

Northwood, NH Board of Selectmen Agenda July 11th, 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 27th, 2023

6:30PM Public Hearings - Community Development Block Grant Request – One Sky Service Rehabilitation Project.

- **Consent Agenda**

TA Report/Items for Board Action

OLD BUSINESS

Review for Action: Cable TV Franchise Agreement One Year Extension – Action Required

NEW BUSINESS

Review for Action: Emergency Management Director Vacancy

Board Task Manager

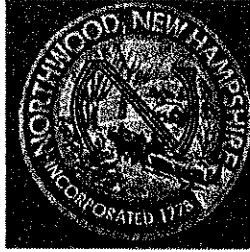
Board Committee Reports.

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

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

Adjournment

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



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
June 27, 2023**

ROLL CALL: Chairman Hal Kreider, Vice-Chairman Tim Colby (arrived at 6:07), Select Board Member Beth Boudreau, Select Board Member Jim Guzofski, and Select Board Member Pam Sanderson.

STAFF PRESENT: Town Administrator Walter Johnson

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:

Jim Hadley of Old Mountain Road gave the Board a two-page handout. He stated that several days ago he sent an email to the Selectman and Town Administrator about a pothole on his street. In his handout he wants to make sure the Board is aware of the town’s responsibility for fixing potholes in a timely manner, and if not, the town’s liability. He first noticed the pothole on May 24. He waited two weeks before he contacted the highway supervisor. The statute states you contact either the Selectmen or the Highway Supervisor. He contacted him and waited two weeks and didn’t hear anything. That is when he sent the email back to him and the Selectmen and the Town Administrator. Whenever he has had road issues in the past, he has just called the Road Agent and he would do whatever had to be done the next day. It took the town officially 17 days to fix the pothole, after being legally noticed as required by law. That was between June 6 and June 23 and the town may be liable for any damages to vehicles such as front ends that may have been damaged by the pothole. There are about 30 housing units beyond the location of the pothole on Old Mountain Road. That does not include the addition of UPS trucks, and there is a veterinarian and a dog boarding company up there that gets a lot of traffic. He is asking the Board to take the time to be aware of these statutes and understand the importance they are to the Northwood traveling public.

H. Kreider read the following email: “I wanted to bring your attention to the situation at Bennett Bridge Beach. Since 2020 the lines in the parking area have bene wearing away and are now nonexistent. I realize that Chris Brown is working under a Highway budget that does not allow him a lot of wiggle room for things like parking lines on a beach when there are so many road needs. However, it is getting to be a real problem as people just park anyway and anywhere. On Sunday, we had the most people we have ever seen. They were parked everywhere. Some parked haphazardly in the parking area while other

43 parked on both sides of the road, including in front of the mailboxes which are passed the beach. When I
44 can home around 2:30 p.m. I had to drive very slowly to fit between and get around the cars to be able to
45 go home. No emergency vehicles would have been able to fit through. We live close enough that we walk
46 to the beach, but if the volume continues this is a problem with no clear parking marked and could be a
47 safety hazard. Based on the lack of road budget, is there anything the town can do or anything we can do
48 to help? Thanks so much, Marlene Brown.”

49
50 T. Colby arrived at the meeting.

51
52 **Town Clerk – Dog Warrant:**

53 Town Clerk/Tax Collector Marisa Russo presented the warrant for 116 unlicensed dogs for 2023 to the
54 Selectboard for signatures. Civil forfeitures will be served by the Police. B. Boudreau stated that the clerk
55 has put out many notices regarding the deadline for filing. The consensus of the Board is to sign the
56 warrant. TA Johnson stated that the serving of all these civil forfeitures is a huge burden on the police
57 department, especially since they have been shorthanded for several years. If residents would register
58 their dogs in a timely manner, it would free up a lot of time for the officers at the police department. This
59 dog licensing is not a town law. It is a state law that requires the police to serve the notices. The town
60 receives \$2.00 for each dog registered and it will cost over \$60 an hour for an officer to go to houses to
61 deliver the civil forfeiture notices. This will cost the town a lot of money in the long run. M. Russo stated
62 she is not informed if an animal has passed away, or been relocated, unless the owner tells her.

63
64 **Approve Minutes:**

65 **Motion: “To approve the minutes of June 13, 2023, as presented.”**

66 **Motion: P. Sanderson**

67 **Second: T. Colby**

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

69
70 **Consent Agenda:**

71 Accounts Payable Manifest dated June 21, 2023, Batch #120 for \$78,301.20. Items of note include
72 payments to Hodgkins Painting & Maintenance for \$4,000 for lawn maintenance for the cemeteries and
73 public facilities, payment to the IRS for \$12,984.78 for employee taxes, and NH Retirement System for
74 \$46,565.91 for employee retirement contributions.

75 Payroll Manifest dated June 28, 2023, Batch # 062823 for \$ 51,370.96

76 Accounts Payable Manifest dated June 28, 2023, batch 121 for \$12,193.32. This consists of payments to
77 the IRS of \$12,029.90 and Healthtrust for \$163.46.

78 Abatements: Approve or Deny per Assessor’s Recommendations

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

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

81 Others:

82 Intent to Cut – Map 212, Lot 65 – Hamm

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

84 Seasonal Camper Permit – Map 125, Lot 62 – Fagan

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

86 Land Use Change Tax – Map 119-9 – Sargent

87 Land Use Change Tax – Map 119-10 – Thiabeault

88 Land Use Change Tax – Map 119-12 – Blais

89 Land Use Change Tax – Map 119-13 – Atherton

90 Land Use Change Tax – Map 119-14 – Harrison

91 Reimbursement Requests to the Trustees of the Trust Funds:

92 Lagoon Maintenance ETF - \$3,750 – for payments to Round Pond Soil Survey

93 Road Improvement ETF - \$3,514.70 – for payments to Benevento Aggregates and Radford Messenger

94 Aquatic Invasive Species Prevention ETF – 3,250.00 – for payments to Pleasant Lake Preservation Assn and
95 NH Lakes on behalf of Harvey Lake Watershed Assoc.

96 Transfer Station ETF - \$4,167.30 – for payment to Benevento Aggregates

97 Cemetery Maintenance ETF - \$15,000 – for payment to ArborCare Tree Service

98 250th Anniversary ETF - \$2,241.07 – for payments to Judy Martin-Royce, Robert Zielinski, and United
99 Church of Christ

100 Total Reimbursement Requests = \$ 31,923.07

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

102 **Motion: T. Colby**

103 **Second: P. Sanderson**

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

105 B. Boudreau asked for the balance in the 250th Anniversary Fund. TA Johnson did not have that
106 information with him tonight but will get it to her.

107

108 **TA Report:**

109 Staffing: There is still one full-time position open in the police department and one full-time in the fire
110 department, although the Board will be discussing one candidate later tonight. One seasonal staff
111 position is still open in the recreation department.

112 PW and facilities projects: Ditching is continuing in advance of the road reconstruction work to be done
113 this summer. TA Johnson is still working with Steve Robert on the sound and video system improvements.
114 There will be a new device to link the phone to the broadcast system so that people calling in to meetings
115 will be more easily heard. TA Johnson continues to work on alternates at the transfer station for the
116 recyclables. We continue to work with the engineers to respond to DES concerns about the sewage
117 lagoons and the transfer station. Some items have been completed, such as the new entrance sign. TA
118 Johnson continues to work on an assessment of the town hall meeting space. He is waiting for a plan from
119 the architect.

120 Elections: August 1 will be the primary for the open state representative seat. H. Kreider said Brian
121 Winslow, School Board Chair, asked if some Board members could attend a school board meeting on July
122 12 at 2:30. H. Kreider would like to talk about the generator for the shelter, the timing of the changes of
123 fuel, and the increased costs and needing to find a place to hold elections. The parish hall will no longer
124 be available for elections after the August 1 primary. P. Sanderson and J. Guzofski stated they could join
125 H. Kreider at that meeting. At the Board of Selectmen meeting prior to July 12, the Board will discuss
126 what they want to say.

127 One Sky CDBG Request. The Board had said they will consider the application One Sky wants to have
128 submitted. There will be a public hearing at the next meeting at 6:30 to hear details of the project and
129 discuss some of the facets of the program, and conditions of the grant requirements.

130 EMD Resignation: The Board has received the resignation of EMD Bob Young. Chief Drolet is the Deputy
131 and will assume the duties for now. H. Kreider said the Board will talk at the next meeting regarding how
132 to meet the needs of that position and to thank Bob personally.

133 Meetings are scheduled for June 28 for conducting Town Administrator interviews in a non-public session.
134 The next regular Board meetings will be July 11 and July 25.

135

136 **6:30 Recreation Commission – Follow-up Discussion:**

137 Wade Sauls, Dave Ruth, and Justin Miller from the Recreation Commission were present. John Newman
138 was present to discuss the plans for the recreation fields. Discussion occurred regarding the

139 responsibilities that would be given to the Recreation Commission by the Board of Selectmen. The
140 Recreation Commission has requested the following responsibilities:

- 141 1. Setting the strategic direction of the Recreation Department. This includes three-to-five-year
142 priority areas and key performance indicators to measure progress. The strategic direction
143 includes facilities, where they are located, and how many we have and is a broad overview of the
144 department. There was discussion of how to mesh the recreation commission plans with the
145 town master plan and how to get funding approved and how to mesh recreation with other
146 departments in town such as the library to promote a variety of activities. Having regular
147 meetings between the Board of Selectmen and the Recreation Commission will help to promote
148 that. The Board agreed with this request. TA Johnson noted the strategic plan must be presented
149 to the Board before approval because the Board has the ultimate authority and oversees
150 everything. Items may need to be adjusted based on the other needs of the community. Once the
151 plan has been adopted, it is up to the Recreation Director, in concert with the Friends and the
152 Commission, to execute the plan. That is where you get cohesive cooperation. This will bring
153 continuity and cooperation when you have a staff member instead of a volunteer who can be
154 responsible and held accountable within the plan.
- 155 2. Setting policy for recreation programs and facilities. This is opposed to recommending policy for
156 the Board of Selectmen to adopt. TA Johnson explained that all the policies that exist now have
157 been executed by the Board of Selectmen, and they must be because the Board is responsible for
158 any liability and enforcement of the policies and any legality related to the policies. He feels the
159 Commission can recommend policies to the Board and they can be evaluated by legal or insurance
160 and then can get adopted by the Board. He also feels the Commission is confusing rules and
161 regulations for the department versus policies. Only the Board has the authority to set policy for
162 town property and they have already done that. Any rules and regulations of the games, events,
163 and functions would lie within the Commission. There is an existing policy that states use of the
164 recreation facilities needs to be approved through the Recreation Commission, but the request
165 needs to come through the town because we need to ensure the people using the facilities are
166 complying with all the regulations, such as insurance. The TA has already provided the Recreation
167 Commission with all the current policies. The Board agrees that policy recommendations need to
168 come to the Board, but rules and regulations are determined by the Recreation Commission.
- 169 3. Advise the Board of Selectmen on appointments, but the power to appoint is with the Board of
170 Selectmen. Agreed by the Board.
- 171 4. Advise the Town Administrator and Board of Selectmen on the hiring of new recreation directors
172 and assistant directors. Agreed by the Board.
- 173 5. Advise the recreation director in the formation of the department budget as well as the CIP.
174 Agreed by the Board.
- 175 6. Approval of expenditures out of the revolving fund over \$5,000. The current policy requires that
176 any expenditure requests over \$5,000 must have the concurrence or recommendation of the
177 Recreation Commission, but only the Board of Selectmen authorize the expenses.

178 Recreation Field Plans:

179 John Newman presented the plan for the recreation fields. He spoke about parking issues and one-way
180 traffic patterns, the possibility of adding gated emergency access, the use of multi-purpose fields, and
181 possible future expansion options. There will need to be listening sessions to get public input to gain buy-
182 in and potential funding approval. The recreation fields can also be designated as a landing spot for
183 medical helicopters as well. TA Johnson reminded the Commission to think about timing. September is
184 when they look at the CIP. Some of these things need to be added to that if they want to be funded in the
185 next few years. Funding was appropriated this year that can be used to crush material that is up there so
186 that it can be used on projects, depending on what the priorities are.

187 At 7:18, the Board took a 3-minute recess.
188

189 H. Kreider said tomorrow night will be three candidate interviews starting at 6:30. Candidates will speak
190 for a few minutes, then open for questions, with one Board member asking at a time.
191

192 **Center School Status:**

193 TA Johnson reported that legal counsel gave an opinion that we can utilize the approved funding to raze
194 the Center School building for dismantling the building instead. The current contractor is very
195 understanding of our situation. He has provided us with an invoice for the expenses already incurred for
196 \$1,900. He is willing to offer a bid to dismantle the building as well. TA Johnson needs to know how the
197 Board wants to structure the RFP. He added that once the building is off the town property, we have no
198 control over the use of the building from a legal standpoint. But we will have accomplished what the
199 voters asked us to do and utilized the available funding. There was discussion about a new bid process,
200 the timeline for bids and completion of the project. TA Johnson suggested selling the building to be
201 dismantled by sealed bids, with a specified time to have the building removed off the property. Insurance
202 would need to be provided and possibly a bond. The consensus of the Board is to sell the building by
203 sealed bid process with the building needing to be removed from the town property within 30 days and
204 insurance must be provided for everyone involved.
205

206 **Cable TV Franchise Agreement Negotiations Update:**

207 TA Johnson said the cable negotiations have been a long, drawn-out process. The current contract expires
208 at the end of 2023, but Breezeline has agreed to a 1-year extension. They will not extend the existing
209 terms, which are more favorable to the town than to Breezeline, for any more than one year. They want
210 to increase their build-out per mile with different density requirements, which is more favorable for them
211 than the town. Breezeline's poor customer service has been a major issue, but they have improved their
212 game significantly. This agreement is strictly for cable tv, not internet service. We will have another year
213 of formal negotiations and hopefully finalizing a contract. This will probably be the last contract due to a
214 decrease in cable customers and increase in streaming services.
215

216 **Amendment to Purchasing Policy:**

217 TA Johnson heard a message at the Department Head meeting that the \$500 purchasing limit before
218 needing TA approval was too low. Due to price increases on everything, \$500 will not even buy two tires
219 for an ambulance, for example. He is proposing changes to the spending limit for a department head to
220 \$1,000 and the Town Administrator limit to \$5,000. These are the only changes proposed.

221 **Motion: "To approve the amendment to the Purchasing Policy as presented."**

222 **Motion: J. Guzofski**

223 **Second: P. Sanderson**

224 B. Boudreau asked what other towns have for limits. TA Johnson said most have increased the limits to
225 \$1,000. He added the issue is more about the execution process than anything else. He has complete
226 confidence in the department heads making good decisions for the taxpayer's money and there is still
227 oversight and accountability in the policy.

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

229

230 **Board Task Manager:**

231 There are no changes.

232

233 **New business:**

234 TA Johnson reported that the pothole situation reported during Citizen’s Forum has already been
235 addressed. TA Johnson added that if a pothole is visible and can reasonably be avoided, there is no liability
236 to the town. If it is not visible or avoidable, we have 24 hours to put up flags.
237 He added that when any parking lines are painted, we would then be subject to the ADA rules and would
238 need to supply a handicap parking spot and ADA access to the facility. It will be a challenge to get handicap
239 access to some of the facilities. If parking issues are blocking emergency access, the police should be
240 called because that can be addressed.

241
242 There was a discussion about hiring a contractor to help catch up on the ditching work on which we are
243 behind or put more funds towards ditching instead of road reconstruction. TA Johnson said that we are
244 committed for this year for road reconstruction work. This needs to be a discussion that should take place
245 during the next budget season, with input from PW Foreman Brown. The Board has already approved an
246 extra month of rental on the excavator for ditching work. Contract ditching work would cost \$2,500 a
247 day. There was also some confusion about where the message goes when someone uses the website to
248 report a pothole. TA Johnson will find that out.

249
250 **Board Committee Reports:**
251 H. Kreider reported the recent Safety Facility Committee listening sessions went very well. A citizen
252 requested to attend the next committee meeting and then asked to be appointed as an alternate.

253
254 P. Sanderson said the Zoning Board is still looking for two alternates to serve. They have moved their
255 meeting dates to the 3rd Thursday of the month. This will accommodate town staff to bring planning board
256 results to the ZBA to assist in decision-making since there will be more time between the Planning Board
257 meeting and the Zoning Board meeting.

258
259 B. Boudreau said the Friends of Recreation have agreed to sponsor the Imagination Library Program by
260 Dolly Parton. Children under the age of five will receive a book every month.

261
262 **Citizen’s Forum:**
263 None.

264
265 **At 8:28,**
266 **Motion: “To go into a non-public session under RSA 91A:3 (a), (b), and (c).”**
267 **Motion: T. Colby**
268 **Second: P. Sanderson**
269 **Motion carried by a roll call vote of 5 to 0.**

270
271 **Public session Resumed at 8:50pm**

272
273 **Motion “to seal the minutes as the content of the session may affect the reputations of an individual or**
274 **individuals not a member of the Board.**
275 **Motion: T. Colby**
276 **Second: J. Guzofski**
277 **Motion carried by roll call vote of 5/0.**

278
279 T. Colby questioned the continued use of the upper section of the Rt 4 athletic fields for disposing of large
280 tree trunks removed from town roadsides and waste material from ditch work. TA Johnson reported that
281 the use of the recreation field property should be used exclusively for recreational activity so grants can

DRAFT

282 be requested for work/improvements on the entire site. T. Colby expressed concern about finding an
283 alternative site owned by the town. The matter will be discussed further at the next meeting when DPW
284 Foreman Brown is in attendance.

285

286 **Motion: "To recess this meeting until 6:30pm on June 28th at Town Hall for the purpose of interviewing**
287 **TA candidates."**

288 **Motion: J. Guzofski**

289 **Second: P. Sanderson**

290

291 **Meeting recessed at 8:57**

292

293 Minutes respectfully submitted by

294 Cheryl Eastman

295

Northwood NH Consent Agenda for July 11, 2023

Accounts Payable Manifest dated July 5, 2023

Batch #122 for \$82, 726.22

Payroll Manifest dated July 12, 2023

Batch #071223 for \$56,581.96

Approved by a vote of ____ **Yes**, ____ **No** on July 11, 2023

_____ Hal Kreider

_____ Tim Colby

_____ Beth Boudreau

_____ James Guzofski

_____ Pamela Sanderson

Town of Northwood
Town Administrator's Report
July 11, 2023

Staffing Update: PD one FT patrolman positions in the police, 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 to improve the AV equipment in the town hall. DPW continues to repair several potholes on many roads throughout town created by the ongoing heavy rain events.

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. Numerous pictures have been sent to DES confirming our compliance with the notice of deficiencies letter items. We have a new entrance sign at the transfer station that complies with the current DES rules provided by NH the Beautiful Program at no charge.

Former Center School: A request for bids for the sale of the building to be removed from town property has been issued with bids due on August 1. Conditions include having to remove the building from town property within 30 days of award. A copy of the RFP is posted on the town's website.

Elections: The August 1st special primary election for state representative will be in the parish hall from 7:00am to 7:00pm. Some Board members will be meeting with the school board on 7/12 at 2:30pm to discuss the future use of the school for elections and the new generator for the school.

Strafford Metropolitan Planning Organization Representatives Appointments: Your packet includes a copy of the letter regarding the need to appoint a representative and alternate to the Technical Advisory committee (TAC) from Northwood.

Tax Deeded Properties: Discussions are ongoing with the former owners of two tax deeded properties that I feel will result in the repurchase of both in the near future.

Upcoming Meetings Schedule: Board Meeting Schedule: special Board session on 7/12, regular meetings: 7/11 and 7/25,

TA Report

STRAFFORD

Regional Planning Commission

July 8, 2023

Northwood Board of Selectmen
12 Mountain View Drive
Strafford NH 03884

Dear Northwood Board of Selectmen,

The Strafford Metropolitan Planning Organization (SMPO) is responsible for transportation planning for the region. The MPO is comprised of the Policy Committee and the Technical Advisory Committee (TAC). Each of the eighteen communities is a member of the MPO through their association with Strafford Regional Planning Commission (SRPC).

The TAC is typically comprised of municipal staff representatives, or other individuals involved in day-to-day transportation decisions. They provide leadership and make recommendations to the SMPO Policy Committee. The Policy Committee is comprised of all SRPC Commissioners and other transportation and transit providers and agencies in the State and region.

Members will be appointed for two years, in this case, Fiscal Years 2024 and 2025. The TAC meets at 9 a.m. on the first Friday of every month to give and receive input on regional transportation issues and is a critical component in the decision-making process for the MPO. Our records indicate that your current appointees' terms expired on 6/30/2023 and you have one vacancy:

CURRENT APPOINTEES:

Regular Member

Vacant: term expiration 6/30/2023

Alternate

Walter Johnson: term expiration 6/30/2023

Please use the attached appointment form and return once completed to Megan Taylor-Fetter (mtaylorfetter@strafford.org), Strafford Regional Planning Commission, 150 Wakefield Street, Suite 12, Rochester, NH 03867. If you have any questions, please do not hesitate to contact me.

Sincerely,



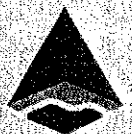
Jennifer Czysz AICP
Executive Director

cc: Walter Johnson

STRAFFORD REGIONAL PLANNING COMMISSION

150 Wakefield Street, Suite 12, Rochester, NH 03867

Barrington | Brookfield | Dover | Durham | Farmington | Lee | Madbury | Middleton | Milton | New Durham
Newmarket | Northwood | Nottingham | Rochester | Rollinsford | Somersworth | Strafford | Wakefield



Town of Northwood

NEW APPOINTEE AND ALTERNATE

FY 2024 - FY 2025 APPOINTEE

FY 2024- FY 2025 ALTERNATE 1

Name:

Name:

Address:

Address:

Phone Number:

Phone Number:

Email:

Email:

The signatures of the Appointing Official(s) listed below confirm that the above-named individual(s) shall be appointed as the Town of Northwood's representative(s) of the MPO Technical Advisory Committee (TAC) for the period of July 1, 2023 to June 30, 2025.

Appointing Official/Title

Date

Appointing Official/Title

Date

Appointing Official/Title

Date

Script

**TOWN OF NORTHWOOD
Public Hearings
Community Development Block Grant Project**

July 11, 2023 6:30pm

(Please note in the minutes that an informational document was available)

Selectmen Open Public Hearing on the Proposed One Sky Community Services Rehabilitation Project CDBG Application

Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Housing Grant Funds. Of the grant funds, up to \$30,000 will be retained by the town of Northwood for administrative costs associated with the project, \$470,000 of the funds will be sub-granted to One Sky Community Services for the rehabilitation of One Sky housing at 36 Bean Road in Northwood, NH. One Sky will use the funds for improvements including a fire suppression system, the addition of two bedrooms, the addition of a full bathroom, a new metal roof, septic system upgrade/additional to meet the need of the additional bedrooms, safety measures that include reinforcement of exterior stairs, deck, along with ramps and other accessibility upgrades, mechanical upgrades, such a new heating, paving and energy improvements.

This project conforms with Northwood's proposed Housing and Community Development Plan's goals of: Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. And, Goal: Encourage services to meet needs, including social services, elder and child care needs.

ASK FOR PUBLIC COMMENT (the minutes must reflect that the public was asked for comments – even if there is no public there)

Selectmen Close Public Hearing

Selectmen Open the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan for the One Sky Community Services Rehabilitation Project

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement or relocation is anticipated for this project.

ASK FOR PUBLIC COMMENT

Selectmen Close the Public Hearing

Selectmen Open Public Hearing on the Housing and Community Development Plan

A Housing and Community Development Plan is required to be eligible to apply for CDBG funds. The proposed Northwood's Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the

Town's housing and community development objectives and actions. In addition, the Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings.

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Encourage services to meet needs, including social services, elder and child care needs.

Goal: Preserve and promote the Town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

Selectmen Close the Public Hearing

VOTING

Selectmen vote to approve the submittal of the CDBG application **and** vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto.

Selectmen vote to adopt the Antidisplacement and Relocation Assistance Plan

Selectmen vote to adopt the Housing and Community Development Plan

Handout

TOWN OF NORTHWOOD
Public Hearings
Community Development Block Grant Project

July 11, 2023, 6:30pm

Public Hearing on the Proposed One Sky Community Services Rehabilitation Project CDBG Application

Community Development Block Grant (CDBG) funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for Economic Development Projects, up to \$500,000 for Housing Projects, up to \$500,000 for Public Facility Projects, up to \$350,000 in Emergency Funds, up to \$25,000 per Planning Study grant. All projects must directly benefit a majority of low- and moderate-income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 in CDBG Housing Grant Funds. Of the grant funds, up to \$30,000 will be retained by the town of Northwood for administrative costs associated with the project, \$470,000 of the funds will be sub-granted to One Sky Community Services for the rehabilitation of One Sky housing at 36 Bean Road in Northwood, NH. One Sky will use the funds for improvements including a fire suppression system, the addition of two bedrooms, the addition of a full bathroom, a new metal roof, septic system upgrade/additional to meet the need of the additional bedrooms, safety measures that include reinforcement of exterior stairs, deck, along with ramps and other accessibility upgrades, mechanical upgrades, such as a new heating, paving and energy improvements.

This project conforms with Northwood's proposed Housing and Community Development Plan's goals of: Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. And, Goal: Encourage services to meet needs, including social services, elder and child care needs.

Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan for the One Sky Community Services Rehabilitation Project

This plan outlines measures, under the Uniform Relocation Act, required for CDBG projects that involve any displacement or relocation of persons (or businesses), if the Town were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated. No displacement or relocation is anticipated for this project.

Public Hearing on the Housing and Community Development Plan

A Housing and Community Development Plan is required to be eligible to apply for CDBG funds. The proposed Northwood's Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. In addition, the Plan includes a CDBG Citizen Participation plan that details the CDBG requirements for public hearings.

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Encourage services to meet needs, including social services, elder and child care needs.

Goal: Preserve and promote the Town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

NORTHWOOD
Residential Anti-Displacement and Relocation Assistance Plan
For the Proposed One Sky Community Services Rehabilitation Project

Every effort will be made to minimize temporary or permanent displacement of persons due to a CDBG project undertaken by the municipality.

However, in the event of displacement as a result of a federally funded CDBG award, the Town will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, to any household, regardless of income which is involuntarily and permanently displaced.

If the property is acquired, but will not be used for low/moderate income housing under 104(d) of the Housing and Community Development Act of 1974, as amended, the displacement and relocation plan shall provide that before obligating and spending funds that will directly result in such demolition or conversion the municipality will make public and submit to CDFA the following information:

- a. Comparable replacement housing in the community within three (3) years of the commencement date of the demolition or rehabilitation;
- b. A description of the proposed activity;
- c. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be demolished or converted to a use other than as low and moderate income dwelling units as a direct result of the assisted activity;
- d. A time schedule for the commencement and completion date of the demolition or conversion;
- e. The general location on a map and appropriate number of dwelling units by number of bedrooms that will be provided as replacement dwelling units;
- f. The source of funding and a time schedule for the provision of replacement dwelling units;
- g. The basis for concluding that each replacement dwelling unit will remain a low and moderate income dwelling unit for at least ten (10) years from the date of initial occupancy;
- h. Relocation benefits for all low or moderate income persons shall be provided, including reimbursement for moving expenses, security deposits, credit checks, temporary housing, and other related expenses and either:
 1. Sufficient compensation to ensure that, at least for five (5) years after being relocated, any displaced low/moderate income household shall not bear a ratio of shelter costs to income that exceeds thirty (30) percent, or:
 2. If elected by a family, a lump-sum payment equal to the capitalized value of the compensation available under subparagraph 1. above to permit the household to secure participation in a housing cooperative or mutual housing association, or a Section 8 certificate of voucher for rental assistance provided through New Hampshire Housing Finance Authority.
- i. Persons displaced shall be relocated into comparable replacement housing that is decent, safe, and sanitary, adequate in size to accommodate the occupants, functionally equivalent, and in an area not subject to unreasonably adverse environmental conditions;
- j. Provide that persons displaced have the right to elect, as an alternative to the benefits in

subparagraph 2. above, to received benefits under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 if such persons determine that it is in their best interest to do so; and

k. The right of appeal to the executive director of CDFA where a claim for assistance under subparagraph 2. above, is denied by the grantee. The executive director's decision shall be final unless a court determines the decision was arbitrary and capricious.

l. Paragraphs a. through k. above shall not apply where the HUD Field Office objectively finds that there is an adequate supply of decent, affordable low/moderate income housing in the area.

CERTIFICATION OF COMPLIANCE

The Town anticipates no displacement or relocation activities will be necessitated by this project. All commercial tenants will remain, no displacement is needed. The residential construction is only in vacant areas of the building. Should some unforeseen need for relocation arise, the Town certifies that it will comply with the Uniform Relocation Act and Section 104 (d) of the Housing and Community Development Act of 1974, as amended.

Printed Municipal Official Name: Hal Kreider.

Title: Chairman, Board of Selectmen

Signature: Hal Kreider

Date of Adoption: July 11, 2023

NORTHWOOD, NEW HAMPSHIRE
Housing and Community Development Plan
July 2023

The Northwood's Housing and Community Development Plan (HCDP) identifies needs, which currently exist or are anticipated during the next three years. The Plan provides a basis for guiding the Town's housing and community development objectives and actions. The Housing and Community Development Plan is consistent with the current master plan of the Town.

This document also outlines the Town's efforts to include citizen participation in implementing activities funded through the Community Development Block Grant. That information is found in the section below titled "Citizen Participation Plan."

Housing and Community Development Goals and Objectives

The Plan's goals and objectives are identified below and are consistent with the national Housing and Community Development Act of 1974, as amended, and the state's objectives listed in Chapter Cdfa 300 Community Development Block Grant (CDBG) Program Rules (Cdfa 305.01 & 310.01). These goals and objectives are both short and long term. Priority will be given to the needs of low and moderate-income persons, minorities and disadvantaged people.

The Town states that as a matter of policy, involuntary displacement of households from their neighborhoods as part of a CDBG project shall be minimized.

Goals and objectives of this plan, both long and short-term, are consistent with following broad national objectives:

- National Objective 1: direct benefit to low and moderate income persons or households;
- National Objective 2: the prevention or elimination of slums and blight; and
- National Objective 3: Elimination of conditions which seriously and immediately threaten the public health and welfare.

Goals and Objectives of this plan also addresses as many of the following state's objectives as appropriate for CDBG grant awards, and priority will be given to projects that have a public benefit, in both the short and long-term as follows:

State Objective 1: Implementing the Housing and Community Development Plan and conforming to the Town's master plan and ordinances;

State Objective 2: Preserving and promoting existing neighborhoods and community centers;

State Objective 3: Restoring and preserving properties which have historic, cultural, architectural or aesthetic value;

State Objective 4: Solving community problems with long term benefits and innovative solutions;

State Objective 5: Successfully raising funds or securing matching funds and resources from public and private sources; and

State Objective 6: Funding needed projects for which other private or public funding shall not be available.

The Town's three-year short and long-term goals and objectives are as follows:

GOALS AND OBJECTIVES

The Town commits to the following goals to meet the Housing and Community Development needs of the Town:

Goal: Encourage a varied stock of safe, sanitary, decent and affordable housing for persons of all age and income groups. (Short-term and Long-term goal).

Goal: Encourage economic development activities to increase quality industrial and commercial development. Encourage the expansion and retention of employment opportunities for residents. (Short-term and Long-term goal).

Goal: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations. (Short-term and Long-term goal).

Goal: Encourage services to meet needs, including social services, elder and child care needs.

Goal: Preserve and promote the Town's historically and culturally significant structures. (Short-term and Long-term goal).

Goal: Promote activities that protect the health and safety of residents and visitors. (Short-term and Long-term goal).

Federal CDBG grant funds awarded shall be consistent with the national objectives and shall, at a minimum, provide improved housing in accordance with Section 8 standards, public facilities, or employment opportunities primarily to low and moderate income persons or households. Grants shall not benefit moderate income persons to the exclusion of low income persons

Citizen Participation Plan

The Town will seek to engage its citizens in implementing housing and community activities funded by the Community Development Block Grant. Its citizen participation efforts will be consistent with the State of New Hampshire's citizen participation plan. Specifically, the Town will adhere to the following steps to engage its citizens:

- 1) Publishing a statement of proposed activities for any application proposed to be submitted by the Town so that affected citizens have an opportunity to submit comments on the proposed activities.
- 2) Provide adequate notices, specifically to persons of low- and moderate-income as well as the the general public, for all public hearings to discuss proposed or approved CDBG applications. Such notices will include the statement of proposed activities or how to obtain such statement. At least ten days prior to any hearing, the notices will be published in a daily newspaper of general circulation in the municipality; AND posted as a printed legal notice in at least three other public places.
- 3) Hold two or more public hearings on the proposed application at times and locations convenient to potential beneficiaries, accessible to persons with physical disabilities, and that meet the needs of non-English speaking residents, if appropriate, to obtain citizens' views before adoption of resolution or similar action by the local governing body authorizing the submission of the application. At least one public hearing will be held prior to submitting any CDBG application and another during the course of all approved projects.
- 4) Provide at public hearings information concerning the amount of funds available for proposed community development activities and the range of activities within the project.
- 5) Provide at public hearings information concerning the amount of funds that will benefit persons of low- and moderate-income.
- 6) Provide at public hearings information about potential program income and the Program Income Reuse plan, if program income is anticipated.

- 7) Furnish citizens with the plans made to minimize the displacement of persons and to assist persons actually displaced as a result of grant activities, if displacement is anticipated.
- 8) Provide technical assistance to groups representing persons of low- and moderate-income requesting such assistance in developing proposals.
- 9) Provide citizens with reasonable notice of substantial changes proposed in the use of grant funds and providing opportunity for public comment;
- 10) Any modifications or amendments to the project will be made in accordance with the same procedures required in points (1) through (3) above for the preparation and submission of a statement of proposed activities.

Any complaints or grievances received by Town will be addressed within 15 working days of its receipt.

Printed Municipal Official Name: Hal Kreider

Title: Chairman, Board of Selectmen

Signature: [Signature]

Date of Adoption: July 11, 2023

MUNICIPAL CERTIFICATION
For the Proposed One Sky Community Services Rehabilitation Project

To the best of my knowledge, the data in this application is true and correct, and this application submittal has been authorized by the Town of Northwood, New Hampshire. The Town of Northwood will comply with all federal and state laws, rules, regulations and requirements, including those in the CDBG Application and Program Guide and the Implementation Guide. Furthermore, I certify that:

- The municipality affirmatively furthers fair and affordable housing;
- Where applicable, the proposed project is consistent with the municipal master plan, the Housing and Community Development Plan (HCDP), the Residential Antidisplacement & Relocation Assistance (RARA) Plan and that all planning and zoning requirements have been (will be) met;
 - Where applicable, the municipality shall provide adequate funds to operate and maintain the public facility or improvement after the completion of the project;
- This application is being submitted with the full knowledge and approval of the Organization's Board of Selectmen and that the Organization will comply with New Hampshire conflict of interest laws as defined by RSA 7:19-a and RSA 292:6-a;
- This application is being submitted with the full knowledge and approval of CDFA's Privacy Policy, by which I acknowledge all information and documents created, accepted or obtained by, or on behalf of, CDFA are potentially subject to disclosure in compliance with RSA 91-A, New Hampshire's Right-to-Know law. (party authorized in public hearing)

I hereunto set my hand and official seal. Notary Public/Justice of the Peace (Seal) My Commission expires

Hal Kreider

Name of Designated CEO:

Chairman, Board of Selectmen

Title:

X

Signature

July 11, 2023

Date

NOTARY SECTION

State of New Hampshire

County of Rockingham

On this 11th day of May, 2023 before me _____, the undersigned officer, personally appeared Hal Kreider, who acknowledged him/herself to be the Chairman, Board of Selectmen and that he/she, as such, being authorized so to do, executed the foregoing certification for the purposes therein contained.

IN WITNESS WHEREOF I hereunto set my hand and official seal.

Seal

My Commission expires: _____

Notary Public/Justice of the Peace

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report or an Update Report

1. Applicant/Recipient Name, Address, and Phone (include area code): Town of Northwood 818 First NH Turnpike Northwood, NH 03261 Phone (603) 942-5586	2. Social Security Number or Employer ID Number:
3. HUD Program Name Community Development Block Grant	4. Amount of HUD Assistance Requested/Received Up to \$500,000
5. State the name and location (street address, City and State) of the project or activity: 36 Bean Road, Northwood, NH	

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). ___ Yes <input checked="" type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 _X_ Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds. Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature: <input checked="" type="checkbox"/> Hal Kreider, Chairman Board of Selectmen	Date: (mm/dd/yyyy) July 11, 2023
--	---

**Environmental Review for Activity/Project that is Exempt
Pursuant to 24 CFR Part 58.34(a)
FORM 3-A**

Project Name: Proposed One Sky Community Services Rehabilitation Project
 Responsible Entity (Municipality): Town of Northwood
 Sub-Recipient (if different than Responsible Entity): One Sky Community Services
 Preparer: Donna Lane
 Certifying Officer Name and Title: Hal Kreider, Chairman, Board of Selectmen
 Project Address: 36 Bean Road, Northwood, NH
 Total CDBG Grant Amount: up to \$500,000
 Exempt CDBG Activity Estimated Amount: Up to \$30,000
 Description of the Proposed Project: One Sky Community Services for the rehabilitation of One Sky housing at 36 Bean Road in Northwood, NH. One Sky will use the funds for improvements including a fire suppression system, the addition of two bedrooms, the addition of a full bathroom, a new metal roof, septic system upgrade/additional to meet the need of the additional bedrooms, safety measures that include reinforcement of exterior stairs, deck, along with ramps and other accessibility upgrades, mechanical upgrades, such a new heating, paving and energy improvements.

Level of Environmental Review Determination

Activity/Project is Exempt per 24 CFR 58.34(a)

As Chief Certifying Official of the Applicant, I hereby certify that the activities from the above mentioned project have been reviewed and determined to be Exempt activity(ies) per 24 CFR 58.34 as follows (check those that apply):

<input checked="" type="checkbox"/>	58.34(a) (1). Environmental & other studies, resource identification & the development of plans & strategies;
<input type="checkbox"/>	58.34(a) (2) Information and financial services;
<input checked="" type="checkbox"/>	58.34(a) (3) Administrative and management activities;
<input type="checkbox"/>	58.34(a) (4) Public services that will not have a physical impact or result in any physical changes, including but not limited to services concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation and welfare or recreational needs;
<input type="checkbox"/>	58.34(a) (5) Inspections and testing of properties for hazards or defects;
<input type="checkbox"/>	58.34(a) (6) Purchase of insurance;
<input type="checkbox"/>	58.34(a) (7) Purchase of tools;
<input type="checkbox"/>	58.34(a) (8) Engineering or design costs;
<input type="checkbox"/>	58.34(a) (9) Technical assistance and training;
<input type="checkbox"/>	58.34(a) (10) Assistance for temporary or permanent improvements that do not alter environmental conditions and are limited to protection, repair, or restoration activities necessary only to control or arrest the effects from disasters or imminent threats to public safety including those resulting from physical deterioration;
<input type="checkbox"/>	58.34(a) (11) Payment of principal and interest on loans made or obligations guaranteed by HUD;
<input type="checkbox"/>	Other:

CDBG Environmental Review Compliance Checklist for 24 CFR §58.6

1. §58.6(a) and (b) Flood Disaster Protection Act of 1973, as amended; National Flood Insurance Reform Act of 1994

HUD State-administered assistance through the Community Development Block Grant (CDBG) Program is considered a "formula grant made to States." By law, the restriction on financial assistance for acquisition and construction purposes in special flood hazard areas is not applicable to "formula grants made to States." 24 CFR 58.6(a)(3). Compliance with this section is not applicable for CDBG-financed projects.

2. §58.6(c) Coastal Barrier Improvement Act, as amended by the Coastal Barriers Improvement Act of 1990 (16 U.S.C. 3501) Not Applicable *Please Move on to the next section CDFA 11/13/14.*

Per FEMA's and the US Fish & Wildlife Service's web sites; New Hampshire does not have designated Coastal Barrier Resource System areas/communities. (Per Federal Consistency Coordinator, New Hampshire Costal Program DES 11/13/2014).

3. §58.6(d) Runway Clear Zones and Clear Zones [24 CFR §51.303(a) (3)]

- a. Is your project located near Concord, Manchester or Portsmouth Airports?

Yes No

If No, compliance with this section is complete.

If Yes, continue below.

- b. Does the project involve the sale or purchase of existing property?

Yes No

If No, compliance with this section is complete.

If Yes, continue below.

- c. Is the project located within 2,500 feet of the end of a civil airport runway (Civil Airport's Runway Clear Zone) or within 15,000 feet of the end of a military runway (Military Airfield's Clear Zone)?

Yes No

If No, compliance with this section is complete.

If Yes, Notice must be provided to buyer. The notice must advise the buyer that the property is in a Runway Clear Zone or Clear Zone, what the implications of such a location are, and that there is a possibility that the property may, at a later date, be acquired by the airport operator. The buyer must sign a statement acknowledging receipt of this information, and a copy of the signed notice must be maintained in this ERR.

To determine if your project falls in the Clear zone please use the following

link. Radius Tool: <http://www.freemaptools.com/radius-around-point.htm> input your address on top, go below the map and fill in the feet space, click on map and the radius will be shown. If you have questions please call CDFA.

Cite and attach source document (Map indicating project site in proximity to end of runway):

For more information see:

Airport Information: <https://www.hudexchange.info/environmental-review/airport-hazards/>

<http://www.airnav.com/airports/>

HUD Airport Hazards Guidance: <https://www.onecpd.info/environmental-review/airport-hazards/>
Notice to Prospective Buyers: <https://www.onecpd.info/resource/2758/notice-prospective-buyers-properties-in-runway-clear-zones/>

With reference to the above Program activity(ies)/Project, I, the undersigned officer of the grantee, accept responsibility under the National Environmental Policy Act for environmental reviews, decisions and actions. By my signature below, I certify that I am authorized to, and do personally accept the jurisdiction of the Federal Court for enforcement of the aforesaid responsibilities. In addition, we request that the environmental conditions attendant to the above referenced grant activities be released so that, upon Governor and Council approval (where applicable), funds may be drawn down for Exempt (§58.34). I understand that any activities not listed above are subject to all rules applicable to 24CFR58 and that funds may be not be obligated without a notice of removal of environmental conditions from CDFA

Responsible Entity Agency Official Signature:

Name/Title/Organization: Town of Northwood


Authorized Certifying Officer Signature X _____

Date: 7-11-23

Name/Title: Hal Kreider, Chairman, Board of Selectmen

Preparer Name: Donna Lane

Date: 7-6-23

Preparer Signature: 

Any costs incurred prior to contract approval by the Governor and Executive Council (if applicable) of the State of New Hampshire will be at the risk of the applicant. You may not incur any cost except for those authorized by CDFA prior to release of funds notification. All applicable State and Federal regulations including but not limited to procurement and debarment apply to the activities stated above.

OWNER INFORMATION		SALES HISTORY				PRICE GRANTOR
Date	Book	Page	Type			Price Grantor
12/11/2020	6206	2374	Q1		525,000	CEREBRAL DEVELOPMENT, MEYER, CHRISTOPHER A
10/18/2017	5863	1667	UI40		167,530	FEDERAL NAT'L MORTGAGE
09/16/2016	5747	1325	UI35			MICHAUD, SANDRA
03/30/2016	5702	0062	UI51			BEAN, FRANKLIN W, JR
02/01/2016	5689	753	UI39			

DISTINGUISHING HISTORY		NOTES	
06/09/22	MAIL APPT LETTER		TAN,234-12-TOWER REMOVED .85 ACRES FOR ROW TO CELL TOWER,4/04
06/03/22	MAIL APPT LETTER		NEW HSE; 18: REVIEWED AT REQUEST OF OWNER, OWNER FIXING AS \$
06/06/19	EORM		ALLOWS, CHK CYCLICAL FOR PROGRESS; 2019 CYC: NOH, ADDED DECK,
05/24/18	RIRL		CORRECTED SKICH, EPF>FFF=HEATED;2020= ASKING 594K; 2021 PU:
07/06/15	KCCM		ADDED GEN, EST HSF/CTH SEG; CONFIRM IN 2022= PERSON WHO
03/09/10	KCM		ANSWERED DOOR SAID NO CTH AREA, CORRECTED SKICH
04/30/09	KCO		ACCORDINGLY
03/06/08	KCO		

EXTRA FEATURES/VALUATION							
Feature Type	Units	Length x Width	Size Adj	Rate	Cond	Market Value	Notes
FIREPLACE 1-1 STND	1		100	2,900.00	100	2,900	
GENERATOR	1		100	3,500.00	100	3,500	22KW
						6,400	

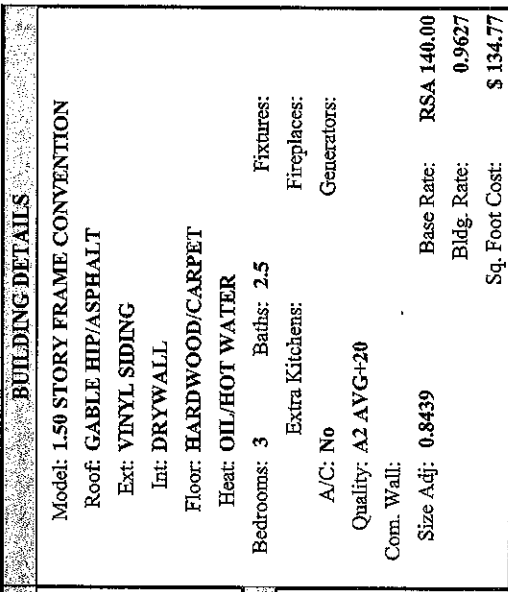
MUNICIPAL SOFTWARE BY AVIAR			
Year	Building	Features	Land
2020	\$ 386,500	\$ 2,900	\$ 106,659
		Parcel Total: \$ 496,059	
2021	\$ 420,300	\$ 6,400	\$ 106,705
		Parcel Total: \$ 533,405	
2022	\$ 563,700	\$ 6,400	\$ 155,294
		Parcel Total: \$ 725,394	

Charitable Exemption: \$ 725,394

LAST REVALUATION: 2022

LAND VALUATION														
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Driveway:	Road:
IF RES	2.000 ac	140,000	G	120	100	100	100	100	90	151,200	0	N	151,200	PVT ROAD/MAINT
UNMNGD OTHER	5.470 ac	x 2,500	X	90					90	11,100	50	N	274	PLE
UNMNGD OTHER	7.000 ac	x 2,500	X	90					100	15,800	100	N	420	
FARM LAND	8.000 ac	x 2,500	X	90					100	18,000	100	N	3,400	
	22.470 ac									196,100			155,294	

Zone: RURAL Minimum Acreage: 2.00 Minimum Frontage: 150



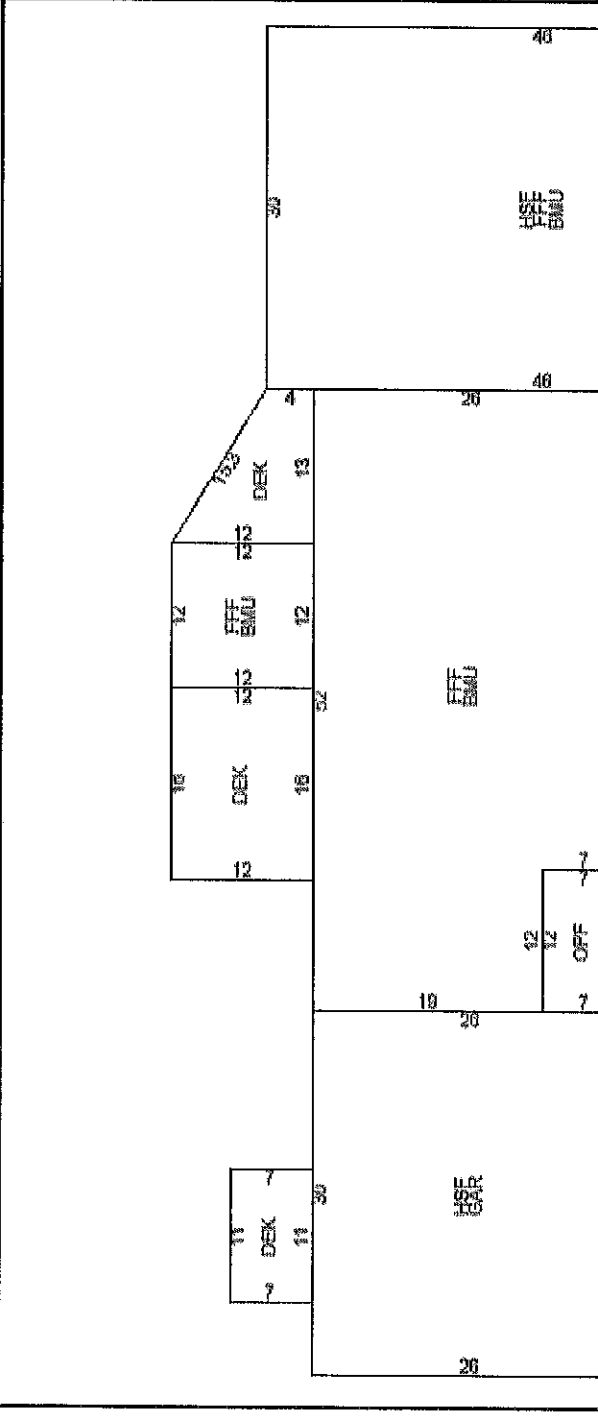
OWNER
ONE SKY COMMUNITY SERVICES, I
 755 BANFIELD ROAD
 SUITE 3
 PORTSMOUTH, NH 03801
 Account Number:

TAXABLE DISTRICTS	
District	Percentage

PERMITS		
Date	Project Type	Notes
02/17/21	MECHANICAL	RUNNING TEMP ABOVE GROUND LINE
02/17/21	ELECTRICAL	INSTALLATION OF 22KW STAND BY
10/05/06	UNSPECIFIED	FINISH 2ND FLOOR OF GARAGE
04/10/03	UNSPECIFIED	NEW HOME

BUILDING DETAILS			
Model:	1.50 STORY FRAME CONVENTION	Roof:	GABLE HIP/ASPHALT
Ext:	VINYL SIDING	Int:	DRYWALL
Floor:	HARDWOOD/CARPET	Heat:	OIL/HOT WATER
Bedrooms:	3	Baths:	2.5
Extra Kitchens:		Fixtures:	
Fireplaces:		Generators:	
A/C:	No	Quality:	A2 AVG+20
Com. Wall:		Size Adj:	0.8439
Base Rate:	RSA 140.00	Bldg. Rate:	0.9627
Sq. Foot Cost:	\$ 134.77		

BUILDING SUB AREA DETAILS			
ID	Description	Area	Adj. Effect.
BMU	BSMNT	2792	0.15 419
DEK	DECK/ENTRANCE	373	0.10 37
FFF	FST FLR FIN	2792	1.00 2792
GAR	GARAGE	780	0.45 351
HSF	1/2 STRY FIN	2160	0.50 1080
OPF	OPEN PORCH FIN	84	0.25 21
GLA:	3,872	8,981	4,700



2022 BASE YEAR BUILDING VALUATION	
Market Cost New:	\$ 633,419
Year Built:	2003
Condition For Age:	GOOD
Physical:	11 %
Functional:	
Economic:	
Temporary:	
Total Depreciation:	11 %
Building Value:	\$ 563,700

**EXTENSION OF THE CABLE TELEVISION FRANCHISE
AGREEMENT BETWEEN
THE TOWN OF NORTHWOOD, NEW HAMPSHIRE AND
COGECO US (NH-ME), LLC, d/b/a BREEZELINE**

In its statutory role as Franchising Authority, pursuant to the laws of the State of New Hampshire, the **Town of Northwood, New Hampshire** (the “Franchising Authority” or “Town”) hereby **extends** the Cable Television Franchise Agreement (the “Franchise Agreement”) currently held by **COGECO US (NH-ME), LLC, d/b/a Breezeline** (formerly known as Atlantic Broadband (NH-ME), LLC), successor in interest to MetroCast Cablevision of New Hampshire, LLC (the “Franchisee” or “Breezeline”), having originally commenced on June 22, 2000, and then renewed effective January 1, 2014, upon the same terms and conditions contained therein, for a period from 12:01 AM on January 1, 2024 until midnight on December 31, 2024 (“Extension”), or until such time as the Franchise Agreement is renewed for a longer term, whichever occurs sooner.

This extension shall under no circumstances be construed or deemed to be a renewal of the Franchise Agreement under either state or federal law(s) or the terms of said Franchise Agreement. The Town and Breezeline reserve all of their lawful rights pursuant to all applicable state and federal laws.

This extension is subject to the terms and conditions contained in the regulations of the FCC; the Cable communications Policy Act of 1984 (the “1984 Cable Act”); the Cable Television Consumer Protection and Competition Act of 1992 (the “1992 Cable Act”), as amended, and all Town, state, and federal statutes and by-laws of general application.

Nothing herein shall be construed in any manner whatsoever as a waiver, release or surrender of any rights that the Town and/or Breezeline may have under Section 626 and Section 635 of the 1984 Cable Act with respect to this Extension. The Town and Breezeline expressly reserve all rights under applicable provisions of the 1984 Cable Act, including Section 626 and Section 635.

The Franchising Authority and Breezeline agree to negotiate diligently and in good faith during the Extension period to finalize a long-term agreement.

[NO FURTHER TEXT ON THIS PAGE-SIGNATURE PAGE(S) TO FOLLOW]

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MEMORANDUM

To: Lakes Region Cable TV Consortium Members
From: Katherine B. Miller, Esq.
Re: Update on Renewal of Cable TV Franchise With Breezeline and Extension
Date: June 30, 2023

Executive Summary

This memo provides updates on the renewal negotiations with Breezeline for the franchises held by the ten communities in the Lakes Region Cable TV Consortium (“Consortium”). By way of brief recap, the Members of the Consortium have solicited input from community residents regarding their cable related needs and concerns by means of a survey. The Consortium also propounded extensive audit questions and follow up questions of Breezeline regarding its performance under the current Franchise Agreements. We are now identifying the key elements of the terms for renewal of the cable TV franchises, to develop a template document which will then be customized for each municipality. At this time, we recommend a one-year extension of the current franchises, due to expire December 31, 2023, to allow us the time to complete the negotiations with Breezeline.

Customer Service Call Center Wait Time Delays

The area of greatest concern among residents, and the greatest deficiency in performance, was the response time for customer service calls to Breezeline’s call centers. The time to reach an operator under federal regulations and the terms of the Franchise Agreements is measured in minutes, but many NH customers waited on hold for hours over the course of the COVID-19 pandemic. Based on that failure to meet the needs of customers or comply with the terms of the franchises and federal rules, the Members sought to amend the current franchises to add five (5) years to the term, and to continue the current terms (which are relatively favorable to the municipalities), before negotiating renewal franchises. Earlier this year, Breezeline refused and provided reports showing customer call wait times greatly improved for the end of 2022 and the beginning of 2023.

One-Year Extensions

Breezeline counter-proposed Extensions of the current Franchise Agreements for an additional year, until the end of 2024. Given Breezeline’s compliance at this time, the Member

representatives concurred that a one-year extension was reasonable. We have identified the items for negotiation with Breezeline, but it will be beneficial for the communities to have the terms of the current Franchise Agreements locked in for another year.

The governing bodies for each Member community will need to vote on the one-year Extension, until December 31, 2024. Enclosed please find an Extension prepared for your community. Kindly please add this to the Agenda for an upcoming meeting of your governing body. Below are some talking points for discussing the Extension at that meeting. If the vote on the Extension passes, kindly please have it signed and return it to our office, for our office to send on to Breezeline. If you would like me to attend a meeting of your governing body, I would be happy to do so.

Municipal Jurisdiction Over Cable Television

In your public meeting, there may be questions or comments about the cable TV company and the degree of negotiating leverage the municipality has when renewing the Franchise Agreement with Breezeline. Below are some answers to common questions.

- Cable TV Franchise cannot be exclusive. Under federal and state law, a community may have more than one cable operator, and several of our communities in the Lakes Region do have two cable TV operators. Comcast operates in some, along with Breezeline, and Alton has TDS providing cable TV services in part of the town.
- Municipalities cannot negotiate over the internet services or telephone services that Breezeline may provide in our communities. Only the cable television portion of the business is covered by the Franchise Agreement.
- Municipalities cannot negotiate the programming the cable TV company provides, or the prices and tiers of services provided. Cable TV rates are exempt from all regulation by any governmental entity.
- The Members of the Lakes Region Cable TV Consortium are working as a group, as it gives more leverage than negotiating separately. Terms we may negotiate include: the length of the franchise term, the amount of franchise fees paid to the municipality, up to 5% of Breezeline's gross revenue from the operation of the cable TV system in the community, whether there are local access channels, carrying programming from the municipality, and some of the other requirements for service, including the density of homes per mile for extension of the cable system to new areas of a community.

Conclusion

If you have any questions, please do not hesitate to contact me. Thank you.

Enclosure: Extension of Cable TV Franchise to December 31, 2024

S:\LA-L\ Lakes Region Cable TV Consortium {06789-0008 split bill}\2021 RENEWAL Atlantic Broadband - Breezeline {06789-0008}\Correspondence & Memos\2023 06 30 - Lakes Region Memo to All Towns re Extension of Breezeline Cable TV Franchises - Final.docx

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Town of Northwood												Updated 07/07/2023
2	Select Board and Administration Task Manager												
3			Priority Level		Assigned(s)	Due Date		Revised Date			Status		Notes
4	Date Listed		High		WJ/BoS	5/30/2021		TBD			In process		determine if still needed, is charge/mission clear and accurate
5	3/23/2021 Board Review of All Committees and Their Charges		High		WJ/BoS	TBA					In process		no DOT assistance, legal action by property owners
6	6/10/2021 Bow St. and RT4 Intersection Drainage Issue		High		WJ/BoS	9/1/2021							address letter of recommendations from DES
7	6/29/2021 Address Gulch Pond Dam DES Notice		Medium		WJ/BoS	Apr-22							organize a meeting of all boards and committees to discuss mission, etc.
8	4/13/2021 Organize a Conference of Committees		Medium		BoS/WJ	9/1/2021							review during each BoS meetings beginning 03/15/2021 until complete
9	3/5/2021 Review of Town Policies and Ordinances		Medium		WJ/BoS	12/31/2023		on going					discussions ongoing with Breezeline to extend existing agreement
10	1/15/2021 Cable TV Franchise Agreement Renewal Process		low		WJ/BoS	1/31/2022							Contact Eversource for information and cost, pending Rt4 safety comm.
11	12/14/2021 Investigate Street Lights for Rt. 4 Intersections		High		WJ	3/1/2022		TBA					See options to lease land to solar generating company
12	1/15/2022 Investigate Solar Array Options on Town Property		Medium		WJ	9/1/2022		TBD					determine options for improvements or replacement of PD and Narrows FD
13	2/3/2022 Options/Solutions for Police and Fire Facilities		Medium		WJ/BoS	4/26/2022		8/15/2023					look at contract for regular/monthly newsletter, video presentations, etc.
14	3/15/2022 Improve Communications to Citizens		High		WJ/BoS	3/1/2023							organize community for 2023 growing season
15	8/9/2022 Organize Community Garden Interests		Medium		WJ/SB/CB/VD	2/1/2023		10/1/2023					working with consultant on setup and weekly production.
16	12/22/2022 Develop Communications Newsletter with Vendor		Medium		WJ/HK	1/15/2023		8/1/2023					waiting quotes for upgrading mics and video system
17	12/8/2022 Upgrade Town Meeting Room Sound System		High		WJ	4/25/2023		TBD					address letter of concerns from NHDES, Permitting Closer Plan etc.
18	3/1/2023 Address Issues with Transfer Station from DES		high		WJ/CB	4/15/2023		9/1/2023					address letter of concern from DES, evaluate closing the facility vs. improving
19	3/1/2023 Address NHDES Issues with Septage Lagoon System		High		WJ/CB	7/1/2023		8/1/2023					seek consultant to design new layout for users and public participation
20	5/9/2023 Evaluate town hall meeting layout and redesign		high		WJ/BoS	9/1/2023							Confirm latest version signed and on file with Finance Director
21	5/9/2023 Review and Update All position Descriptions		Medium		TA/VD	10/1/2023							connect with RPC for use of scanners
22	5/9/2023 Resume scanning files in all departments		Medium		Dept Heads	7/1/2023							determine what roads are missing from the plan list and update
23	5/9/2023 Review paved road plan inventory for completeness		Medium		TA/CB/RPC	9/1/2023		8/1/2023					raze or sell to be taken off Town property
24	7/7/2023 Remove Former Center School Building		High		WJ/CB/BOS	TBD							pending final grant approval and availability of generator and propane gas
25	7/7/2023 Installation of Generator Installation at Elem. School		Medium		WJ/BY/BOS/SB	8/1/2023							WJ to review for recommendation to Board
26	7/7/2023 Review non-public session minutes for release		High		WJ/BOS	4/15/2023		4/25/2023					site visit and review engineers report from land owner
27	1/24/2023 Review Culvert Matter on Ridge Road		high		WJ/CB/BOS	2/15/2022		4/28/2023					remove unwanted furniture and equip., paint, window coverings
28	1/11/2022 Spruce Up Town Hall		High		WJ/HK/BB/TC	4/15/2021							Update wage Grade and Step scale
29	1/25/2021 Update Wage Scale		High		WJ/BoS/CE	2/28/2023							
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54	10/14/2022	Replace Town Offices Computer Server	High	WJ/Mainstay	4/1/2023						Complete	warranty support expires May 2023, need to order hardware by 12/1/22	
55													
56	8/4/2021	Develop MOU with School for Emergency Shelter	Medium	WJ/BY/BoS	10/1/2021				2/14/2023		Complete	work w/school admin and EMD to develop MOU for emergency shelter	
57													
58	3/15/2022	Install New Message Sign for Town Hall Site	High	WJ/CB/BoS	4/26/2022				1/20/2023		Complete	sign ordered 7/15 9 - 10 weeks delivery, town does electrical	
59													
60	9/15/2022	Conduct Surplus Equipment Sale	High	WJ/CB	11/1/2022						Complete	Organize public auction for surplus equipment sale	
61													
62	7/12/2022	Coordinate new venue for elections other than school	High	WJ/BoS	8/9/2022						Complete	re-establish use of parish hall for all elections	
63													
64	5/7/2021	Investigate Harvey Lake Dam Ownership	High	WJ	6/15/2021				9/1/2021		Complete	determine ownership, address DES findings of 01/2020	
65													
66	5/7/2021	Evaluate condition of boat ramps	High	WJ/ConCom/DES	7/1/2021				9/1/2021		Complete	research improvements to Northwood & Harvey Lk ramps	
67													
68	8/4/2021	Coordinate Public Auction with Auctioneer	High	WJ/BoS/Staff	10/16/2021						Complete	Auction date 10/16/21, location TBD	
69													
70	8/4/2021	Begin FY22 Budget Preparation Process	High	WJ/CE/Staff	9/13/2021						Complete	Issue package to department heads requesting line item budget detail	
71													
72	8/10/2021	Public Hearing Regarding Ambulance Rates Increase	High	WJ/BoS/MT	8/24/2021						Complete		
73													
74	8/10/2021	Town Owned Property Abutter Sale	High	WJ/BoS/CM	0825/21						Complete	In-house sale to abutters with restrictions	
75													
76	1/5/2021	Sale or Auction of Available Town Owned Property	High	WJ/BoS	8/30/2021				10/16/2021		Complete	determine status and confirm list w/BoS, ConCom, Rec Commission	
77													
78	8/24/2021	Deliver TA FY22 Budget to BoS	High	WJ/CE/DHeads	10/12/2021						Complete		
79													
80	1/15/2021	Update and improve Town Website	Medium	WJ/BoS/Staff	8/1/2021				9/15/2021		Complete	meeting scheduled with host/design company on 4/29	
81													
82	8/24/2021	Department Head Budget Presentations to BOS	High	DHs/WJ/CE	See notes						Complete	Two sessions: 10/19 worksession & 10/26, 11/2 wrap up	
83													
84	8/24/2021	Deliver BOS Budget to LS for distribution to BC	High	WJ/CE	11/18/2021						Complete	Budget info packets to BC	
85													
86	2/4/2021	Complete New Road Surface Management System	High	WJ/CB/SCRPC	11/31/2021						Complete	process to begin in late spring/summer, kickoff meeting on 7/20	
87													
88	8/24/2021	BC Review of Town Budget	High	WJ/CE/JG	12/4/2021						Complete		
89													
90	10/19/2021	Implement Transition to New Finance Software	High	CE/WJ/MTS	10/15/2021				12/15/2021		Complete	begin transferring data from ProFund to MTS	
91													
92	10/19/2021	Go "Live" with New Finance Software	High	CE/WJ/MTS	12/15/2021				1/1/2022		Complete	run redundant programs prior to full change over	
93													
94	3/9/2021	Review and Update Cyber Security Protection	High	WJ/CE/Mainstay	4/15/2021				1/21/2022		Complete	Review policies and practices, program protection, hardware status	
95													
96	9/28/2021	Public Hearing for Use of ARPA Funds	High	WJ/BoS	5/10/2022				5/24/2022		Complete	Seeking public input on how to use these unanticipated funds.	
97													
98	1/15/2021	Review and Update Personnel Policy	High	WJ/BoS	4/15/2021				6/28/2022		Complete	Have current policy reviewed by legal for compliance & w/BoS for updates	
99													
100	3/15/2022	Research New Message Sign for Town Hall Site	High	WJ/CB/BoS	4/26/2022				5/24/2022		Complete	Look at design options and price estimates	
101													
102	3/15/2022	Public Q & A Session with School Board	Medium	WJ/SB/BoS	7/12/2022						Complete	open Q & A session with taxpayers regarding local government	
103													
104	2/8/2022	Route 4 Safety Study	Medium	WJ/BoS/GG	6/1/2022				8/1/2022		Complete	review and update prior committee work with DOT and DOS	
105													
106	7/12/2022	Coordinate and implement migration to new email	Medium	WJ/Mainstay	10/1/2022				9/15/2022		Complete	will move to safer system MS Office 360 email from Google	