 2024, Batch #159 for \$779,712.87. Items of note include  
 70 \$700,000 to the school, \$13,556 to the IRS, Morton Salt for \$9,081 for 130 tons of salt (we are now down  
 71 to 30 tons left), \$9,376 to VotingWorks for the new voting machine, annual contract, and programming  
 72 fees. \$7,000 of that will be ARPA expenses.

73

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

74

Service-Connected Disability Exemption – Map 124, Lot 7 – Mahoney

75

Abatements: Approve or Deny per Assessor's Recommendations:

76

Map 124, Lot 11 – Paone

77

Map 121, Lot 12 – Neilson

78

Map 103, Lot 22 – Barton

79

Map 206, Lot 39 – Tobin

80

Map 221, Lot 5 – Orcutt

81

**Others:**

82

Intent to Cut -- Map 215, Lot 33 -- Moak

83

**Reimbursement requests to the Trustees of the Trust Funds:**

84

<u>FUND</u>	<u>AMOUNT</u>	<u>REASON</u>
85 Cable Franchise Fees ETF	46.84	Donahue, Tucker & Ciandrella
86	240.00	Connected Support Services
87	750.00	Connected Support Services
88	1,050.00	Connected Support Services
89	615.00	Connected Support Services
90	855.00	Connected Support Services

DRAFT

91		27.30	Donahue, Tucker & Ciandrella
92		<u>118.94</u>	Donahue, Tucker & Ciandrella
93		3,703.08	
94	Facilities Maintenance ETF	15,900.00	D & C Roofing
95	Vested Benefit Time ETF	1,046.75	Collin Smith final pay
96	Transfer Station Maint. ETF	<u>1,400.00</u>	D & M Striping
97	Total Reimbursements Requested	\$22,049.83	

98 **Motion: "To approve the consent agenda as presented."**

99 **Motion: P. Sanderson**

100 **Second: M. Frye**

101 **Motion carried by vote of 5 to 0.**

102

103 **TA Report:**

104 In addition to reviewing and approving multiple payroll and AP runs per the bi-weekly schedule the past  
105 2 weeks have been busy on a number of fronts.

106 Staffing: Resident concerns regarding DPW Foreman, Mr. Brown were reviewed when the resident  
107 subsequently provided the email referenced during his meeting with the Board. The question of where  
108 Mr. Brown resides is of no concern to this office, as there is no residency requirement for his position with  
109 the Town. Relative to the accusation of "stealing", while no direct statement or evidence was provided  
110 one can surmise that the resident was implying that the times on the timecard did not correlate to when  
111 he saw Mr. Brown out of town. A review of the timecards shows that Mr. Brown was not taking the  
112 prescribed lunchbreak pursuant to RSA 275:30-a on any of the days in question and while he may have  
113 left work ahead of the clock punch, he was entitled to the time. It should be noted that like the Fire,  
114 Police, and EMS departments, DPW is a somewhat dynamic work environment and the expectation that  
115 the employees will work to a fixed schedule is somewhat unrealistic. My recommendation to the Board  
116 is that this matter warrants no further action and be considered closed. Additionally, this matter has had  
117 a significant impact beyond just the employee that was being followed in his off-duty time. Many  
118 employees have expressed concern at the fact that 2 residents took upon themselves to "stalk" an  
119 employee while they were a private citizen, which combined with the increase in abusive behavior we are  
120 experiencing is disturbing to many.

121 Storm Response: Back-to-back late winter storms resulted in widespread outages, and road closures due  
122 to downed trees and wires. Our Police, Fire, and DPW staff worked through the storms to identify  
123 impacted areas and keep roads open for emergency response. Due to the extent of downed wires  
124 throughout the region our ability to get roads reopened was hindered by the availability of line crews to  
125 ensure wires were not energized before work could commence.

126 RFP'S: a Request for Proposal (RFP) was posted for Custodial Services for the Town Offices and Community  
127 Center, and the RFP for the 2024 roadwork will be posted this week. In accordance with the RSM Plan we  
128 are planning on addressing Winding Hill Road, Denmark Road, Green Street, Cross Street, and Upper  
129 Deerfield Road.

130 The next meetings of the Selectboard are scheduled for April 23 and May 14 (being the 2<sup>nd</sup> and 4<sup>th</sup>  
131 Tuesdays of the month).

132 M. Frye asked if we should add wording to the PW Foreman job description regarding flexible time. TA  
133 Irving agreed for all Public Works employees.

134 There was discussion about the number of trees that came down in the last few storms. The Board will  
135 need to look at renting a chipper at some point to clear up all the trees that were pushed off the roads to  
136 make them passable.

137

138



139 **Recreation Commission – Roles & Responsibilities:**

140 H. Kreider stated in the past his only concern with turning some of the responsibilities over to the  
141 Recreation Commission is in the areas that the Board has statutory powers. M. Frye agreed and added  
142 that the Commission needs the Board’s consensus on the strategic planning role. He feels that is the most  
143 important job the Recreation Commission can do. He feels the planning should be under the purview of  
144 the Commission, which they then share with the Board of Selectmen. Once approved, it becomes the  
145 Recreation Director’s job to implement the plan. The Commission can draft policy, in consultation with  
146 NHMA legal if necessary, and deliver the proposed policy to the Board of Selectmen. If the policy requires  
147 a public hearing, the Board of Selectmen will run that hearing with the Commission members present.  
148 Then the Board either accepts, rejects, or amends that policy based on public input. M. Frye feels the  
149 Commission should also make recommendations on hiring, budgeting, CIP items, and board  
150 appointments. The control of the Recreation Revolving Fund lies with the Board of Selectmen because  
151 they are named as the agents to expend. M. Frye said the Recreation Commission agrees with all that. It  
152 was reiterated that the Recreation Director works under TA Irvine’s direction, not the Recreation  
153 Commission. In the past that was not clear. TA Irvine commented that there was miscommunication on  
154 all sides in the past. There has been much better communication over the last several weeks. TA Irvine  
155 also stated that the expenses from the Revolving Fund are chosen by the Recreation Director in alignment  
156 with the strategic plan and in accordance with the purchasing policy. Department Heads can purchase  
157 up to \$1,000 without further approval. Anything over that needs to go through the TA for approval. TA  
158 Irvine, Finance Director Eastman, the Treasurer, and the Board of Selectmen monitor the expenses. M.  
159 Frye feels things are moving in a healthy direction and the Commission has started the process of strategic  
160 planning. Once they get public input, they will bring the draft plan to the Board.

161  
162 **Behavior Signage:**

163 H. Kreider said he has spent enough time at the town offices to hear that the employees receive a lot of  
164 verbal abuse from some of the public. He feels we need signs outlining consequences of inappropriate  
165 behavior and wants to know if the Board thinks we need to install cameras. TA Irvine presented examples  
166 of signage ranging in tone and message. He commented that most people treat the staff kindly, but, just  
167 like anywhere else, there is an increase in abusive behavior being displayed. P. Sanderson said she wants  
168 the tone of the signage to be firm, such as being asked to leave the building and/or police being contacted.  
169 TA Irvine said that generally, people don’t pay attention to signs. There was an incident recently at the  
170 transfer station when there was a tree and a line down and a utility truck there working on it when several  
171 people drove right under the tree and wire to get into the transfer station, even though there was clear  
172 sign saying the facility was closed at the time. M. Frye wants to make sure that if we officially create a  
173 policy that it is legal for them to do so. He believes there is a difference between someone using profanity  
174 as their free speech and abusive behavior and people have a right to be angry, but not abusive with the  
175 staff. The consensus of the Board is that the message should be 1. Short, sweet, and clear; 2. Define what  
176 it is; and 3. Outline the consequences. As far as the idea of cameras at town hall, TA Irvine said if cameras  
177 are installed, they need to have audio and video capabilities. We will also need to have a sign saying there  
178 is recording happening. T. Colby asked for costs and wondered where the money will come from. J.  
179 Guzofski asked if the employees want cameras installed. TA Irvine said this idea had been brought up  
180 when Walter Johnson was the TA and the employees have embraced the idea, and more so especially  
181 over the past six months or so. TA Irving will get estimated prices for cameras.

182  
183 **Emergency Generator – Guidance:**

184 TA Irvine said the recent back-to-back storms have highlighted the appropriateness of the Board’s decision  
185 to get a generator at the school for use as an emergency shelter. We are six months into that process,  
186 and it is still not installed. Emergency Management Director Drolet reported to him that the location of

187 the placement of the generator triggered a NH Department of Historic Resources study, the results of  
188 which will be referred to the funding authority. That process is almost done. We are now waiting for a  
189 response from Palmer Oil with an updated timeline. There is no local concern as to why the generator is  
190 not in place.

191

192 **Appointment to Recreation Commission:**

193 The Recreation Commission has met with Taryn Bassett and recommend unanimously she be appointed  
194 to the Commission. She used to be the Recreation Director here for several years and will be a great  
195 addition to the Commission.

196 **Motion: "To appoint Taryn Bassett to the Recreation Commission for a three-year term to expire March  
197 31, 2027."**

198 **Motion: M. Frye**

199 **Second: P. Sanderson**

200 **Motion carried by vote of 5 to 0.**

201

202 M. Frye announced the Friends of Recreation want to donate some Trek benches for use at the recreation  
203 fields.

204 **Motion: "To accept the donation of Trek benches from the Friends of Recreation to be placed at the  
205 recreation fields."**

206 **Motion: M. Frye**

207 **Second: P. Sanderson**

208 **Motion carried by vote of 5 to 0.**

209

210 The Recreation Commission voted to keep Matt Frye as the Chairman, even though he is the Board of  
211 Selectmen representative to the Commission. He then informed the Commission of the cuts made to the  
212 budget by the Board of Selectmen. Green Up Day is April 20 with volunteers picking up trash with lunch  
213 to follow at the town hall. Also upcoming is a fishing derby at Saddleback Campground.

214

215 **Appointment to Conservation Commission:**

216 The Board received a notice of interest from Steve Hampl to be re-appointed to serve on the Conservation  
217 Commission.

218 **Motion: "To re-appoint Steve Hampl to the Conservation Commission for a three-year term.**

219 **Motion: P. Sanderson**

220 **Second: T. Colby**

221 **Motion carried by vote of 5 to 0.**

222

223 **Village District Petition:**

224 The Board received a petition from residents of Broad Cove Road, Sellar Road, and Brown Road in  
225 accordance with RSA 52:1 asking the Board to create a Village District for the maintenance of roads. The  
226 petition has been reviewed and verified that it contains over 10 signatures of registered voters. The Board  
227 of Selectmen must hold a public hearing, which they will open and then turn over to the petitioners. They  
228 will advocate for why this is necessary and take a vote of the residents of the district boundaries that are  
229 present at the meeting. If the vote passes, the Selectboard will then decide whether to approve or  
230 disapprove the district. It is up to the Village District to elect officers and vote to adopt the roads within  
231 their precinct so that they are legally allowed to spend money on the private roads in the precinct. They  
232 will then be a separate governmental agency. The village district would get a seat on the budget  
233 committee.

234

DRAFT

235 **Board Committee Reports:**

236 H. Kreider said tomorrow night the Planning Board will hold a listening session on the Facilities chapter of  
237 the Master Plan at 6:00 at the town hall.

238

239 At 7:18, the Board took a five-minute recess.

240

241 **Default Budget Discussion:**

242 The Board came up with a list of functions that will need to be funded over the default budget amounts:

243	Building Inspection/Land Use positions	85,237
244	Personnel Administration (Health Insurances)	43,475
245	Winter Road Maintenance	30,000
246	2024 Elections	12,000
247	Finance Department Delta	4,000
248	Property/Liability Insurance	6,000
249	Highway Administration	15,000
250	Highway Maintenance	10,000
251	MSW Hauling/Tipping	<u>20,000</u>
252	Total	225,712

253 Desirable to fund, but discretionary is the Grade/Step increases (based on the effective date of the 56  
254 employees potentially affected) 20,302

255 H. Kreider said salaries in Northwood are lower than other area towns, and we are facing pressure from  
256 the private sector as well. He feels we need to figure out a way to include the Grade/Step increases on  
257 top of the COLA, especially since employees with a hire date prior to March have already received the  
258 Grade/Step increases. M. Frye stated it is hard because we very much appreciate our employees, but the  
259 flip side is sort of at the mercy of what happens in March. It is no different than the teacher's contracts.  
260 He doesn't want to scale back the budget on the backs of the hardworking employees but doesn't see  
261 how we can find the necessary funding.

262 Budgets Identified to fund the delta to the default budget:

263	Animal Control	10,000
264	EMS Training	3,000
265	FD Wages (due to vacancies/call volume)	15,000
266	TA Default delta	8,826
267	Rec -- Beach Attendant	12,000
268	Records Restoration	7,000
269	Outside Agencies	<u>15,000</u>
270		70,826

271 The Board needs to talk with the Police Commission and the Library Trustees to discuss any available  
272 savings in their individual budgets.

273 Some suggestions were:

274	Lt deployment 1st Qtr	23,211 (plus \$7,737 per month the Lt remains on 275 deployment)
276	Vacant PD Health Insurances	<u>12,000</u>
277		106,037

278 Desirable:

279	Library Maintenance (use Trust Fund)	8,000
280	Library Books (use Trust Fund/other)	<u>16,438</u>
281		130,475

282 If PD remains vacant/Lt remains deployed:

DRAFT

283	50% of vacant patrol positions	70,000
284	Unused 3 quarters of Health insurances	38,000
285	Lt. 3 quarters	<u>69,633</u>
286		177,633

287 J. Guzofski asked if input was received from the department heads. TA Irvine said the department heads  
288 felt they presented to the Board what they needed. He added that we can change how we do business,  
289 except in the emergency response areas. The PW Foreman had suggested closing the transfer station on  
290 Sundays, and he can then use those three employees on Thursdays to prepare the cans for being pulled  
291 out. There will be no savings in payroll, but it would free up the Highway employees to work on roads  
292 and be a more effective use of personnel. He also suggested pulling the cans one less time per week. This  
293 would save on hauling fees. TA Irvine said if the gravel at the recreation fields can be used for shoulder  
294 work if could save some money in the RFP for 2024 road work. He can rework the RFP to state the town  
295 would supply the gravel for shoulder work and it could save around \$30,000 in the total project costs,  
296 which would leave more of the highway block grant funds for other highway work rather than all paving.  
297 There was further discussion around the actual expenses so far and how that will track through the end  
298 of the year.

299

300 At 8:18,

301 **Motion: "To go into a non-public session under RSA 91-A:3 II (a), personnel"**

302 **Motion: T. Colby**

303 **Second: P. Sanderson**

304 **Motion carried by roll call vote 5 to 0.**

305

306

307

308 Minutes respectfully submitted by

309 Cheryl Eastman

310

# **Northwood NH Consent Agenda for April 23, 2024**

## **Payroll Manifest dated April 17, 2024**

Batch #041724 for \$58,657.83

## **Accounts Payable Manifest dated April 17, 2024**

Batch #160 for \$2,500.00

## **Accounts Payable Manifest dated April 24, 2024**

Batch #161 for \$113,355.84

## **Accounts Payable Manifest dated April 24, 2024**

Batch #162 for \$11,108.53

## **Others:**

Intent to Cut – Map 237 Lot 5 – State of NH

Intent to Excavate – Map 117 Lot 25G – Anthony

Current Use – Map 101 Lot 12 – Lincoln

Land Use Change Tax – Map 232 Lot 19 - Hodgdon

Approved by a vote of \_\_\_\_ **Yes**, \_\_\_\_ **No** on April 23, 2024

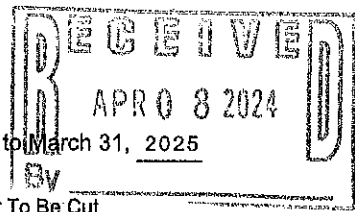
\_\_\_\_\_ Hal Kreider

\_\_\_\_\_ Tim Colby

\_\_\_\_\_ James Guzofski

\_\_\_\_\_ Pamela Sanderson

\_\_\_\_\_ Matt Frye



FORM PA-7

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION NOTICE OF INTENT TO CUT WOOD OR TIMBER

(Assigned by Municipality)

For Tax Year April 1, 2024 to March 31, 2025

YR TOWN OP# 24 - 349 - 02 - T

PLEASE TYPE OR PRINT (If filling in form on-line; use TAB Key to move through fields)

1. Town/City of: NORTHWOOD
2. Tax Map/Block/Lot or USFS Sale Name & Unit No. Map 237 lot 5 State of NH Timber Sale #P1-679

3. Intent Type: Original [X] Supplemental [ ] (Original Intent Number)

4. Name of Access Road: OLD Mountain road

5a. Acreage of Lot: 456 Acreage of Cut: 144

5b. Anticipated Start Date: 09 / 15 / 2024

- 6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Sole Owner) [ ]
b. Owner of Land and Stumpage (Joint Tenants) [ ]
c. Owner of Land and Stumpage (Tenants In Common) [ ]
d. Previous owner retaining deeded timber rights [ ]
e. Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements [X]

REPORT OF CUT / CERTIFICATE TO BE SENT TO:
OWNER [ ] OR LOGGER / FORESTER [X]
BY MAIL [ ] OR E-MAIL [X]

7. I/We hereby accept responsibility for reporting all timber cut within 60 days after the completion of the operation or by May 15, whichever comes first. I/We also assume responsibility for any yield tax which may be assessed. (If a corporation, an officer must sign.)

Attach a signature page for additional owners.

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
HHP, INC (Joseph Carrier, Secretary) 4/4/24

SIGNATURE OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
HHP, INC (Joseph Carrier, Secretary)

PO Box 489
MAILING ADDRESS
Henniker NH 03242
CITY OR TOWN STATE ZIPCODE
triel@hhp-inc.com
E-MAIL ADDRESS
6034283298 HOME PHONE (Enter number without dashes)
6034912685 CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

The Selectmen/Municipal Assessing Officials hereby certify that:
1. All owners of record have signed the Intent;
2. The land is not under the Current Use Unproductive category;
3. The form is complete and accurate; and

4. Any timber tax bond required has been received.
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA immediately after signing.

8. Description of Wood or Timber To Be Cut

Table with 3 columns: Species, Estimated Amount To Be Cut, and Unit (MBF or Tons or Cords). Rows include White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Soft Maple, Beech/Pallet/Tie & Mat Logs/Pine Box, Other (Specify) Mat logs: 5, Pulpwood, Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Biomass Chlps, Miscellaneous, High Grade Spruce/Fir, Cordwood & Fuelwood.

9. Species and Amount of Wood or Timber For Personal Use or Exempt. See exemptions on back of form.

Species N/A Amount: N/A

10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

SIGNATURE OF PERSON RESPONSIBLE FOR CUT DATE
Tim Riel 4/4/24
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
PO Box 489
MAILING ADDRESS
Henniker NH 03242
CITY OR TOWN STATE ZIPCODE
6034912685 triel@hhp-inc.com
PHONE NUMBER E-MAIL ADDRESS

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL DATE

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**NOTICE OF INTENT TO EXCAVATE**  
RSA 72-B

For Tax Year April 1, 24 to March 31, 25

(Assigned by Municipality)

YR TOWN OP#

24 - 349 - 01 - E

PLEASE TYPE or PRINT (If filling in form on-line; use TAB key to move through fields)

- Town/City of: NORTHWOOD
- Tax Map/Block/Lot #: M 117 256
- Name of Access Road: GOLF RD
- Total Acreage of Lot: 9.4
- Date of Permit per RSA 155-E:2: \_\_\_\_\_  
or (Municipal Excavation Permit)
- Date of Report, if required, per RSA 155-E:2, 1 (d): \_\_\_\_\_
- Permit Number per RSA 485-A:17, if any: \_\_\_\_\_  
(Alteration of Terrain Permit)
- Incidental Construction/155-E:2-a Exception: Check if YES
- Total Permitted Area (acres): 45,000 Ft<sup>2</sup>
- Excavation Area (acres) as of April 1: 30,000 Ft<sup>2</sup>
- Reclaimed Area (acres) as of April 1: 12,000 Ft<sup>2</sup>
- Remaining Cubic Yards of Earth to Excavate: 600
- Type of Ownership:
  - Owner of land
  - Previous owner retaining deeded earth excavation rights
  - Owner of earth or earth excavation rights on public lands (Fed., State, Municipal, etc) or, removes earth from public lands or right-of-ways

14. DESCRIPTION OF EARTH TO BE EXCAVATED DURING TAX YEAR

EARTH TYPE	ESTIMATED CUBIC YARDS (CY)
GRAVEL	
SAND	<u>200</u>
LOAM	
STONE PRODUCTS	
OTHER ( )	
TOTAL	

15. CHECK THE BOX THAT DESCRIBES THIS INTENT

- ORIGINAL WITH \$100 FEE (check payable to State of New Hampshire)
- ORIGINAL WITH NO FEE (excavation of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH \$100 FEE (exceeding original estimate of 1,000 cubic yards or less)
- SUPPLEMENTAL WITH NO FEE (fee previously paid with original intent)

16. We hereby assume responsibility for reporting all earth excavated within 30 days of completion or by the end of the tax year, whichever comes first. (If a Corporation, an Officer must sign.)

Steven F Anthony  
PRINT CLEARLY OR TYPE NAME OF OWNER  
[Signature] 4-11-24  
SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

SIGNATURE (in ink) OF OWNER(S) OR OFFICER(S) DATE SIGNED

PRINT SIGNATORY NAME (AND TITLE IF APPLICABLE)

1076 1st NH. Tpk  
MAILING ADDRESS

Northwood NH 03261  
CITY OR TOWN STATE ZIPCODE

E-MAIL ADDRESS

HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

DATE INTENT SENT TO TOWN: 4-11-24

E-MAIL REPORT & CERTIFICATE? YES  NO   
If NO, Report and Certificate will be mailed to the address above.

TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

Amount of Security Required \$ \_\_\_\_\_  
Security Posted (Bond, Certified Check, etc.) \$ \_\_\_\_\_

SIGNATURES OF MUNICIPAL ASSESSING OFFICIALS & DATE

The Municipal Assessing Officials hereby acknowledge receipt of the Notice of Intent to Excavate and certify that:

- All owners of record have signed the Intent;
- If the land is in Current Use, the land use change tax shall be assessed on the non-qualifying land;
- The form is complete; and
- Any bond required under RSA 72-B:5 has been received.
- The Tax Collector shall be notified within 30 days of signing the Intent pursuant to RSA 72-B:8

SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE
SIGNATURE OF MUNICIPAL ASSESSING OFFICIAL	DATE

FOR DRA USE ONLY

SIGNED ORIGINAL COPY - RETAINED BY CITY/TOWN

SIGNED COPY TO - OWNER, RETURNED BY MUNICIPAL ASSESSING OFFICIALS

SIGNED COPY TO - DEPT. OF REVENUE, MUNICIPAL & PROPERTY DIVISION

<b>FORM</b>
<b>A-10</b>

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**APPLICATION FOR CURRENT USE ASSESSMENT**

**STEP 1 - PROPERTY OWNER(S)**

**TAX YEAR APPLIED FOR: April 1,** \_\_\_\_\_

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME <b>LINCOLN '02 REV TRUST SD</b>	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME <b>LINCOLN</b>	FIRST NAME/CORPORATION/TRUST NAME <b>SUSAN</b>	INITIAL <b>D</b>
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS <b>516 JENNESS POND RD.</b>		
MUNICIPALITY <b>NORTHWOOD</b>		STATE <b>NH</b>	ZIP CODE <b>03261</b>

**STEP 2 - PROPERTY LOCATION**

PLEASE TYPE OR PRINT	(a) ACCESSIBLE STREET LOCATION <b>516 JENNESS POND RD</b>		MUNICIPALITY <b>NORTHWOOD</b>		COUNTY <b>ROCKINGHAM</b>	
	(b) TOTAL ACRES/PARCEL/TRACT <b>18.31</b>		# ACRES ALREADY IN CU <b>0</b>		# ACRES TO BE ENROLLED IN CU <b>17.31</b>	
	TOTAL REMAINING ACRES NOT IN CU <b>1.33</b>					
	(c) TAX MAP AND LOT #		TAX MAP AND LOT #		TAX MAP AND LOT #	
	<b>00010</b>	<b>000012</b>				
	# IN CU	# NOT IN CU	# IN CU	# NOT IN CU	# IN CU	# NOT IN CU
DEED BOOK AND PAGE #		DEED BOOK AND PAGE #		DEED BOOK AND PAGE #		

NOTE: Lots must be contiguous. Noncontiguous lots must be submitted on a separate application.

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

(a) Required map attached for the parcel/tract identifying acres in CU and not in CU	<input type="checkbox"/>
(b) Required "County Registry of Deeds Recording and Filing Fee" enclosed with form	<input type="checkbox"/>
(c) Has a Soil Potential Index (SPI) percentage been provided for Farm Land	<input type="checkbox"/> Yes <input type="checkbox"/> No
(d) Has "Documentation of Stewardship" been provided for Forest Land	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, type of documentation: _____	



FORM
A-10

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
**APPLICATION FOR CURRENT USE ASSESSMENT**

(continued)

**STEP 4 - SUMMARY OF LAND TO BE ENROLLED IN CURRENT USE (CU)**

CURRENT USE CLASSIFICATION	# ACRES	20% RECREATIONAL ADJUSTMENT*	
		Yes	No
FARM LAND	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FOREST LAND: WHITE PINE	<del>1.4</del>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HARDWOOD		<input type="checkbox"/>	<input type="checkbox"/>
ALL OTHER	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FOREST LAND WITH DOCUMENTED STEWARDSHIP:			
WHITE PINE		<input type="checkbox"/>	<input type="checkbox"/>
HARDWOOD		<input type="checkbox"/>	<input type="checkbox"/>
ALL OTHER		<input type="checkbox"/>	<input type="checkbox"/>
UNPRODUCTIVE LAND		<input type="checkbox"/>	<input type="checkbox"/>
WETLAND	9	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\*To be eligible for the 20% recreation adjustment, land must be open to the public for skiing, snowshoeing, fishing, hunting, hiking and nature observation at no charge. See RSA 79-A:4, II for further information.

**STEP 5 - SIGNATURE OF ALL PROPERTY OWNERS OF RECORD**

I/We certify that the land indicated above qualifies for current use assessment under the New Hampshire Statute RSA 79-A and Administrative Rules Cub 300, and that all requirements will continue to be met.

I/We do firmly understand that by enrolling land under current use assessment that a contingent lien is created on the tract or parcel and should the use of the above described land be changed to a non-qualifying use, that the owner of record at the time of the change in use is liable for the land use change tax.

This form must be signed by all owners of record or agent with Power of Attorney. Submit a copy of the Power of Attorney form, if applicable.

TYPE OR PRINT NAME (in black or dark blue ink) Susan D. Lincoln	SIGNATURE (in black or dark blue ink) <i>[Signature]</i>	DATE 4/5/24
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE
TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE (in black or dark blue ink)	DATE

<b>FORM</b>
<b>A-10</b>

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
APPLICATION FOR CURRENT USE ASSESSMENT**

(continued)

**STEP 6 - APPROVAL/DENIAL BY MUNICIPAL ASSESSING OFFICIALS**

<input checked="" type="checkbox"/> <b>APPROVED</b>	<input type="checkbox"/> <b>DENIED</b>	<b>Reason for denial of application:</b>

**STEP 7 - 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
TYPE OR PRINT NAME (In black or dark blue ink)	SIGNATURE (In black or dark blue ink)	DATE
TYPE OR PRINT NAME (In black or dark blue ink)	SIGNATURE (In black or dark blue ink)	DATE
TYPE OR PRINT NAME (In black or dark blue ink)	SIGNATURE (In black or dark blue ink)	DATE
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: 232-19

Owner: Hodgson

Acres Disqualified: 2

Reason for Disqualification: House lot.

## LAND USE CHANGE TAX CALCULATION LOT 232-19

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	0	121,500	1	-	\$121,500
CU PENALTY				X10%	\$12,150.00

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 <b>HODGDON</b>	FIRST NAME/CORPORATION/TRUST NAME <b>BRUCE</b>	INITIAL
	LAST NAME/CORPORATION/TRUST NAME <b>HODGDON</b>	FIRST NAME/CORPORATION/TRUST NAME <b>SHERYL</b>	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 <b>PO BOX 323</b>		
MUNICIPALITY <b>NORTHWOOD</b>		STATE <b>NH</b>	ZIP CODE <b>03261</b>

**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 <b>233 ROCHESTER ROAD</b>		MUNICIPALITY <b>Northwood</b>	COUNTY <b>ROCKINGHAM</b>
	(c) TOTAL ACRES OF PARCEL <b>64</b>	PARCEL TAX MAP AND LOT # <b>232</b>	<b>19</b>	DEED BOOK AND PAGE # <b>5154 0297</b>
	(d) CHECK ONE BELOW: <input checked="" type="checkbox"/> PARTIAL RELEASE <input 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	<b>64</b>
(c) Total Number of Acres Previously Released Since The Original Recording	<b>0</b>
(d) Number of Acres Subject to the LUCT Per This Assessment	<b>2</b>
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	<b>0</b>

<b>FORM</b>
<b>A-5</b>

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: <b>HOUSE LOT</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)	<b>04/15/2024</b>
(c) Full and True Market Value at Time of Change in Use	\$ <b>121,500.00</b>
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ <b>12,150.00</b>

**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 <b>HODGDON</b>		FIRST NAME/CORPORATION/TRUST NAME <b>BRUCE</b>	INITIAL
MAILING ADDRESS <b>PO BOX 323</b>			
MUNICIPALITY <b>NORTHWOOD</b>	STATE <b>NH</b>	ZIP CODE <b>03261</b>	
(b) Actual Date of Change in Use (MM/DD/YYYY)		<b>04/15/2024</b>	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ <b>121,500.00</b>	
(e) Land Use Change Tax Due		\$ <b>12,150.00</b>	

FORM
A-5

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

**STEP 7 - CHECKS PAYABLE AND MAILED TO: (COMPLETED BY MUNICIPAL TAX COLLECTOR)**

(a) MAKE CHECKS PAYABLE TO:		
(b) MAIL TO:		
MAILING ADDRESS:		
MUNICIPALITY	STATE	ZIP CODE
(c) MUNICIPAL TAX COLLECTOR PHYSICAL OFFICE LOCATION:		
(d) MUNICIPAL TAX COLLECTOR OFFICE HOURS:		
(e) LAND USE CHANGE EXEMPT FROM RECORDING RSA 79-A:7, I (c): <input type="checkbox"/> Yes <input type="checkbox"/> No		
(f) RECORDING FEE: INCLUDE A SEPARATE CHECK IN THE AMOUNT OF \$ _____		
PAYABLE TO:		
(g) PAYMENT OF THE LAND USE CHANGE TAX IS DUE NO LATER THAN 30 DAYS AFTER MAILING OF THIS BILL. INTEREST, AT THE RATE OF 18% PER ANNUM, SHALL BE DUE IF THE TAX IS NOT PAID ON OR BEFORE: _____		

**STEP 8 - ACKNOWLEDGEMENT OF PAYMENT (COMPLETED BY MUNICIPAL TAX COLLECTOR)**

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE OF MUNICIPAL TAX COLLECTOR (in black or dark blue ink)	DATE OF PAYMENT
--	--	-----------------

<b>FORM</b>
<b>A-5W</b>

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 <b>LAND USE CHANGE TAX</b> in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 12,150.00
(e) Given under our hands at Town of Northwood	
(f) This day of Apr 15, 2024	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY 12,150.00	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS Bruce Hodgdon	
(h) MUNICIPAL TAX MAP 232	LOT NUMBER 19

**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 ADMINISTRATOR'S REPORT

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

**DATE:** April 23<sup>rd</sup>, 2024

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In addition to reviewing and approving multiple payroll and AP runs per the bi-weekly schedule the past 2 weeks have been busy on a number of fronts that have distracted from the usual administrative duties of the office.

**Transfer Station:** As mentioned in my weekly report, we had to deal with an oil spill at the Transfer Station at the end of last week after waste oil was inappropriately disposed of in the scrap metal container, requiring us to contact DES and contract with Clean Harbors for a very expensive response to a needless incident, as the Transfer Station accepts waste oil at no cost to residents. Fortunately, DPW Foreman Brown arrived at the facility shortly after the scrap metal vendor had left with the container and noticed oil flowing across the ground. He called the Fire Department for an oil spill and created a coffer dam to contain the spill. Northwood FD arrived and assisted in containing the ponding and reinforcing of the coffer dam. The vendor for scrap metal was contacted, who confirmed the container was the source and that they had already addressed a small spill at their facility. The quick actions by Chris and Northwood FD mitigated the situation and prevented an even more costly cleanup. Unfortunately, we have been informed by Primex that pollution cleanup is not a covered event and so the entire cost will have to be borne by the Town.

**Fire Department Vehicles:** We have been informed that the “new to us” fire truck should be ready for delivery mid to late May, and the Department is continuing to source a transportation vendor. The remount of the Ambulance box continues and the chassis from the old Ambulance is now stripped and will be returned to begin the conversion to the Forestry vehicle.

**Promotions:** Over the past few months, I have seen instances of outside agencies having their events promoted on different Town platforms. Despite being events that no one could find objectionable, this type of cross promotion opens the door to a “do for one do for all” scenario. Accordingly, I stressed at the recent Dept Head meeting that only events organized by the Town as an entity are to be promoted via our communications platforms and an updated policy that encompasses social media and digital communications will be forthcoming.

Subsequent meetings of the Selectboard are scheduled for:  
May 14<sup>th</sup> & 28<sup>th</sup> (being the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month).



Actual and Estimated Health Insurance Costs - 2024 - using NHR rates

Total costs with switching to NHR rates through year end = 344,218.21

EE #	Plan Type	Jan - Jun Monthly Rate	Medical Coverage						Jul - Dec Monthly Rates	Annual 2024												
			Actual Expenses Jan	Actual Expenses Feb	Actual Expenses Mar	Actual Expenses Apr	Estimated Expenses May	Estimated Expenses June														
[REDACTED]	Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,483.28	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	26,030.59	
	Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,483.28	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	26,030.59
	2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,839.46	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	19,281.89	
	2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,839.46	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	19,281.89
	Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,483.28	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	26,030.59
	2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,839.46	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	19,281.89
	Single	865.63	779.07	779.07	779.07	779.07	779.07	919.73	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	9,640.94
	Family	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,483.28	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	2,234.95	21,823.63
	Single	865.63	779.07	779.07	779.07	779.07	779.07	919.73	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	9,640.94
	Single	865.63	0.00	0.00	0.00	0.00	0.00	919.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Single	865.63	779.07	779.07	779.07	779.07	779.07	919.73	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	9,640.94
	Single	865.63	779.07	779.07	779.07	779.07	779.07	919.73	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	827.76	9,640.94
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,839.46	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	19,281.89	
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,839.46	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	1,655.51	19,281.89	
31,076.11		25,085.95	22,982.47	25,085.95	25,085.95	25,085.95	25,085.95	33,018.37	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	26,653.82	308,335.18	

EE #	Plan Type	Jan - Jun 2024			Jul - Dec 2024		
		Monthly Rate	6 month total	Town Cost	Monthly Rate	6 month total	Town Cost
Jan - Jun Rates	Buy	455.26	2,731.56	2,731.56	2,900.17	2,900.17	5,631.73
	Buy	432.81	2,596.86	2,596.86	2,759.25	2,759.25	5,356.11
	Buy	455.26	2,731.56	2,731.56	2,900.17	2,900.17	5,631.73
Jul - Dec Rates	Buy	455.26	2,731.56	2,731.56	2,900.17	2,900.17	5,631.73
	Buy	455.26	2,731.56	2,731.56	2,900.17	2,900.17	5,631.73
	Buy	455.26	2,731.56	2,731.56	2,900.17	2,900.17	5,631.73
TOTAL ANNUAL BUY-OUT = 27,883.03							
Single plan = 865.63/mo X 12 months = 10,387.56 X 50% = 5,193.78 / 26 pay periods = \$199.76 buy out per pay period health insurance only. Single plan = 44.86/mo X 12 months = 538.56 X 50% = 269.28 / 26 pay periods = \$10.36 buy out per pay period dental insurance only. Single plan = 910.51/mo X 12 months = 10,926.12 X 50% = 5,463.06 / 26 pay periods = \$210.12 buy out per pay period for health and dental insurances. Single plan = 919.73/mo X 12 months = 5,518.88 / 26 pay periods = \$212.26 buy out per pay period health insurance only. Single plan = 46.99/mo X 12 months = 563.88 X 50% = 281.94 / 26 pay periods = \$10.84 buy out per pay period dental insurance only. Single plan = 966.72/mo X 12 months = 11,600.64 X 50% = 5,800.32 / 26 pay periods = \$223.09 buy out per pay period for health and dental insurances.							

Health Reimbursement Account (HRA)

EE # \_\_\_\_\_ Maximum Annual Amount per Person 2024 \_\_\_\_\_

40 EE's and Dependents enrolled in health insurance. Estimated 40% usage of the reimbursement = 500 20,000.00 Cost 8,000.00

TOTAL ANNUAL HRA COSTS = 8,000.00

Actual and Estimated Health Insurance Costs - 2024 - using Health Trust rates

Total costs of staying with Health Trust rates through year end = 357,870.25

EE #	Plan Type	Medical Coverage														
		Jan - Jun		Actual		Actual		Actual		Estimated		Estimated				
		Monthly Rate	Expenses Jan	Expenses Feb	Expenses Mar	Expenses Apr	Expenses May	Expenses June	Estimated Expenses July	Estimated Expenses Aug	Estimated Expenses Sep	Estimated Expenses Oct	Estimated Expenses Nov	Estimated Expenses Dec	Estimated Total Expenses	
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	20,062.51
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	20,062.51
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	20,062.51
Single	865.63	779.07	779.07	779.07	779.07	779.07	779.07	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
Family	2,337.20	0.00	0.00	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	22,877.44
Single	865.63	779.07	779.07	779.07	779.07	779.07	779.07	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
Single	865.63	0.00	0.00	0.00	0.00	0.00	0.00	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
Single	865.63	0.00	0.00	0.00	0.00	0.00	0.00	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
Single	865.63	779.07	779.07	779.07	779.07	779.07	779.07	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	20,062.51
Fam	2,337.20	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,103.48	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	2,410.59	27,084.40
Single	865.63	779.07	779.07	779.07	779.07	779.07	779.07	892.81	892.81	892.81	892.81	892.81	892.81	892.81	892.81	10,031.26
2 Per	1,731.26	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,558.13	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	1,785.62	20,062.51
	31,076.11	25,085.95	22,982.47	25,085.95	25,085.95	25,085.95	25,085.95	28,748.47	28,748.47	28,748.47	28,748.47	28,748.47	28,748.47	28,748.47	28,748.47	320,903.03

Buy-Out Option

Jan - Jun 2024      Jul - Dec 2024

EE #	Plan Type	Jan - Jun 2024				Jul - Dec 2024				Annual Cost 2024
		Monthly Rate	6 month total	Town Cost	Monthly Rate	6 month total	Town Cost	Annual Cost		
Buy	455.26	2,731.56	2,731.56	519.50	3,117.00	3,117.00	5,848.56	3,117.00	5,848.56	
Buy	432.81	2,596.86	2,596.86	496.02	2,976.12	2,976.12	5,572.98	2,976.12	5,572.98	
Buy	455.26	2,731.56	2,731.56	519.50	3,117.00	3,117.00	5,848.56	3,117.00	5,848.56	
Buy	455.26	2,731.56	2,731.56	519.50	3,117.00	3,117.00	5,848.56	3,117.00	5,848.56	
Buy	455.26	2,731.56	2,731.56	519.50	3,117.00	3,117.00	5,848.56	3,117.00	5,848.56	

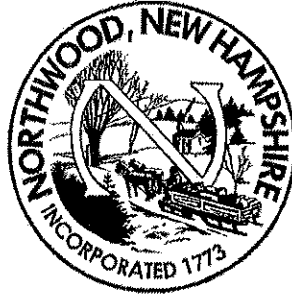
TOTAL ANNUAL BUY-OUT = 28,967.22

Jan - Jun Rates	Single plan = 865.63/mo X 12 months = 10,387.56 X 50% = 5,193.78/ 26 pay periods = \$199.76 buy out per pay period health insurance only.
Single plan = 44.88/mo X 12 months = 538.56 X 50% = 269.28/ 26 pay periods = \$10.36 buy out per pay period health insurance only.	
Single plan = 910.51/mo X 12 months = 10,926.12 X 50% = 5,463.06/ 26 pay periods = \$210.12 buy out per pay period for health and dental insurances.	
Single plan = 992.01/mo X 12 months = 11,904.12 X 50% = 5,952.06/ 26 pay periods = \$228.53 buy out per pay period health insurance only.	
Single plan = 46.99/mo X 12 months = 563.88 X 50% = 281.94/ 26 pay periods = \$10.84 buy out per pay period dental insurance only.	
Single plan = 1,039.00/mo X 12 months = 12,468.00 X 50% = 6,234.00/ 26 pay periods = \$239.77 buy out per pay period for health and dental insurances.	

Health Reimbursement Account (HRA)

EE #	Maximum Amount per Person	Annual 2024 Cost
40 EE's and Dependents enrolled in health insurance.	500	20,000.00
Estimated 40% usage of the reimbursement =		8,000.00

TOTAL ANNUAL HRA COSTS = 8,000.00



## **PUBLIC HEARING NOTICE**

Upon petition, pursuant to RSA 52:1 the Northwood Selectboard will hold a public hearing,

**Tuesday May 07<sup>th</sup>, 2024, at 6:00pm  
at the Northwood Town Hall**

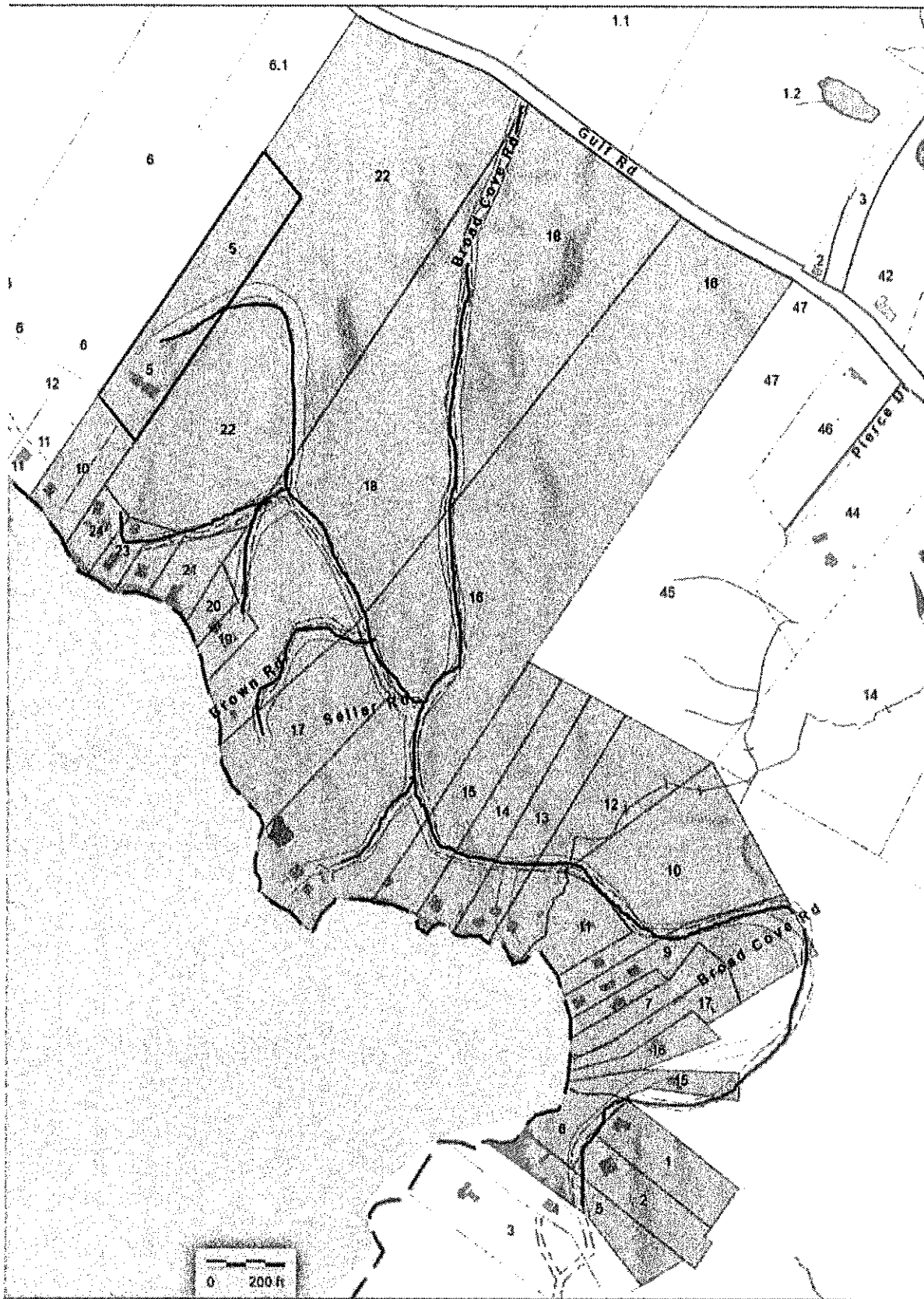
to gather testimony, information and public input concerning the following:

To create a Village District in accordance with RSA 52:1 (m) encompassing the properties accessed by Broad Cove Road, Sellar Road and Brown Road as indicated in the attached list and map.

Northwood Select Board  
Posted: April 18, 2024

Parcel Number	Property Address
000118000005000000	65 SELLAR RD
000118000010000000	76 SELLAR RD
000119000001000000	109 BROAD COVE RD
000119000002000000	111 BROAD COVE RD
000119000005000000	123 WILLOW LN
000119000006000000	BROAD COVE RD
000119000007000000	104 BROAD COVE RD
000119000008000000	102 BROAD COVE RD
000119000009000000	100 BROAD COVE RD
000119000010000000	98 BROAD COVE RD
000119000011000000	96 BROAD COVE RD
000119000012000000	94 BROAD COVE RD
000119000013000000	90 BROAD COVE RD
000119000014000000	84 BROAD COVE RD
000119000015000000	80 BROAD COVE RD
000119000016000000	11 BECKER LN
000119000017000000	20 SANBORN RD
000119000018000000	18 SANBORN RD
000119000019000000	14 BURKE RD
000119000020000000	12 BURKE RD
000119000021000000	13 BROWN RD
000119000022000000	15 BROWN RD
000119000023000000	16,21 BROWN RD
000119000024000000	18 BROWN RD
000120000015000000	107 BROAD COVE RD
000120000016000000	110 BROAD COVE RD
000120000017000000	108 BROAD COVE RD





Chesley Memorial Library

8 Mountain Ave, Northwood, NH 03261

Phone: (603) 942-5472

Fax: (603) 942-5132

Northwood Board of Selectmen

818 First NH Turnpike


Northwood, NH 03261

April 12, 2024

Dear Board of Selectmen:

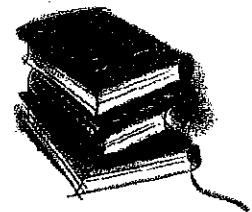
The Chesley Memorial Library Board of Trustees would like to request that Karen Riley be appointed to the position of alternate library trustee for one year. Thank you for your consideration!

Sincerely,



Betty Smith,

Library Trustee Chair



Chesley Memorial Library

8 Mountain Ave, Northwood, NH 03261

Phone: (603) 942-5472

Fax: (603) 942-5132

Northwood Board of Selectmen

818 First NH Turnpike

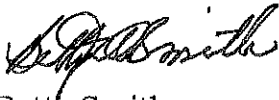
Northwood, NH 03261

April 12, 2024

Dear Board of Selectmen:

The Chesley Memorial Library Board of Trustees would like to request that Patricia Savage be appointed to the position of alternate library trustee for one year. Thank you for your consideration!

Sincerely,



Betty Smith,

Library Trustee Chair





STATE OF NEW HAMPSHIRE  
DEPARTMENT of NATURAL and CULTURAL RESOURCES  
DIVISION of FORESTS and LANDS  
172 Pembroke Road Concord, New Hampshire 03301

TEL: 603-271-2214  
FAX: 603-271-6488

SARAH L. STEWART  
Commissioner

PATRICK D. HACKLEY  
Director

To: Town Selectmen and Wardens  
CC: Forest Rangers  
From: Steven Sherman, Chief, NH Forest Protection Bureau  
Subject: **2025 Forest Fire Warden/Deputy Reappointment Forms**

Enclosed please find the forms to recommend your Town Forest Fire Warden, Deputy Wardens and Issuing Agents for reappointment to their respective positions.

Please notice under the reappoint column you need to only write NO if you are removing an individual. There is also a new column for Wardens to certify that individuals have participated in training in the last 3 years. Please check the box if the individual has taken wildland fire training (including law updates) locally or at a Forest Protection Bureau training.

For the appointment of a new Warden, Deputy Warden or Issuing Agent, please attach the appropriate completed forms, which are located in the Warden's Manual, or available on our website at <https://www.nh.gov/nhdfi/community/fire-warden-information/warden-forms-and-information.htm>

If your town has Federal Excess Personal Property (FEPP) thru the Division of Forests and Lands, enclosed is your renewal agreement. Please sign and return with your appointment paperwork. If you have any questions or concerns regarding the reappointment of these individuals, please contact your Forest Ranger through the Concord Office at 603-271-2214.

Once you have completed the attached form and any new appointment forms, please have the Board of Selectmen sign and return to us the documentation confirming their support of the Warden's recommendations.

**All Documents must be signed by the Warden and Selectmen and returned to the Division  
No Later Than June 1<sup>st</sup>, 2024.**

**The documents may be mailed to:  
NH Division of Forests and Lands  
Forest Protection Bureau  
172 Pembroke RD  
Concord NH 03301**

Thank you for your ongoing support and partnership with our agency to prevent, detect and suppress wildfires in your community. If you have questions, or we can assist you in anyway, please do not hesitate to contact us.

Enc: Reappointment Forms



# 2025 Reappointment

District: 24

Location Northwood

Title	LName	FName	Addr	City	Can Issue Permit	Can issue Notice	Home#	Bus#	Email	Check box if Participated in Training per Res 5605	Write NO below if individual will not be reappointed
Deputy Warden	Bailey	Stephen A	148 Calamourt Rd	Northwood	Yes	No	603-942-8595			<input checked="" type="checkbox"/>	
Deputy Warden	Bane	Vincent	PO Box 243	Northwood	Yes	No	603-942-9218	603-942-5026		<input type="checkbox"/>	UB
Deputy Warden	Bassett	Fred	41 Old Barnstead Rd	Northwood	Yes	No	603-942-5026			<input type="checkbox"/>	UB
Deputy Warden	Bilodeau	Richard R	PO Box 202	Suncook	Y	N	603-485-8076		rbilodeau@bownh.gov	<input type="checkbox"/>	UB
Deputy Warden	Brown	Christopher E.	80 Old Pittsfield Rd	Northwood	Yes	No	603-953-4636	603-942-8104	cn71brown@gmail.com	<input checked="" type="checkbox"/>	
Deputy Warden	Leblanc	Greg	297 Blakes Hill Rd	Northwood	Yes	No	603-942-5203			<input checked="" type="checkbox"/>	
Deputy Warden	Mainheft	Jesse	PO Box 384	Northwood	Yes	Yes	603-831-9270	603-831-9270	jesse.mainheft@gmail.com	<input type="checkbox"/>	UB

Location Northwood

Title	LName	FName	Addr	City	Can Issue Permit	Can issue Notice	Home#	Bus#	Email	Check box if Participated in Training per Res 5605	Write NO below if individual will not be reappointed
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Deputy Warden	Severance	Scott	13 Bow Lake Rd	Northwood	Yes	No	603-942-5455	603-942-9103			<input type="checkbox"/>	no
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Deputy Warden	West Jr	Robert S.	499 First NH Turnpike	Northwood	Yes	No	603-817-4797	603-942-9103	robwest10@yahoo.com		<input type="checkbox"/>	no
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Issuing Agent	Antoine	Richard	34 Eastfield Loop	Northwood	Yes	No	603-396-0011				<input type="checkbox"/>	no
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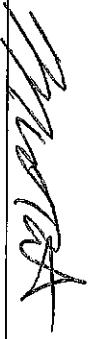
Issuing Agent	Barnhart	Mariana	50 Temperance Hill Drive	Northwood	Yes	No	603-502-5248				<input type="checkbox"/>	no
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Issuing Agent	Bataran	Kevin	2 Masten Drive	Northwood	Yes	No	575-517-0429	603-942-9103			<input checked="" type="checkbox"/>	
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Issuing Agent	Morales	Daryl	37 Wakefield St	Rochester	Y	Y	603-608-7321	603-942-9103	daryl.morales@rochesternh.gov		<input type="checkbox"/>	no
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Issuing Agent	Schaub	Adam	17 Meadow Lane	Meredith	Yes	No	603-254-9910		ASRracing14@yahoo.com		<input checked="" type="checkbox"/>	
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Warden	Tetreault	Mark W	85 Main St	Northwood	Y	Y	603-942-9103		mtetreault@northwoodnh.org		<input checked="" type="checkbox"/>	
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\_\_\_\_\_  
Forest Fire Warden Approval  
Date 4/20/24

DISCLAIMER STATEMENT: Warden Signature indicates that the Job description has been read and discussed with me.

\_\_\_\_\_  
Forest Ranger Approval  
Date \_\_\_\_\_

The Selectmen/Mayor/Town/City Manager recommends the above named persons:

\_\_\_\_\_  
Chairman, Mayor, Town/City Manager  
Date \_\_\_\_\_

\_\_\_\_\_  
Selectman  
Date \_\_\_\_\_

\_\_\_\_\_  
Selectman  
Date \_\_\_\_\_

\_\_\_\_\_  
Director  
Date \_\_\_\_\_

Mail Documents back to:  
Forests and Lands  
172 Pembroke Rd  
Concord NH 03301

**RSA 227-L:7 Forest Fire Warden Appointment**

- I. The selectmen of towns and the mayors of cities shall, and other citizens may, recommend to the director the names of such persons as may in their estimation be fit to fill the offices of forest fire warden and deputy forest fire warden in their respective towns and cities.
- II. After investigation the director shall appoint from the persons so recommended no more than once competent person in each town or city to be the forest fire warden for the town or city, and such deputy forest fire wardens as the director deems necessary. In such towns or cities where the fire chief is not the appointed town or city forest fire warden, the fire chief shall be appointed as a deputy forest fire warden. The director may appoint a forest fire warden or deputy forest fire warden for 2 or more towns or parts of towns.

State of New Hampshire  
 Department of Natural and Cultural Resources  
 Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

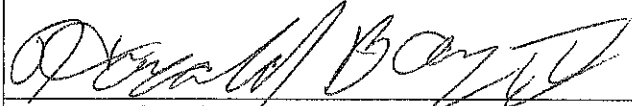
**DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM**

Date 11/18/23 Town North Wood District \_\_\_\_\_

**CANDIDATE INFORMATION**

Name Harold B Aron  
 Mailing Address 3 Beaver Pond Dr Barnstead NH 03225  
 E-mail Address haron@voltee72@yahoo.com  
 Home Phone (603) 219-8318 Cell Phone ( ) -  
 Work Phone ( ) - Date of Birth May 13 1978

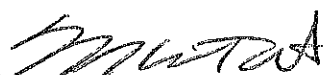
*By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands*

  
 Candidate Signature \_\_\_\_\_ Date 11/18/23

**MUNICIPALITY RECOMMENDATION**

*By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands*

Candidate Authorized to Issue: Fire Permits  Official Warnings

  
 Forest Fire Warden Signature \_\_\_\_\_ Date 11/18/23

Chairperson, Mayor, Town/City Manager Signature \_\_\_\_\_ Date  / /

Selectman Signature \_\_\_\_\_ Date  / /

Selectman Signature \_\_\_\_\_ Date  / /

DELETE PREVIOUS APPOINTMENT OF \_\_\_\_\_

**DIVISION APPROVAL**

Forest Ranger Signature \_\_\_\_\_ Date  / /

Director, NH Division of Forests and Lands Signature \_\_\_\_\_ Date  / /

State of New Hampshire  
 Department of Natural and Cultural Resources  
 Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

**DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM**

Date ~~11/17/2023~~ Town NORTHWOOD District

04/17/24 **CANDIDATE INFORMATION**

Name SEAN MATTHEW MARDEN  
 Mailing Address 22 MASON RD. CHECHESTER, NH 03258  
 E-mail Address s.marden.4371@gmail.com  
 Home Phone (603) 738-1566 Cell Phone (603) 738-1566  
 Work Phone (603) 942-9103 Date of Birth 10 / 15 / 2000

*By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands*

Sean Marden 04/17/24  
~~11/17/2023~~  
 Candidate Signature Date

**MUNICIPALITY RECOMMENDATION**

*By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands*

Candidate Authorized to Issue: Fire Permits  Official Warnings

M. W. T. A. 4 / 20 / 24

Forest Fire Warden Signature Date

Chairperson, Mayor, Town/City Manager Signature / /

Selectman Signature / /

Selectman Signature / /

Selectman Signature Date

Selectman Signature Date

DELETE PREVIOUS APPOINTMENT OF

**DIVISION APPROVAL**

Forest Ranger Signature / /

Forest Ranger Signature Date

Director, NH Division of Forests and Lands Signature / /

Director, NH Division of Forests and Lands Signature Date

State of New Hampshire  
 Department of Natural and Cultural Resources  
 Division of Forests and Lands  
**FOREST PROTECTION BUREAU**

**DEPUTY FOREST FIRE WARDEN APPOINTMENT FORM**

Date	4/20/24	Town	Northwood	District	
------	---------	------	-----------	----------	--

**CANDIDATE INFORMATION**

Name	Adam Schaub				
Mailing Address	17 Meadow Ln. Meredith NH.				
E-mail Address	A.schaub@northwoodnh.org				
Home Phone	( ) -	Cell Phone	(603) 254-9110		
Work Phone	(603) 942-9103	Date of Birth	/ /		

*By signing below, I understand and agree to being recommended for appointment to the position of Deputy Forest Fire Warden, and furthermore, that any vehicle plate, ID card and/or other equipment issued to me by the state of New Hampshire is the property of the state of New Hampshire and will be returned at the conclusion of my appointment, as determined by the Director of the Division of Forests & Lands*

 Candidate Signature	4/20/24 Date
--	-----------------

**MUNICIPALITY RECOMMENDATION**

*By signing below, the Forest Fire Warden, Selectmen/Mayor/Town/City/Manager recommend the above named person for appointment by the Director of the Division of Forests and Lands*

**Candidate Authorized to Issue:**      **Fire Permits**       **Official Warnings**

 Forest Fire Warden Signature	4/20/24 Date
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Chairperson, Mayor, Town/City Manager Signature	/ / Date
---	-------------

Selectman Signature	/ / Date
---------------------	-------------

Selectman Signature	/ / Date
---------------------	-------------

DELETE PREVIOUS APPOINTMENT OF	
--------------------------------	--

**DIVISION APPROVAL**

Forest Ranger Signature	/ / Date
-------------------------	-------------

Director, NH Division of Forests and Lands Signature	/ / Date
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## Neil Irvine

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**From:** Janice Coffill <jcoffill2@hotmail.com>  
**Sent:** Wednesday, April 17, 2024 8:29 AM  
**To:** Neil Irvine; Scott Blewitt; matt.frye  
**Subject:** Playground Mulch

Good morning,

Friends of Northwood Recreation would like to arrange delivery of playground mulch (40 yards) through D.L. Docko which is a local company. Please confirm that this is approved and advise where you would like the delivery dropped.

Thank you,

Janice Coffill  
Friends of Northwood Recreation  
T. 603-738-9543

Get [Outlook for iOS](#)

# TOWN OFFICIALS AS OF April 12, 2024

## ELECTED TOWN OFFICIALS

Moderator

Keith McGuigan Term Expires March 2026

Town Clerk/Tax Collector

Marisa Russo Term Expires March 2027

Town Treasurer

Sandra Priolo Term Expires March 2026

## ELECTED BOARDS & COMMITTEES

### **Board of Selectmen**

Hal Kreider, Chairman	Term Expires March 2025
Timothy Colby, Vice Chairman	Term Expires March 2026
James Guzofski	Term Expires March 2026
Pamela Sanderson	Term Expires March 2025
Matt Frye	Term Expires March 2027

### **Budget Committee**

Virginia Dole, Chair	Term Expires March 2027
Tom Chase, Vice Chairman	Term Expires March 2027
Keith McGuigan	Term Expires March 2025
Michael Moore	Term Expires March 2026
Betty Smith	Term Expires March 2026
Norm Royce	Term Expires March 2026
Paul Tudor	Term Expires March 2026
Daniel McNally	Term Expires March 2027
David Copeland	Term Expires March 2027
Mike Magoon	Term Expires March 2025
Vacant	Term Expires March 2025 – wtg bd
Betsy Colburn	Term Expires March 2025

Pam Sanderson, Selectmen Representative

Matt Frye, Alternate Selectmen Representative

Brian Winslow, School Board Representative

Robert Young, Water District Representative

Michael Jobin, Cove Village Representative

Eric Buckland, Gulf Village District

Lisa Fellows-Weaver, Land Use Supervisor

### **Cemetery Trustees**

Stephen Bailey, Chairman	Term Expires March 2026
Taryn Bassett	Term Expires March 2025
John Schlang	Term Expires March 2027
Chris Brown	Term Expires March 2026
Charlie Pease	Term Expires March 2025



# TOWN OFFICIALS AS OF April 19, 2024

## ELECTED TOWN OFFICIALS

Moderator

Keith McGuigan Term Expires March 2026

Town Clerk/Tax Collector

Marisa Russo Term Expires March 2027

Town Treasurer

Sandra Priolo Term Expires March 2026

## ELECTED BOARDS & COMMITTEES

### **Board of Selectmen**

Hal Kreider, Chairman	Term Expires March 2025
Timothy Colby, Vice Chairman	Term Expires March 2026
James Guzofski	Term Expires March 2026
Pamela Sanderson	Term Expires March 2025
Matt Frye	Term Expires March 2027

### **Budget Committee**

Virginia Dole, Chair	Term Expires March 2027
Tom Chase, Vice Chairman	Term Expires March 2027
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Betty Smith	Term Expires March 2026
Norm Royce	Term Expires March 2026
Paul Tudor	Term Expires March 2026
Daniel McNally	Term Expires March 2027
David Copeland	Term Expires March 2027
Mike Magoon	Term Expires March 2025
Vacant	Term Expires March 2025
Betsy Colburn	Term Expires March 2025

Pam Sanderson, Selectmen Representative

Matt Frye, Alternate Selectmen Representative

Brian Winslow, School Board Representative

Robert Young, Water District Representative

Michael Jobin, Cove Village Representative

Eric Buckland, Gulf Village District

Lisa Fellows-Weaver, Land Use Supervisor

### **Cemetery Trustees**

Stephen Bailey, Chairman	Term Expires March 2026
Taryn Bassett	Term Expires March 2025
John Schlang	Term Expires March 2027
Chris Brown	Term Expires March 2026
Charlie Pease	Term Expires March 2025

## TOWN OFFICIALS AS OF April 19, 2024

### ELECTED BOARDS & COMMITTEES

#### Library Trustees

Betty Smith, Chair	Term Expires March 2027
Janet Story Clark, Secretary	Term Expires March 2025
Pat Vaillancourt, Treasurer	Term Expires March 2026
Patricia Savage, Alternate	Term Expires March 2024 – wtg appointment
Karen Riley, Alternate	Term Expires March 2024 – wtg appointment
Vacant, Alternate	Term Expires March 2024

#### Planning Board

David Copeland, Chairman	Term Expires March 2027
Judi Anthony, Vice-Chair	Term Expires March 2025
Timothy Jandebour	Term Expires March 2026
Karen Robinson	Term Expires March 2026
Jacques Phanuef	Term Expires March 2027
Patrick Wykoff	Term Expires March 2026
Robert Strobel, Alternate	Term Expires March 2027
Vacant, Alternate	Term Expires March 2026
Vacant, Alternate	Term Expires March 2027
Vacant, Alternate	Term Expires March 2027
Vacant, Alternate	Term Expires March 2027
Hal Kreider, Selectmen Representative	
Lisa Murphy, Planner	
Lisa Fellows-Weaver, Land Use Supervisor	

#### Police Commission

John Schlang, Chairman	Term Expires March 2026
Justin Miller	Term Expires March 2025
Scott Bryer	Term Expires March 2027
Jim Guzofski, Selectmen Representative	
Linda Smith, Police Commission Administrator	

#### Supervisors of Checklist

Betty Smith	Term Expires March 2030
Ginger Dole	Term Expires March 2028
Thomas Chase	Term Expires March 2026

#### Trustees of Trust Funds

Betsy Colburn, Chair	Term Expires March 2025
Ted Wilkinson, Vice Chair	Term Expires March 2026
David Brown	Term Expires March 2027

## TOWN OFFICIALS AS OF April 19, 2024

### APPOINTED BOARDS & COMMITTEES

#### **Zoning Board of Adjustment**

Pamela Sanderson, Chair	Term Expires March 2027
Betsy Colburn	Term Expires March 2026
Stephen Kasanovich	Term Expires March 2025
Robin Guzofski	Term Expires March 2027
Mary Elen Brown	Term Expires March 2026
Vacant, Alternate	Term Expires March 2025
Vacant, Alternate	Term Expires March 2027
Vacant, Alternate	Term Expires March 2027
Pamela Sanderson, Selectmen Representative	
Lisa Fellows-Weaver, Land Use Supervisor	

#### **Conservation Commission**

Grace Levergood, Chair	Term Expires March 2025
Wini Young, Vice Chair	Term Expires March 2026
Thomas Chase	Term Expires March 2025
Steven Hampl	Term Expires March 2024 wtg Oath
Grace Mattern	Term Expires March 2026
Mike Romano	Term Expires March 2025
Vacant	Term Expires March 2025
Priscilla Merrill, Alternate	Term Expires March 2026
Susan Romano, Alternate	Term Expires March 2025
Vacant, Alternate	Term Expires March 2027
Vacant, Selectmen Representative	
Lisa Fellows-Weaver, Land Use Supervisor	

#### **Recreation Commission**

Matthew Frye, Chair	Term Expires March 2025
Tim "TJ" Terriault, Vice Chair	Term Expires March 2026
Ben Winsor	Term Expires March 2026
Michael LeBlanc	Term Expires March 2026
Andrea Kraus	Term Expires March 2026
Taryn Bassett	Term Expires March 2027
Vacant	
Matthew Frye, Selectmen Representative	

## Neil Irvine

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**From:** Carol Manter  
**Sent:** Friday, April 12, 2024 9:45 AM  
**To:** Neil Irvine  
**Cc:** Lisa Weaver  
**Subject:** CIP Representative from BOS

Neil,  
The CIP needs to re-appoint a BOS Representative.  
Would you please add this to the next BOS Agenda.  
Thanks,  
Carol

Carol Manter  
Municipal Assistant  
Building/Assessing Assistant  
Town of Northwood  
818 First NH Turnpike  
Northwood, NH 03261-3342  
603-942-5586 x2013  
Monday – Thursday 9am to 4pm

Emails sent to and from this address are subject to NH RSA 91-A and may be subject to disclosure to third parties.



## NORTHWOOD ANNUAL TOWN MEETING MINUTES

March 17, 2007

as temporary housing for the teen center until the Community Center was repaired. Ms. Sears asked if it could not be used as a burn project for the fire department, and the response was that they could not do that. By a show of cards, the article was approved.

### TEEN CENTER REPAIRS

**Article 24:** It was moved to table indefinitely to see if the Town of Northwood would raise and appropriate the sum of **forty thousand dollars (\$40,000.00)** to make the necessary repairs and improvements to the Teen Center building, closed by the Board of Selectmen because of over twenty (20) structural, health and fire violations, in order to bring the building up to the present public building codes. This was because this article was a backup in case Article 23 did not get approved. By a voice vote the article was tabled indefinitely.

Mr. Bailey moved to not reconsider Articles 16 through 24. After it was seconded and by a voice vote, the motion was passed.

### MILFOIL CONTROL TREATMENT PROGRAM EXPENDABLE TRUST FUND

**Article 25:** Selectman Bryer moved and Mr. Jones seconded to see if the town would raise and appropriate the sum of **three thousand dollars (\$3,000.00)** to the Milfoil Control Treatment Program Fund by authorizing the transfer of that amount from the unexpended fund balance as of December 31, 2006. With no discussion, and by a voice vote, the article passed.

### CONDUCT OF OFFICIALS

**Article 26:** It was moved and seconded to see if the town was in favor of the adoption of the Northwood Conduct of Officials Ordinance which, if passed would become effective upon passage?

(Complete ordinance is on file at the Northwood Town Offices, posted at the Library, and Post Office)

Ms. Smith moved to amend and Ms. Behm seconded to add the following as Section 1.10.:

“A copy of this ordinance will be provided to all town employees, elected and appointed officials, board, committee and subcommittee members for their review and signature, upon appointment, election or hiring. The Town Clerk will be responsible to distribute the ordinance and retain the signed copies.” With a voice vote, the amendment was approved. With no additional discussion, and by another voice vote, the article passed.

*Original Made  
copy 3/17/2007*

## CONDUCT OF TOWN OFFICIALS

### Chapter 36 CONDUCT OF TOWN OFFICIALS

[History: Adopted by the Annual Town Meeting of the Town 3-17- 2007 as Article 26.]

#### Section 1.1 Conditions for Holding Office

- A. Unless otherwise specified by State law, any person while in Town office convicted of a Class A or B felony in New Hampshire or its equivalent under the law of any other State or Federal law shall forfeit such office.
- B. No full time employee of the Town shall be eligible to serve as a Selectperson, Budget Committee member, Library Trustee, or Police Commissioner.
- C. No department head of the town shall be appointed to a town office, board membership, commission membership, or trusteeship

#### Section 1.2 Conflicts of Interest

- A. Any elected or appointed officer or employee of the town who has a financial interest, direct or indirect, in any planned or existing contract, job, work or service to be performed for the Town or voluntary sale to the Town of any land, materials, supplies, equipment, or other property shall make a full disclosure of such interest to the Board of Selectpersons and Town Administrator prior to the Town's deliberating on any such matter or transaction.
- B. The person so financially interested in such matters or transactions shall not vote or advise on or otherwise participate in the Town's and Board of Selectpersons' consideration of such matter or transaction.

#### Section 1.3 Disqualification from Decision-making Process

- A. No elected or appointed officer or employee of the Town shall take part in a decision concerning the business of the Town in which he/she or a member of his family, directly or indirectly, has a financial interest, aside from his/her salary as such officer or employee, greater than any other citizen or taxpayer.
- B. For the purposes of this Section, the word "family" shall mean an individual's spouse, his and her spouse's lineal ascendants and lineal descendants, and his/her spouse's siblings and their offspring.

## CONDUCT OF TOWN OFFICIALS

### **Section 1.4 Private Use of Town Property and Personnel**

No elected or appointed officer or employee shall devote any Town property or labor while on the town's payroll to private use except as may be provided by authority of the Board of Selectpersons.

### **Section 1.5 Acceptance of Gifts and Gratuities**

No elected or appointed officer or employee of the Town shall solicit or accept any gift or gratuity which could, in any manner, be construed to affect or influence the performance of their official duties.

### **Section 1.6 Disposition of Fee**

No elected or appointed officer or employee of the Town shall collect any fees, salaries, or other payments in connection with his/her official duties for his/her own use, except as provided for by ordinance or state law.

### **Section 1.7 Misuse of Information**

No elected or appointed officer or employee of the Town shall utilize or dispense confidential and/or non-public information gained through said office or employment for his/her or another's personal gain or profit

### **Section 1.8 Prior Conflict of Interest Ordinance**

This code of conduct ordinance supersedes the previous conflict of interest ordinance (Note: Previous ordinance adopted by the Annual Town Meeting of the Town 3-17-1990 as Article 2.)

### **Section 1.9 Grandfather Provision**

Any elected or appointed officer or employee who is in office or employed shall be exempt from this ordinance for a period not to exceed one year from the date of adoption.

### **Section 1.10 Signatures of Elected, Appointees and Employees Required**

A copy of this ordinance will be provided to all town employees, elected and appointed officials, committees and sub-committee members for their review and signature, upon appointment, election or hiring, The Town Clerk will be responsible to distribute the ordinance and return signed copies.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_