



Northwood, NH Board of Selectmen Agenda June 27th, 2023

You may also watch the meeting live on the Town Website at this link:

<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)

ONGOING BUSINESS

- **Approve Minutes
June 13th, 2023**

6:15pm Town Clerk - Dog Warrant

6:30PM Recreation Commission - Follow up Discussion

- **Consent Agenda**

TA Report/Items for Board Action

OLD BUSINESS

Review for Action: Center School Status

Review for Action: Cable TV Franchise Agreement Negotiations Update

NEW BUSINESS

Review for Action: Amendment to Purchasing Policy

Board Task Manager

Board Committee Reports.

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

Nonpublic Session if needed RSA 91-A:311 (a) and (b).

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.**

TITLE III

TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 35-B

PUBLIC RECREATION AND PARKS

Section 35-B:3

35-B:3 Officials and Powers. –

The power conferred by RSA 35-B:1 may be exercised by a recreation or park commission or any other board or commission as authorized by the governing body of the political subdivision and charged with the responsibility of providing leisure-time services within the political subdivisions' jurisdiction. These powers may be divided as directed by the governing body. The commission shall have powers as are necessary to carry out the purpose for which it is created. These powers may include but not be restricted to the power:

I. To acquire, hold and dispose of real and personal property; provided, however, the disposal of any real property shall have prior approval of the appropriate legislative body.

II. To make contracts;

III. To grant concessions;

IV. To make charges for the use of facilities or for participation;

V. To make and enforce rules and regulations governing the use of property, facilities or equipment and the conduct of persons thereon;

I. To contract with any municipal corporation, governmental or private agencies for the conduct of park and recreation programs;

VII. To operate jointly with other governmental units any facilities or property including participation in the acquisition; and

VIII. To hold trust or manage public property useful to the accomplishment of its objectives.

Source. 1979, 185:1, eff. Aug. 5, 1979. 1997, 53:1, 2, eff. July 18, 1997.

Northwood Recreation Commission
May 2, 2023
Northwood School Library

AGENDA

Chairman Frye called the meeting to order at 6:03 PM

Present: Matt Frye, Dave Ruth, Wade Sauls, Justin Miller, Beth Boudreau

Staff Present: Scott Blewitt & Jessy Leblanc

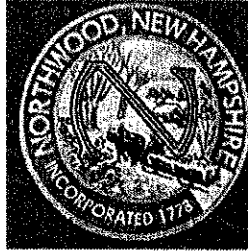
- Approve minutes of 4/18 meeting:
 - Mr. Ruth motioned to approve the minutes as written. Mr. Miller seconded. Motion approved 5-0 with no discussion.
- Election of Officers:
 - Mr. Ruth self-nominated for chair. Mr. Miller seconded. Motion approved 5-0
 - Mr. Ruth nominated Mr. Miller for vice chair. Mr. Frye seconded. Motion passed 4-0-1 with Mr. Miller abstaining.
- Review of Updated Maps
 - John Newman from NH Land Consultants shared updated maps of the recreation facility based on feedback in the prior meeting. The committee requested several further changes including shrinking the rectangular sports field and routing the access road between the playground and the field. Mr. Newman will make another round of revisions and bring updated maps to the committee for review in June.
- Vision of rights and responsibilities to be shared with BOS
 - The following rights and responsibilities are requested of the Board of Selectmen. These requests are made with each item having been discussed and gained a majority of support from the voting members of the committee.
 - Setting the strategic direction of the recreation department. This includes 3-5 year priority areas as well as key performance indicators to measure progress.

- Setting policy for recreation programs and facilities. This is as opposed to recommending policy to the BOS for adoption.
- Advise the BOS on future appointments to the recreation commission. But, the power to appoint will remain with the BOS.
- Advise the town administrator and BOS on the hiring of new recreation directors and assistant directors. This would include a representative on the hiring committee as well as sharing the resumes of all finalists with the commission members.
- Advise the recreation director in the formation of the department budget as well as the CIP.
- Approval of expenditures out of the revolving fund over \$5,000
- Director Updates
 - Food truck festival is planned for this weekend. Everything looks generally ready to go. The electrical meter has been installed, and remaining wiring should be completed before Saturday's event.
 - DPW is aware that there is a lot of brush and multiple broken picnic tables that need to be removed from the rec facility.
 - Soccer numbers look great.
 - Town wide yard sale is planned for June 3.
 - Fishing derby is planned for May 13 at Saddleback Campground
 - June Jam is scheduled for June 24
 - The department desperately needs summer help including field mowing and beach attendants.
- Member Updates
 - Mr. Ruth:

- Confirmed that the Adopt a Spot program is up and running
- Requests more signage at parks
- Requests more picnic tables at parks
 - Mr. Blewitt announced that six new picnic tables had been ordered and received. After the food truck festival, they will be dispersed throughout the town's recreation areas.
- The planters that were created as a CBNA senior project are at the fields and look great.
- What is happening with the baseball/softball field
 - Mr. Blewitt informed the commission that the Epsom softball league will be excavating the softball infield and replacing it with a skinned infield.
- Mr. Miller:
 - Requests monthly financial reports at meetings
 - Hoping that the BOS will provide greater clarity to the role of the recreation commission.
 - It is important to hold onto those who are willing to volunteer their time and energy to the town. The process for joining committees in Northwood feels onerous.
- Mr. Sauls:
 - Please ensure that the water line is 2" pipe to allow for adequate water flow for irrigation.
- Ms. Boudreau:
 - Has been working on 250th carnival games. Will reach out to rising freshmen to generate volunteer support.

- Mr. Frye:
 - Thank you to the members of the commission to serve as chair.
- Adjournment
 - Mr. Miller motioned to adjourn. Mr. Sauls seconded. Motion passed 4-1 with Mr. Ruth dissenting. Meeting adjourned at 8:07

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**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 13, 2023**

ROLL CALL: Chairman Hal Kreider, Vice-Chairman Tim Colby, Select Board Member Beth Boudreau, Select Board Member Jim Guzofski, and Select Board Member Pam Sanderson.

STAFF PRESENT: Town Administrator Walter Johnson, DPW Foreman Chris Brown

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

Citizen's Forum:

Wade Sauls, Bennett Bridge Road, said he sent a letter to the Board members as a member of the Recreation Commission. At the last Commission meeting he attended there was no agenda, so he was not aware the Commission was going to be talking with two people wanting to be on the Commission. He left the meeting early and missed the conversation. If he had known there would be a vote, he would have stayed to give input. He also asked the Board about the policy for the posting of agendas and minutes of the selectmen's meetings on the website, specifically what the policy is for posting final minutes. TA Johnson explained that once minutes are approved, which is usually at the next meeting, the final draft will be posted on the website.

Approve Minutes:

Motion: "To approve the minutes of May 23, 2023 as presented."

Motion: P. Sanderson

Second: T. Colby

Motion carried by vote of 5 to 0.

Consent Agenda:

Payroll Manifest dated May 31, 2023, Batch # 053123 for \$54,475.10.

Accounts Payable Manifest dated June 7, 2023, Batch #119 for \$579,760.97. Items of note include payments to Arborcare for \$15,000 for tree work performed in the cemeteries, Cross Country Appraisal for monthly assessing services for \$4,500, CWS Fence & Guardrail for \$23,859.38 for installation of guardrails on Kelsey Mill Road and Old Turnpike Road, Equipment East for two months lease on a mini excavator for \$7,502, HealthTrust for \$26,969.65 for employee insurances, the IRS for \$12,814.85 for

43 employment taxes, Northwood School District for \$437,310 for the June school payment, Tasker Well
44 Company for \$19,320.02 for the installation of the well pump at the athletic fields.

45 Payroll Manifest dated June 14, batch #061423 for \$54,298.51.

46 Abatements: Approve or Deny per Assessors Recommendations

47 Map 112, Lot 5 – 216 Tasker Shore Drive – Vanderwolk

48 Map 112, Lot 4 – 212 Tasker Shore Drive – Ahlgren

49 Map 215, Lot 30 – 367 Ye Olde Canterbury – Fistel

50 Map 235, Lot 3 – 143 Upper Deerfield Road – Tatem

51 Others:

52 Intent to Cut – Map 222, Lots 4,5,6 – Robert Callioras

53 Land Use Change Tax – Map 215-21-1 – Pelletier Construction

54 Land Use Change Tax – Map 215-21-1.1 – Pelletier Construction

55 Land Use Change Tax – Map 215-21-1.2 – Pelletier Construction

56 Land Use Change Tax – Map 215-21-1.3 – Pelletier Construction

57 Land Use Change Tax – Map 215-21-1OPEN – Pelletier Construction

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

59 **Motion: P. Sanderson**

60 **Second: B. Boudreau**

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

62

63 **Center School Status:**

64 TA Johnson explained that the Center School building has been prepared for demolition by the contractor
65 awarded the bid. There was a request to be heard at this meeting by members of the public regarding an
66 alternative to demolition. The project has been put on hold until after tonight’s meeting. Gary Tasker
67 spoke about the historic value of the building and wanted to present an option to move the building to
68 another location. He stated this is an option that was not offered on the warrant but is in the best interest
69 of the town. It still meets the intent of the warrant article to get rid of the building from the town hall
70 site. He stated he would like to work with Jamie Lynn to save the building. Jamie and her daughter Caroline
71 addressed the Board. Caroline spoke about the importance of the building to a lot of people in town and
72 the need to preserve historic items. Jamie said she can do a controlled deconstruction of the building,
73 label and clean each piece, and then reconstruct it at her farm location. She said she would do it all for
74 25% less than the current contract to raze the building. She is going to do a redesign of her farm site
75 through the Planning Board and can take the addition of this building into account. She has received an
76 outpouring of support for this idea and will work with Gary Tasker and Oliver Fifield on this project. It will
77 be done in a timely manner. The building would be prominently displayed on Route 4. She would propose
78 using the building to hold classes and display historic artifacts. H. Kreider asked if the Board decided to
79 do this, would they have to rebid the project? Would the town be in default on the current contract? TA
80 Johnson explained that the winning bidder of the project has already done the asbestos mitigation on the
81 building. He can talk to the vendor and see if an agreement can be reached, perhaps to pay for the work
82 performed up to now. H. Kreider stressed that all details need to be in writing, liability insurance will be
83 needed, and possibly rebidding this project. B. Boudreau wanted to guarantee the building stays in
84 Northwood. There was general discussion regarding the risks of getting out of the current contract,
85 whether this would violate the voters will, and if we can stipulate the building has to stay in town. The
86 consensus of the Board was to have TA Johnson contact legal counsel and, depending on the legal
87 answers, send out a new bid package.

88

89

90

91 **Town Administrator Report:**

92 Staffing: There is one full-time firefighter/EMT position open, one full-time patrolman position, and one
93 seasonal staff in the Recreation department. The SRO has been hired for Coe Brown. The application
94 period for the Town Administrator is closed. The contracted consultant (MRI) doing the search has
95 received about 20 applications. They are creating a short list and they are being evaluated now. A
96 recommendation will be coming to the Board sometime by the end of this or early next week. The Board
97 will then do interviews and should decide by the end of June. The Board set dates of June 28 and 29 for
98 interviews, starting at 6:30 p.m.

99 PW Projects: Ditch work is underway on several roads. TA Johnson has been working with Steve Robert
100 regarding the sound system and AV options for the meeting room. He also met today with an architect
101 for a space analysis and needs assessment. A proposal will be coming from him soon. Foreman Brown
102 has been working on the issues with the new compactor. It has been working properly for several weeks
103 now after some of the failed manufacturer parts have been replaced. They continue to look at options
104 for glass recycling. The burn pits are totally and permanently closed.

105 Facility Projects: Landscaping improvements proposals for the town hall complex are still being sought.
106 Foreman Brown said he is in contact with multiple contractors to redo the whole area, including the area
107 under the new sign. He is not getting any responses. J. Guzofski asked about removing the unnecessary
108 telephone pole. C. Brown said he will inquire about that.

109 TA Johnson and C. Brown are still working with DES at the transfer station and on the septage lagoons. A
110 reminder was received that DES is still waiting for answers on the closure of the original landfill, which
111 was never officially completed, and what to do with the landfill glass and septage lagoons. CMA Engineers
112 are working on that response. TA Johnson and C. Brown are working on the minor things, like where the
113 permits need to hang, a new entrance sign with the correct address on it, etc. Within the next month or
114 two we should have a response to our proposal. The initial phase of this work with CMA Engineers costs
115 \$5,000 and does not include any design work.

116 The Facilities Committee at the school wants the new shelter generator to be propane instead of diesel.
117 The new price went up about \$5,000. The school is trying to coordinate the installation, timing, and bids
118 for a new heating system and conversion to propane. T. Colby said if the school wants to change things
119 at this point, they should pay the additional costs. TA Johnson said the school has committed to go to
120 propane, but it will depend on what the bids come in with. The bids close this Friday. We are still waiting
121 on the Governor and Councils to approve the grant for 50% of the cost of the generator.

122 One Sky Community Services is requesting the town act as an applicant on their behalf to receive a
123 Community Development Block Grant for increasing the capacity of their facility. Currently there are three
124 people living there and they propose to add two more. If the town agrees, there needs to be a public
125 hearing and an application submitted on behalf of One Sky. The town would be the grant applicant, hire
126 a grant administrator, and the funds would flow through the town. The liability to the town would be if
127 One Sky defaulted on the grant, then the federal government could come to the town for the money. J.
128 Guzofski wants input from both Chiefs in town. If the town does not do this, One Sky has the option to
129 ask the County. The consensus of the Board is to schedule the public hearing.

130 ARPA Update: A summary of ARPA expenses and future commitments is in the packet. TA Johnson made
131 an adjustment to the generator grant amount because the grant looks like it will be approved.

132 Proposed Job Description for Maintenance Laborer for the Recreation Department: This is a new position
133 in the Recreation department to maintain the recreation facilities on a part-time, seasonal basis. TA
134 Johnson is asking the Board to approve this new job description. This position is one of the two new
135 positions that was included in the budget. There was lengthy discussion about this position being able to
136 use DPW equipment and whether a DPW employee should be hired instead.

137 **Motion: "To approve the presented position description."**

138 **Motion: P. Sanderson**

139 **Second: T. Colby**

140 **Motion carried by vote of 3 to 2 with B. Boudreau and T. Colby against.**

141 B. Boudreau and T. Colby thought this was supposed to be someone mowing for a few hours each week.
142 The Board took a recess while TA Johnson looked up the 2023 budget that stated this position was
143 included in the approved budget. He reported that in the Recreation budget was a Recreation Attendant,
144 formerly known as Beach Attendant, and proposed two seasonal employees for a combined total of 850
145 hours @ \$14.00/hour. This is for the summer season only and is supervised by the Recreation Director.
146 Election Location: The Parish Hall will no longer be available for elections due to safety concerns for the
147 children and not enough bathrooms. We will need to find another location for the September election
148 and all future elections. TA Johnson has asked the school principal but has not received a response yet.
149 The town hall is not large enough to accommodate all the voting layout requirements.

150 Meetings: The next meetings will be June 27, July 11, and July 25. Interviews will be conducted June 28
151 and 29.

152 AV systems: There is an outline proposed in the packet. If the architect also does an assessment, they
153 could possibly work together. The current microphones work well, and some tweaks were done to the
154 control settings.

155 Budget Report: The budget report through the end of May is in the packet. Overall, we are in line with
156 percentages, with the exception of some lines already overspent, such as in winter maintenance. H.
157 Kreider asked about the format of the report and if the Board needed to see anything beyond just the
158 operating budget. TA Johnson said FD Eastman can give them whatever information they want.

159 Cemetery Trustees Request: Chris Brown, Cemetery Trustee, reported the Cemetery Trustees voted to
160 spend an additional \$7,500 out of the Cemetery Maintenance ETF for an additional day of tree removal
161 work.

162 **Motion: "To approve the expense of \$7,500 out of the Cemetery Maintenance Expendable Trust Fund."**

163 **Motion: T. Colby**

164 **Second: J. Guzofski**

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

166 Mini-excavator rental: Foreman C. Brown requests one more month of rental of the mini-excavator for
167 \$3,500 due to losing about 3 weeks of work with it while he was fixing road washouts due to the storm in
168 May. He stated that he is about 20 years behind in ditching. H. Kreider asked about hiring a contractor
169 to get us all caught up with ditch work. C. Brown would not be in favor of that. He would rather see the
170 town buy a mini excavator so that it is available year-round.

171 **Motion: "To approve one more month of rental of the mini excavator out of the Road
172 Reconstruction/Paving warrant article for \$3,500."**

173 **Motion: P. Sanderson**

174 **Second: J. Guzofski**

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

176 Pine Grove Cemetery Fence: The cemetery trustees have decided to remove the broken/bent fence at
177 the Pine Grove Cemetery until they can decide what to replace it with. At Harvey Lake Cemetery, they
178 have a contractor coming to fix and maintain the fence.

179

180 **Volunteer Appointments/Reappointments to Boards and Committees:**

181 The Recreation Commission has recommended appointing Tim Therriault and Michael LeBlanc to the
182 commission. H. Kreider and B. Boudreau felt that the commission would not be very diverse with all
183 members being men interested primarily in youth sports. T. Colby agreed that recreation should be more
184 than just youth sports. B. Boudreau stated she voiced her opinion at the Recreation Commission meeting
185 and other members did not share her concerns. J. Guzofski said the Commission gave the Board their
186 input and it should weigh heavy since it is their commission. H. Kreider said he could support one of the

187 volunteers, but not both. There was discussion regarding sending it back to the Recreation Commission
188 to actively seek candidates with more varied interests. TA Johnson said the Board asked the Commission
189 to give their recommendations and they did just that. If the decision is sent back, the Board needs to be
190 very clear about their intentions.

191 **Motion: "To appoint Tim Therriault to the Recreation Commission for a three-year term, expiring**
192 **March, 2026.**

193 **Motion: P. Sanderson**

194 **Second: T. Colby**

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

196 B. Boudreau welcomed Mike LeBlanc to volunteer at different recreation events and attend commission
197 meetings in the future. He doesn't need to be on the Commission to volunteer. TA Johnson stressed
198 again that the Board needs to send a clearer message back to the commission, such as "Are you looking
199 for a member that is non-sports related"? If you are not clear, the commission can continue to bring back
200 recommendations for the same person, or someone else sports related. B. Boudreau wants to ask the
201 Recreation Commission members to take active roles in ALL programming sponsored by Recreation.

202

203 **Deputy Treasurer Reappointment:**

204 Treasurer Sandy Priolo recommends appointing Judy Anthony as Deputy Treasurer.

205 **Motion: "To appoint Judy Anthony as Deputy Treasurer for the remainder of the Treasurer's term. This**
206 **is a stipend position."**

207 **Motion: J. Guzofski**

208 **Second: T. Colby**

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

210

211 **Board Task Manager:**

212 B. Boudreau asked if there is anything new in process on the list. TA Johnson said he has been updating
213 the list as he can. The State is addressing the issue of the failure in the culvert at the power substation,
214 which should alleviate the blockage. The culvert sections were not lined up properly. The Route 4 Safety
215 Committee said nothing will happen with the state on installing safety improvements within the next 15
216 years. T. Colby will talk to someone at the State about possibly the town installing streetlights where
217 accidents tend to occur.

218

219 **Board Committee Reports:**

220 H. Kreider announced there will be listening sessions for the Safety Facility Committee on Thursday night
221 at 6:30 and Saturday morning at 9:00 a.m.

222 B. Boudreau asked about changes being proposed to the Recreation Fields sign. She would like to just
223 have the correct address numbers added for 911 purposes. TA Johnson has already spoken to Recreation
224 Director Blewitt about this today.

225

226 **Citizen's Forum:**

227 Ginger Dole brought up the following items:

228 - the Board should think about spending an hour minimum with each candidate for Town
229 Administrator.

230 - the warrant article for the Center School asked to spend money to fix it up or take it down.
231 Reclaiming the building would fulfill the vote.

232 - Recreation needs to be something more than just sports, such as trips to events, shows, etc.

233 - if elections are held at the school again, next year there are 4 elections and that will mean four
234 more days kids have to attend school into the summer.

DRAFT

235
236 **At 8:37,**
237 **Motion: "To adjourn."**
238 **Motion: J. Guzofski**
239 **Second: P. Sanderson**
240 **B. Boudreau requested a non-public session under (e) "Attorney communications".**
241 **J. Guzofski rescinded his motion to adjourn.**
242 **Seconded: P. Sanderson**
243
244 **B. Boudreau made a motion to go into a non-public session under RSA 91A:3 (e).**
245 **Second: P. Sanderson**
246 **Motion carried by a roll call vote of 5 to 0.**
247
248 **Public session Resumed at 8:55pm**
249
250 **Motion "to seal the minutes as the content of the session was the discussion of correspondence /advice**
251 **from Town counsel.**
252 **Motion: T. Colby**
253 **Second: J. Guzofski**
254 **Motion carried by roll call vote of 5/0.**
255
256 **Motion: "To adjourn."**
257 **Motion: J. Guzofski**
258 **Second: P. Sanderson**
259
260 **Meeting adjourned at 8:57**
261
262 **Minutes respectfully submitted by**
263 **Cheryl Eastman**
264

Northwood NH Consent Agenda for June 27, 2023

Accounts Payable Manifest dated June 21, 2023

Batch #120 for \$78,301.20

Payroll Manifest dated June 28, 2023

Batch #062823 for \$51,370.96

Abatements: Approve or Deny per Assessor's Recommendations

Map 216 Lot 34 – 113 School Street – Advent Christian Church

Map 234 Lot 77 – 185 First NH Tpke – Irving Oil

Others:

Intent to Cut – Map 212 Lot 65 – Hamm

Intent to Cut – Map 213 Lots 1& 2 - Johnson

Seasonal Camper Permit – Map 125 Lot 62 – Fagan

Land Use Change Tax – Map 224-8-1 – Binette

Land Use Change Tax – Map 119-9 – Sargent

Land Use Change Tax – Map 119-10 – Thibeault

Land Use Change Tax – Map 119-12 – Blais

Land Use Change Tax – Map 119-13 – Atherton

Land Use Change Tax – Map 119-14 – Harrison

Reimbursement requests to the Trustees of the Trust Funds:

<u>FUND</u>	<u>AMOUNT</u>	<u>REASON</u>
Lagoon Maintenance ETF	3,750.00	Round Pond Soil Survey
Road Improvement ETF	313.25	Benevento Aggregates - Storm damage repairs
	630.35	Benevento Aggregates - Storm damage repairs
	1,880.00	Radford Messenger - grader/gravel - storm damage
	691.10	Benevento Aggregates - Storm damage repairs
Total Road Improvement ETF	3,514.70	
Aquatic Invasive Species Prevention ETF	2,500.00	Pleasant Lake Preservation Assn.
	750.00	NH Lakes for Harvey Lake Watershed Assoc.
Total Preservation ETF	3,250.00	
Transfer Station ETF	4,167.30	Benevento Aggregates - sand to cover burn pits

Cemetery Maintenance		
ETF	15,000.00	ArborCare Tree Service

250th Anniversary ETF	1,491.07	Judy Martin-Royce - yardsticks
	50.00	Robert Zielinski - dash plaques
	700.00	United Church of Christ - tent usage
Total 250th ETF	2,241.07	

Total Reimbursements Requested	31,923.07
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Approved by a vote of ____ **Yes**, ____ **No** on June 27, 2023

_____ Hal Kreider

_____ Tim Colby

_____ Beth Boudreau

_____ James Guzofski

_____ Pamela Sanderson



2023 ABATEMENT RECOMMENDATION

DATE June 15, 2023

TOWN OF: Northwood

TO: Board of Selectmen

FROM: Jeff Earls, Assessor

OWNER: Advent Christian Church

PROPERTY LOCATION: 113 School Street

Map & Lot: 216-34

COMMENTS: This parcel was previously taken out of exempt status due to non-compliance with providing state forms A-9 and A-12. When the forms were provided, they were reinstated as exempt. The assessing software requires that buildings on separate cards be flagged as exempt individually. This was not done on the second card in error resulting in a tax bill. The entire property should have been exempt as it qualifies under the exemption for religious purposes.

Original Assessment: 131,200

Revised Assessment: 0

Abatement: 131,200 X 1st HALF Tax Rate _____ Abate \$825.00 interest _____ Total _____

ABATEMENT GRANTED

ABATEMENT DENIED

Signature/Date

Signatures/Date

Cross Country Appraisal Group, LLC

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



2023 ABATEMENT RECOMMENDATION

DATE June 22, 2023	TOWN OF: Northwood
TO: Board of Selectmen	FROM: Jeff Earls, Assessor
OWNER: Irving Oil Terminals, Inc.	PROPERTY 185 First NH Tpk.
Map & Lot: 234-77	

COMMENTS: Taxpayer is represented by Commercial Property Tax Management. I have been going back and forth with Brandon Potter the representative giving and receiving information. I am trying to find a way to make a comparison with the Mobil station that sold in 2021 but calls to Global Montello owners of the Mobil station have not yet been returned.

We have a deadline of July 1 to respond to the taxpayer therefore, at this time I will recommend denial but will try to get the information necessary to make a final determination before the September 1 deadline for the taxpayer to file with the Board of Tax and Land Appeals.

Recommendation: Deny

ABATEMENT GRANTED

Signature/Date

ABATEMENT DENIED

Signatures/Date

(Assigned by Municipality)

YR TOWN OP# 23 - 349 - 04 - T

For Tax Year April 1, 2023 to March 31, 2024

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 212 LOT 65

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

4. Name of Access Road: JENNESS POND RD & LONG POND RD

5a. Acreage of Lot: 281 Acreage of Cut: 85

5b. Anticipated Start Date: JUNE 2023

- 6. Type of ownership (check only one): a. Owner of Land and Stumpage (Sole Owner) [X] 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 []

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

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: BARBARA HAMM 6-6-23 DATE SIGNED: BARBARA HAMM

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

1911 BLACKHAWK DR MAILING ADDRESS: GRAFTON WI 53024 CITY OR TOWN STATE ZIP CODE: bjhamm@wi.rr.com E-MAIL ADDRESS: (414) 708-4267 HOME PHONE CELL PHONE

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. \$ Date: 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 within 30 days.

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

8. Description of Wood or Timber To Be Cut

Table with 3 columns: Species, Estimated Amount To Be Cut, and Unit. Rows include White Pine (150 MBF), Hemlock (50 MBF), Red Pine (5 MBF), Spruce & Fir (MBF), Hard Maple (1 MBF), White Birch (1 MBF), Yellow Birch (1 MBF), Oak (25 MBF), Ash (2 MBF), Soft Maple (5 MBF), Beech/Pallet/Tie & Mat Logs/Pine Box (2 MBF), Other (Specify) (MBF), Pulpwood (Tons), Spruce & Fir, Hardwood & Aspen (500), Pine (700), Hemlock (500), Biomass Chips (500), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (150 Cords)

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

Table with 2 columns: Species, Amount.

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-I, the timber harvest laws.

Signature: CHARLES MORENO 6/5/2023 DATE SIGNED: CHARLES MORENO PO BOX 60 MAILING ADDRESS: CENTER STRAFFORD NH 03815 CITY OR TOWN STATE ZIP CODE: (603) 234-0444 PHONE NUMBER cmforestry@metrocast.net E-MAIL ADDRESS

FORM

PA-7

(Assigned by Municipality)

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

YR

TOWN

OP#

23 - 349 - 05 - T

For Tax Year April 1, 2023 to March 31, 2024

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 213 LOTS 1 AND 2

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

4. Name of Access Road: COE FARM ROAD

5a. Acreage of Lot: 34.6 Acreage of Cut: 10

5b. Anticipated Start Date: June 2023

- 6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Sole Owner) [X]
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 []

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 Samuel W. Johnson, dated 6.14.23. SAMUEL JOHNSON JR. TRUST Family Trust

Signature of Rebecca Swaine and Sally C. Calhoun.

Owner information for S. JOHNSON, A. ASELTINE, R. IRVINE. Address: 39 West Street, Northwood, NH 03261. Phone: 603-520-9204.

8. Description of Wood or Timber To Be Cut

Table with 3 columns: Species, Estimated Amount To Be Cut, and Unit. Includes rows for White Pine (30 MBF), Hemlock (5 MBF), Red Pine (MBF), Spruce & Fir (MBF), Hard Maple (MBF), White Birch (MBF), Yellow Birch (MBF), Oak (MBF), Ash (MBF), Soft Maple (2 MBF), Beech/Pallet/Tie & Mat Logs/Pine Box (5 MBF), Other (Specify) (MBF), Pulpwood (Tons), Spruce & Fir, Hardwood & Aspen (30), Pine (30), Hemlock, Biomass Chips (200), Miscellaneous, High Grade Spruce/Fir (Tons), Cordwood & Fuelwood (15 Cords).

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

Table with 3 columns: Species, Firewood, Amount: 20 cord.

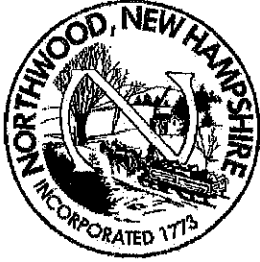
10. By signing below, the Logger/Forester or person responsible for cutting hereby accepts responsibility for verifying the volumes of wood and timber to be reported by the owner, and certifies that they are familiar with RSA 227-J, the timber harvest laws.

Signature of Patrick Kenney, Forester, Fort Mountain Trucking Co. dated 6.14.23. Address: 168 Granite Street, Allentown, NH 03275. Phone: 603-731-5214. Email: Diane@nhforestry.com.

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.

Signature lines for Municipal Assessing Officials with columns for Signature and Date.



356185
JUN 07 2023

Town of Northwood, New Hampshire

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

SEASONAL CAMPER PERMIT APPLICATION

PROPERTY OWNER NAME MARY FAGAN
PROPERTY OWNER ADDRESS 79 LOWER CAMP RD
MAILING ADDRESS, IF DIFFERENT PO 4166, CONCORD 03302
TELEPHONE NUMBER 512-540-1897
IF OTHER THAN OWNER, NAME _____
ADDRESS _____ TELEPHONE _____
TAX MAP # 125 LOT # 62
LOCATION OF CAMPER SITE _____
CAMPER SIZE 18' SLEEPING CAPACITY 4
TYPE OF WATER SYSTEM WELL
EXPLAIN HOW SEWAGE IS DISPOSED OF EXISTING SEPTIC ON PROPERTY
DATE OF APPLICATION 6/10/23 \$35.00 FEE RECEIVED _____
SIGNATURE OF APPLICANT _____
SIGNATURE OF OWNER Mary E Fagan
APPROVED 6/12/2023 _____
Building Inspector
DENIED _____

EFFECTIVE FROM APRIL 15 THRU OCTOBER 15

Signature of Selectmen	Date
------------------------	------

Signature of Selectmen	Date
------------------------	------

Signature of Selectmen	Date
------------------------	------

Signature of Selectmen	Date
------------------------	------

Signature of Selectmen	Date
------------------------	------

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 BINNETTE	FIRST NAME/CORPORATION/TRUST NAME REBECCA	INITIAL
	LAST NAME/CORPORATION/TRUST NAME BINNETTE	FIRST NAME/CORPORATION/TRUST NAME JUSTIN	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 278 BLAKES HILL ROAD		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED		
	(b) ACCESSIBLE STREET LOCATION 243 BLAKES HILL ROAD	MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 12.34	PARCEL TAX MAP AND LOT # 224 8-1	DEED BOOK AND PAGE #
	(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	12.34
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	2.272
(e) Number of Acres Remaining In Current Use [3(b) minus 3(c) and 3(d)]	10.68

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: HOUSE BUILT	
(b) Actual Date of Change In Use (MM/DD/YYYY)	06/20/2023
(c) Full and True Market Value at Time of Change In Use	\$ 125,100.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 12,510.00

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

TYPE OR PRINT NAME (In black or dark blue Ink)	SIGNATURE (In black or dark blue Ink)	DATE

STEP 6 - BILL LAND USE CHANGE TAX TO: (COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME BINETTE		FIRST NAME/CORPORATION/TRUST NAME REBECCA	INITIAL
MAILING ADDRESS 278 BLAKES HILL ROAD			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change In Use (MM/DD/YYYY)		06/20/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 125,100.00	
(e) Land Use Change Tax Due		\$ 12,510.00	

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
--	--	-----------------

FORM
A-5W

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

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 12,510.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Rebecca & Justin Blnette	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 224	LOT NUMBER 8-1

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
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

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 SARGENT	FIRST NAME/CORPORATION/TRUST NAME DOUGLAS	INITIAL
	LAST NAME/CORPORATION/TRUST NAME SARGENT	FIRST NAME/CORPORATION/TRUST NAME PAULINE	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 PO BOX 419		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 100 BROAD COVE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 1.65	PARCEL TAX MAP AND LOT # 119	9	DEED BOOK AND PAGE # 6126 2028
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	1.65
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	1.32
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change In Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change In Use	\$ 1,320.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 132.00

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

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

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME SARGENT		FIRST NAME/CORPORATION/TRUST NAME DOUGLAS	INITIAL
MAILING ADDRESS PO BOX 419			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change In Use (MM/DD/YYYY)		06/22/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change In Use		\$ 1,320.00	
(e) Land Use Change Tax Due		\$ 132.00	

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
--	--	-----------------

WARRANT FOR LAND USE CHANGE TAX

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 132.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Douglas & Paullne Sargent	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 9

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

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 THIBEAULT	FIRST NAME/CORPORATION/TRUST NAME AARON	INITIAL
	LAST NAME/CORPORATION/TRUST NAME THIBEAULT	FIRST NAME/CORPORATION/TRUST NAME KENDRA	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 98 BROAD COVE ROAD		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 98 BROAD COVE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 3.24	PARCEL TAX MAP AND LOT # 119	10	DEED BOOK AND PAGE # 6455 1259
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	3.24
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	2.72
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change in Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change in Use	\$ 2,720.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 272.00

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

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

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME THIBEALT		FIRST NAME/CORPORATION/TRUST NAME AARON	INITIAL
MAILING ADDRESS 98 BROAD COVE ROAD			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change in Use (MM/DD/YYYY)		06/22/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 2,700.00	
(e) Land Use Change Tax Due		\$ 272.00	

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
--	--	-----------------

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

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 272.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Aaron & Kendra Thibeault	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 10

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
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

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 BLAIS	FIRST NAME/CORPORATION/TRUST NAME JEANNE	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 94 BROAD COVE ROAD		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 94 BROAD COVE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 2.13	PARCEL TAX MAP AND LOT # 119	12	DEED BOOK AND PAGE # 4990 2365
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	2.13
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	1.61
(e) Number of Acres Remaining In Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change in Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change In Use	\$ 805.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 80.50

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 BLAIS		FIRST NAME/CORPORATION/TRUST NAME JEANNE		INITIAL
MAILING ADDRESS PO BOX 694				
MUNICIPALITY EPSOM		STATE NH	ZIP CODE 03234	
(b) Actual Date of Change in Use (MM/DD/YYYY)				06/22/2023
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)				
(d) Full and True Market Value at Time of Change in Use				\$ 805.00
(e) Land Use Change Tax Due				\$ 80.50

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, 1 (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
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NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
WARRANT FOR LAND USE CHANGE TAX

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 80.50
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Jeanne Blais	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 12

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

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 ATHERTON	FIRST NAME/CORPORATION/TRUST NAME SCOTT	INITIAL
	LAST NAME/CORPORATION/TRUST NAME ATHERTON	FIRST NAME/CORPORATION/TRUST NAME LINDA	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 15 BEACON HILL ROAD		
MUNICIPALITY DERRY		STATE NH	ZIP CODE 03038

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 90 BROAD COVE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 1.49	PARCEL TAX MAP AND LOT # 119	13	DEED BOOK AND PAGE # 6237 1800
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	1.49
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	1.09
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change In Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change In Use	\$ 1,090.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 109.00

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

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

STEP 6 - BILL LAND USE CHANGE TAX TO: (COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME ATHERTON		FIRST NAME/CORPORATION/TRUST NAME SCOTT	INITIAL
MAILING ADDRESS 15 BEACON HILL ROAD			
MUNICIPALITY DERRY	STATE NH	ZIP CODE 03038	
(b) Actual Date of Change In Use (MM/DD/YYYY)			06/22/2023
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change In Use			\$ 1,090.00
(e) Land Use Change Tax Due			\$ 109.00

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
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FORM
A-5W

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

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	In said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 109.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Scott & Linda Atherton	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 13

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

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 HARRISON	FIRST NAME/CORPORATION/TRUST NAME JON	INITIAL
	LAST NAME/CORPORATION/TRUST NAME HARRISON	FIRST NAME/CORPORATION/TRUST NAME CAITLIN	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 84 BROAD COVE ROAD		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 84 BROAD COVE ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 1.5	PARCEL TAX MAP AND LOT # 119	14	DEED BOOK AND PAGE # 6356 2329
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	1.5
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	.99
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change In Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change In Use	\$ 990.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 99.00

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

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

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME HARRISON		FIRST NAME/CORPORATION/TRUST NAME JON	INITIAL
MAILING ADDRESS 84 BROAD COVE ROAD			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change In Use (MM/DD/YYYY)		06/22/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 990.00	
(e) Land Use Change Tax Due		\$ 99.00	

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

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	In said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 99.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Jon & Caitlin Harrison	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 14

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

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 BROAD COVE TRUST	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 82 SUNSET DRIVE		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 80 BROAD COVE ROAD	MUNICIPALITY Northwood	COUNTY ROCKINGHAM	
	(c) TOTAL ACRES OF PARCEL 1.67	PARCEL TAX MAP AND LOT # 119	15	DEED BOOK AND PAGE # 5716 1623
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	1.67
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	1.24
(e) Number of Acres Remaining In Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: PURCHASED LAND IN CURRENT USE. DOES NOT HAVE 10 ACRES REQUIRED	
(b) Actual Date of Change in Use (MM/DD/YYYY)	06/22/2023
(c) Full and True Market Value at Time of Change in Use	\$ 1,240.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 124.00

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

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

STEP 6 - BILL LAND USE CHANGE TAX TO:

(COMPLETED BY MUNICIPAL ASSESSING OFFICIALS)

LAST NAME/CORPORATION/TRUST NAME BROAD COVE TRUST		FIRST NAME/CORPORATION/TRUST NAME	INITIAL
MAILING ADDRESS 82 SUNSET DRIVE			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change in Use (MM/DD/YYYY)	06/22/2023		
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use	\$ 1,240.00		
(e) Land Use Change Tax Due	\$ 124.00		

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

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

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

STEP 2 - COLLECTION OF LAND USE CHANGE TAX

(a) State of New Hampshire, County of: Rockingham	
(b) To: Marisa Russo	Municipal Collector of taxes
(c) for the municipality of: Northwood	in said County.
(d) In the name of said State you are directed to collect the LAND USE CHANGE TAX in the list herewith committed to you, amounting in all of the sum of: Interest at 18% will be assessed after 30 days.	\$ 124.00
(e) Given under our hands at Town of Northwood	
(f) This day of Jun 27, 2023	
(g) LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY Broad Cove Trust	
LANDOWNER NAME OR RIGHT -OF- WAY RESPONSIBLE PARTY MAILING ADDRESS	
(h) MUNICIPAL TAX MAP 119	LOT NUMBER 15

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

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

Town of Northwood
Town Administrator's Report
June 27, 2023

Staffing Update: PD one FT patrolman positions in the police, and one full time firefighter/EMT position is open, but a candidate recommendation will be discussed in non-public. Still accepting applications for one seasonal staff position in the Rec Department

2023 Public Works and Facility Projects: Ditch work continues on several roads in anticipation of the reconstruction and paving projects in late summer and fall. We continue working with Steve Robert from the elementary school on options to improve the AV equipment in the town hall. A new phone link device has been ordered for individuals who phone in for meetings. We continue to look at alternative recycling options for clean glass.

Transfer Station and Septage Lagoon Inspection: We continue to work with CMA Engineering on responses to a couple of questions regarding closing out the landfilled glass and the overall landfill closure plan. Work also continues to comply with their requests concerning the septage lagoon system with CMA.

Town Hall Architect Assessment: I'm continuing to work with an architect to determine the scope of an assessment of the town hall layout improvements for meetings.

Location For Elections: After the August 1st special primary election for state representative, the parish hall will no longer be available for elections due to safety concerns for the children attending daycare and the limited bathroom facilities for the children. A new adequate location must be determined before the September 19th special election and for future elections.

One Sky CDBG Request: I have conveyed the Board's interest in learning more regarding their request and the scheduling of a public. The application deadline is in July. The public hearing is scheduled for July 11th during the board's next regular meeting.

Emergency Management Director Resignation: Your packet includes a resignation for long time EMD Bob Young. A copy is included in this week's packet. Currently Chief Drolet is the deputy EMD.

Upcoming Meetings Schedule: Board Meeting Schedule: special Board sessions on 6/28 and 29 if needed in non-public for TA candidate interviews, regular meetings: 7/11 and 7/25,

Robert E. Young
516 First NH Turnpike
Northwood, NH 03261

June 9, 2023

Hal Krelder, Chairman Northwood Board of Selectmen
Walter Johnson, Northwood Town Administrator
818 First NH Turnpike
Northwood, NH 03261


Dear Gentlemen,

Please accept this letter as formal notice of my resignation from my position as Emergency Management Director for the Town of Northwood. My last day as EMD will be Friday, June 30th, 2023. As of that date, I will also be notifying New Hampshire Homeland Security and Emergency Management of my resignation as the local Emergency Management Director for Northwood.

My resignation has been pending the last six months, having been addressed during the budget process in November and my final letter to the town in the 2022 Town Report. I had agreed to remain in my position until after the 2023 town elections and then again until the EMPG generator grant had been completed. It is time to leave. I have thoroughly enjoyed working for the town as EMD the past three decades and appreciate all of the opportunities this position has given me. I believe I have been effective in developing emergency preparedness at both local and regional levels with regard to "All-Hazards Planning" for the town, schools and water district, as well as "Public Health Planning" for the town and the Capital Area Public Health Network. I leave my office with Northwood in "relatively good shape," with Northwood's Emergency Operations Plan, Northwood's Hazard Mitigation Plan and Northwood School's Emergency Operation Plan current and up to date.

Thank you again for your support during my time as EMD. I wish you both, the Board of Selectmen and the Town of Northwood all the best. I hope that our emergency planning efforts continue, but need never be called upon for a catastrophic future disaster.

Yours sincerely,


Robert E. Young



Proposed Sec 89 3

Town of Northwood Purchasing Policy

Section 1. Purpose

The purpose of the policy is to establish a uniform purchasing system to assure the Town's operations be carried out efficiently and expeditiously with adequate financial control, transparency, and accountability; and vendors have equal opportunity to provide the goods and services that are used by the Town if they can provide an equivalent product or service and a competitive price.

In Northwood, purchasing authority rests with the Board of Selectmen, Police Commission, and Library Trustees. Nothing in this policy is meant to supersede existing State of New Hampshire RSA's pertaining to purchasing of goods and services by the town library.

Section 2. Objectives

The objective of this policy is to strike a balance between the need for departmental operating efficiency and flexibility, the need for financial control and accountability, and the need to provide reasonable opportunity for all qualified vendors and citizens to compete for the Town's business.

This policy shall be known as the "Town of Northwood Purchasing Policy" and may be cited as such.

Section 3. Definitions

For the purposes of this Policy, the following terms, phrases, words and their derivations shall have the meanings ascribed to them in this section:

- 3.1 Approved Vendor** – suppliers of supplies and services who have done business with the Town of Northwood. The Board of Selectmen shall remove certain vendors when recommended by the Town Administrator or Department Head with just cause. The Board of Selectmen may also remove a vendor without recommendation with just cause. The Finance Director shall maintain a current vendor list.
- 3.2 Bid Most Advantageous to the Town** – Not necessarily the low bid; in addition to price, the quality of the commodity, the bid meeting Town specifications, the commodity's warrantee, speed of delivery, and the demonstrated service record of the vendor must be considered in determining the 'bid most advantageous to the town.'
- 3.3 Competitive Bidding** – The documented process of achieving the lowest bid or the bid most advantageous to the town for the goods and services desired by the town, whether through formal or informal bidding procedures.
- 3.4 Direct Purchase** – The direct purchase by a Department Head from a vender of supplies or services needed in small quantities for day-to-day operations.

- 3.5 Emergency Purchase** – A purchase necessitated by a threat to public health, safety or to property.
- 3.6 Formal Bid** – A written quotation obtained in a sealed envelope from an approved vendor or through advertisement and opened at a specific day, place, and time.
- 3.7 Goods** – The complete array of purchases of the town, including but not limited to; supplies, commodities, equipment, construction materials and labor.
- 3.8 Group Purchase** – A purchase made by the Town by grouping two (2) or more departmental requests in one (1) purchase.
- 3.9 Informal Bids** – Quotations, written or oral, received from a vendor by means other than a formal Request for Proposal (RFP) or Request for Quotation (RFQ) process and not required to be opened publicly at a specified date and time.
- 3.10 Project** – A large or major undertaking especially one involving considerable money, personnel, and equipment that is contemplated, devised, or planned in a scheme of things.
- 3.11 Purchase** – Buying, renting, leasing, or otherwise acquiring goods or services for a price.
- 3.12 Purchase Amount** – The total cost of goods or services including all determinable associated costs, e.g. construction, engineering, delivery, setup and training. Where the purchase consists of small frequent charges, the aggregate twelve-month cost of goods or services shall be used to determine the amount of a purchase and the applicability of the specific sections of the Purchasing Policy. For multi-year lease agreements, the total multi-year cost shall be used to determine the amount of the purchase, and the total cost shall determine the applicability of the specific sections of the Purchasing Policy.
- 3.13 Purchase Order** – A document which authorizes a vendor to deliver goods or provide a service, and which assures that public funds for such goods or services will be encumbered for future payment.
- 3.14 Qualified Vendor** – A vendor who agrees to the terms of payment of the Town of Northwood and demonstrates quality, timely delivery, and quality performance.
- 3.15 Services** – The lease or rental of all grounds, buildings, offices, space, or equipment required by the town, the repair or maintenance of all equipment or real property owned by or the responsibility of the Town, and all labor furnished to the Town by persons, firms, individuals or corporations, professional services such as legal, engineering or accounting not part of or connected with the Town government.
- 3.16 Specifications** – The qualitative standards set by department heads as a guide to the Town Administrator and Board of Selectmen and as a measure of quality and quantity that successful vendors must achieve to be considered for award. Specification shall not restrict purchases as to trade name or eliminate bids being submitted on items that have the same specifications but not as to a specific trade name.

Section 4. Authority

This policy is adopted by the Board of Selectmen in accordance with RSA 31:39 "Powers and Duties of Towns" and in accordance with RSA 41:8 and RSA 41:9 "Choice and Duties of Town Officers" as it relates to their management of the Town's prudential affairs and their authority over expenditures.

Section 5. Category #1 - Purchase Amounts between \$0.01 and \$999.99

- 5.0 Total amount of purchase must include any applicable shipping and handling costs.
- 5.1 Purchases for Nine Hundred, Ninety-Nine Dollars and 99 cents (\$999.99) or LESS may be executed by direct purchasing by the Department Head with no further approval.
- 5.2 Department Heads shall take the appropriate steps to attain the best pricing practical when using direct purchases.

Section 6. Category #2 - Purchase Amounts between \$1,000.00 and \$4,999.99

- 6.0 Total amount of the purchase must include any applicable shipping and handling costs.
- 6.1 Category #2 purchases must have approval **prior** to the purchase.
- 6.2 Purchase requests will be reviewed and approved or denied by the Police Commission for the Police Department, Library Trustees for the Library, and the Town Administrator for all the other departments of the Town, to ensure each department has requested these items in their budget.

Section 7. Category #3 - Purchases between \$5,000.00 and \$9,999.99

- 7.1 Total amount of the purchase must include any applicable shipping and handling costs.
- 7.2 Purchase requests must be initially approved by the Police Commission for the Police Department, Library Trustees for the Library, and Board of Selectmen for all other departments, boards, and committees **prior** to the purchase.

Section 8. Category #4 - Purchase Amounts of \$10,000.00 and OVER

- 8.1 Total amount of the purchase must include any applicable shipping and handling costs.
- 8.2 Any purchase request in this category is considered a capital item and must appear in the current budget as a line item, or as a capital expenditure, approved by the Budget Committee and Town Meeting. Only capital items included within the current budget will be considered unless extenuating circumstances occur, or in the case of expenditure of grant funds. The Selectmen will determine if an exception should be made. In the case of grants, all laws pertaining to the acceptance and expenditure of grant funds will be applicable.

Section 9. Category #5 – Construction Projects \$25,000 and OVER

Any purchase in this category must be accomplished using the formal bid process.

Section 10. Optional Purchasing Methods

Notwithstanding any other provision of this policy to the contrary, the following methods may be employed for the purpose of purchasing goods and services.

- 10.1 Emergency Waiver of Bidding Requirements** – The bidding procedures may be waived by the Board of Selectmen when there exists an emergency as determined by the Town Administrator and/or Board of Selectmen. All attempts shall be made to obtain the most competitive price within the time available. The Department Head shall report all such emergency purchases immediately to the Town Administrator to present to the Board of Selectmen at their next regular meeting.
- 10.2 Purchases made Through State; State Bid Prices** – The Department Head may, with approval by the Town Administrator and/or Board of Selectmen, waive bidding procedures when purchasing through the State of New Hampshire or at State bid prices but not superseding Section 8.2. The bid requirements may apply, at the discretion of the Town Administrator and/or Board of Selectmen.
- 10.3 Blanket Purchases** – The Town Administrator is empowered to bid and award blanket purchase orders for goods and services at an agreed upon price and/or quantities, but in quantities delivered and paid for as needed, subject to other provisions of the Purchasing Policy.
- 10.4 Requests for Proposals (RFP)** – The Town Administrator may solicit competitive proposals if he/she determines that compiling detailed technical specification is not feasible or advantageous. Solicitation and award of RFP's is subject to other provisions of the Purchasing Policy.
- 10.5 Regional Purchasing** – The Town Administrator and Department Heads may participate in solicitations to bid conducted by the Town or another town or Town Administrator where the goal is to bid for goods and services for more than one town or towns subject to other provisions of the Purchasing Policy and approval of the Board of Selectmen.

Section 11. Re-bidding

The Town Administrator is authorized to solicit the re-bid for any or all items that have been noticed for bidding where less than three bids have been received, or where no bid most advantageous to the town has been received.

Section 12. Contract Processing

The Board of Selectmen are the contracting officials of the town and may designate this role to the Town Administrator. Purchases involving contracts are subject to all other provisions of the Purchasing Policy.

Section 13. Conditions of Purchase

All purchases made by the town shall be subject to the following conditions:

- 13.1** All purchases shall be awarded based on the lowest bid meeting specifications or the bid most advantageous to the town and meeting specifications.

13.2 All purchases shall be subject to the reservation of the right by the town to accept or reject any or all bids.

13.3 When an award of purchase shall be recommended to other than the lowest qualified bidder, the Town Administrator shall submit such recommendation to the Board of Selectmen for approval or disapproval. Should the Board of Selectmen reject such recommendation, the award shall be made to the lowest responsible bidder, unless all bids are rejected.

Section 14. Exchange for Goods and Services

Any transfer of town assets, waiving or abatement of fees, or performance of town services in exchange for goods and services to be received by the town shall be deemed a purchase and shall be subject to the provisions of the Purchasing Policy as determined by the fair market value of the town assets, fees, and/or services being exchanged.

Section 15. Conflicts of Interest

No employee of the town shall solicit the favorable treatment of himself or others with vendors customarily bidding for town purchase awards, nor shall any employee accept any gift from any vendor interested in obtaining town purchases, except for an advertising token of insignificant value.

Section 16. Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to town officials, employees, volunteers, boards and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

This policy will take effect upon approval.

Adopted by vote of the Board of Selectmen on this date, the 15th of June 2021.

Hal Kreider, Chairman

Tim Colby, Vice-Chair

Beth Boudreau

Pam Sanderson

James Guzofski

Section 4. Authority

This policy is adopted by the Board of Selectmen in accordance with RSA 31:39 "Powers and Duties of Towns" and in accordance with RSA 41:8 and RSA 41:9 "Choice and Duties of Town Officers" as it relates to their management of the Town's prudential affairs and their authority over expenditures.

Section 5. Category #1 - Purchase Amounts between \$0.01 and \$499.99

- 5.0 Total amount of purchase must include any applicable shipping and handling costs.
- 5.1 Purchases for Four Hundred, Ninety-Nine Dollars and 99 cents (\$499.99) or LESS may be executed by direct purchasing by the Department Head with no further approval.
- 5.2 Department Heads shall take the appropriate steps to attain the best pricing practical when using direct purchases.

Section 6. Category #2 - Purchase Amounts between \$500.00 and \$2,499.99

- 6.0 Total amount of the purchase must include any applicable shipping and handling costs.
- 6.1 Category #2 purchases must have approval prior to the purchase.
- 6.2 Purchase requests will be reviewed and approved or denied by the Police Commission for the Police Department, Library Trustees for the Library, and the Town Administrator for all the other departments of the Town, to ensure each department has requested these items in their budget.

Section 7. Category #3 - Purchases between \$2,500.00 and \$9,999.99

- 7.1 Total amount of the purchase must include any applicable shipping and handling costs.
- 7.2 Purchase requests must be initially approved by the Police Commission for the Police Department, Library Trustees for the Library, and Board of Selectmen for all other departments, boards, and committees prior to the purchase.

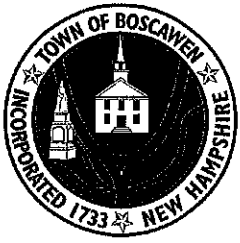
Section 8. Category #4 - Purchase Amounts of \$10,000.00 and OVER

- 8.1 Total amount of the purchase must include any applicable shipping and handling costs.
- 8.2 Any purchase request in this category is considered a capital item and must appear in the current budget as a line item, or as a capital expenditure, approved by the Budget Committee and Town Meeting. Only capital items included within the current budget will be considered unless extenuating circumstances occur, or in the case of expenditure of grant funds. The Selectmen will determine if an exception should be made. In the case of grants, all laws pertaining to the acceptance and expenditure of grant funds will be applicable.

Section 9. Category #5 – Construction Projects \$25,000 and OVER

Any purchase in this category must be accomplished using the formal bid process.

Section 10. Optional Purchasing Methods



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Town of Boscawen

116 North Main Street, Boscawen, NH 03303 | Telephone: 603.753.9188

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Director

Kearsten O'Brien
Deputy Director

Kara Gallagher
Assistant & Recording Secretary

Amy Forbes
Clerk

PUBLIC NOTICE

Notice is hereby given in accordance with NH RSA 676:4, I, D1, NH RSA 674:54, NH RSA 12-K:7, and the Town of Boscawen Land Development Regulations and Zoning Ordinance that the Planning Board will meet on **Wednesday, July 5, 2023 after 6:30 PM** at the Boscawen Municipal Complex, 116 North Main St, during a *regular meeting* of the Board, to hear a request to for a **Conditional Use Permit and Major Site Plan to construct and operate a 120' wireless telecommunications facility**, submitted by **Nixon Peabody for Bell Atlantic Mobile Systems LLC, d/b/a Verizon Wireless of 900 Elm Street, Manchester, NH 03303** with a location of **Map 49, Lot 21, 335 Daniel Webster Highway, located in an AR zone**. Upon a finding by the Board that the request meets the requirements of the Zoning Ordinance and the Land Development Regulations, the Board may conduct a Public Hearing on the merits of the proposal. Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved.

Copies of the Planning Board applications and associated materials are available for review at the Boscawen Municipal Complex, 116 North Main Street, during normal **business hours: Monday through Thursday, 8:30 AM to 4:30PM**. Material is also available online at www.boscawennh.gov. Phone (603) 753-9188 Ext 2325.

Per order of the Planning Board,

Kearsten O'Brien, Deputy Director
Planning & Community
Development