



Northwood, NH Board of Selectmen Agenda September 26th, 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)

- Approve Minutes
September 12th, 2023
September 19th, 2023
- Consent Agenda

APPOINTMENTS

- 6:15 Dan Tatem (see request form)
- 6:30 Amy Lindsay (see request form)

ONGOING BUSINESS

- TA Report

NEW BUSINESS

- Emergency Expenditure Facilities ETF
- Hannaford Con Easement - volunteer
- Request for support - Snowmobile Club
- Request for support - NWLA (warrant article 26)

+++++

Board Committee Reports.

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

Nonpublic Session: none

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
September 12, 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 Neil Irvine

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

Approve Minutes: August 22, 2023:

H. Kreider said line 120 should read "Tim Colby said Gary Tasker is very interested in "it".

Motion: "To approve the minutes of August 22, 2023, as amended."

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 5 to 0.

Consent Agenda:

Accounts Payable Manifest dated 8/30/23, Batch # 129 for \$92,568.01. Items of note include a payment to HealthTrust for employee insurances for \$30,500; payment to the IRS for taxes for \$13,623; repairs to the library water system for \$8,485, which will come from the ARPA funds; to MRI for \$6,215 for the recruitment work for the town administrator position; and hauling of solid waste for \$7,500.

Payroll Manifest dated 9/6/23, Batch #129, for \$58,126.16.

Accounts Payable Manifest dated 9/13/23, Batch #130, for \$696,777.07. Items of note include repairs to the backhoe for \$9,592; spinner assembly for a plow truck for \$4,650; August fuel purchases across all departments for \$4,475; and an abatement refund for Irving Oil Terminals for \$3,374.

Accounts Payable Manifest dated 9/13/23, Batch #131 for \$50,574.96. This contained two items, payments to the NH Retirement System and the IRS that were included in Batch # 130. Both these payments needed to be paid by ACH payments and paper checks were produced in error. The checks have been voided and this manifest represents the ACH payments.

Intent to Cut for McFarland, Map 206, lot 36.

Land Use Change Tax for Map 221, Lot 16.

Motion: "To approve the consent agenda as presented"

43 **Motion: T. Colby**
44 **Second: P. Sanderson**
45 **Motion carried by vote of 5 to 0.**

46
47 **Town Administrator's Report:**

48 Staffing: One full-time patrol officer position is still open. We will have some interim help for the Building
49 Inspector/Code Enforcement office. We have one applicant so far for the part time position.

50 Street Names: Capital Area Dispatch reported that any issues with potential duplicate street names in the
51 past have all been addressed.

52 Center School Building: Work continues and is anticipated to be completed within the 30-day time frame.

53 Town Hall Sign Rock Base: Dan Stroth has begun stockpiling material for the construction of the rock wall
54 under the sign. He anticipates the job will take no longer than 4 weeks once he begins. TA Irvine had a
55 conversation with him about the project not dragging on.

56 Public Safety Building: Tom Morgan is performing an analysis of town owned property. TA Irvine has
57 supplied him with fire department call data. Next week TA Irvine, and the Police and Fire Chiefs will be
58 attending a seminar on Public Safety Building planning. The second public listening session will be
59 Wednesday evening and Saturday morning.

60 Town Seal: Town Counsel needs to do more research on the legal issues with the town seal. They currently
61 do not have an answer for the Board.

62 Audio/Visual Equipment: The equipment for the upgrade has been ordered and some parts have been
63 delivered. They are hoping to do the installation by the end of this month. TA Irving has a list of obsolete
64 A/V equipment and will bring the list to the Board along with his recommendations for disposal.

65 Equipment Repairs: The backhoe is back in service again. We have received payment from our insurance
66 carrier for the damage to the F550. PW Foreman Brown is getting quotes for the repairs and will get it
67 scheduled as soon as possible.

68 Gulf Road Paving Schedule: R&D Paving proposed pushing back the work on Gulf Road until the end of
69 October. TA Irvine told them this was unacceptable as the contract called for work to be performed before
70 October 13. They have rescheduled the work for the end of September.

71 Street Light Information: As requested, TA Irvine investigated the history of the removal of the streetlights
72 along Route 4 in Northwood. This was a project by DOT in 2015 and the DOT sought input from the Board
73 into which lights we did not want removed. At that time, the Board could not oppose the removal of any
74 lights identified by DOT. The costs to re-install the lights would be about \$3,000 to 5,000 per unit, plus
75 the install costs of approximately \$1,000 per unit. Operating costs of the lights are between \$300 and
76 \$500 per unit, per year.

77 Policy: Use of Town Issued Credit Cards: No policy governing the use of a town issued charge/credit card
78 currently exists. TA Irvine created a draft policy to present to the Board tonight for their consideration.

79 Next Meetings: The next meetings will be 9/26 and 10/10.

80
81 **250th Celebration Committee Report:**

82 Sandy Priolo, Chair of the Committee, reported that the Committee is still working on things through the
83 end of the year. She reported that the sale of coins turned a profit and they have about 175 coins left.
84 There are a few of the wooden coin holders donated by Don Carlson at no cost to the town remaining as
85 well. The cookbooks have already cleared a profit and they have 28 left to sell. They still need to sell a
86 few more hats before they can break even on that item. They have over 200 T-shirts left over. They will
87 continue to sell any items at any upcoming town events. There are a lot of yardsticks left over as well.
88 There are a few invoices that have not been received yet. Future events might include a trivia night and
89 a self-guided cemetery tour in October. She advised if the town ever wants to hold fireworks again, they
90 need to plan on people to help with clean up afterwards. They spent over 50 man-hours in cleaning up

91 the Coe Brown fields the day after the fireworks. B. Boudreau said since there is over \$7,000 left in the
92 259th fund, can they pay for the second half of the fireworks? H. Kreider asked TA Irvine to investigate the
93 source of the funds (taxpayer money, or donations) to help determine in the funds could be used to pay
94 for the balance of the fireworks.

95
96 **Bid Opening – Sale of American Legion Sign:**

97 One bid was received for the sign. Gary Tasker bid \$19.34 in honor of his grandfather.

98 **Motion: “To accept the bid from Gary Tasker for \$19.34 for the American Legion Sign.”**

99 **Motion: P. Sanderson**

100 **Second: T. Colby**

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

102
103 **Russell Bassett, Camp Yavneh Tax Abatement/Exemption:**

104 TA Irvine explained that any entity that is seeking tax exemption is required to file a form A9 on an annual
105 basis prior to April 15. Camp Yavneh was late in filing their A9 form and lost their tax-exempt status for
106 2023 so they were issued a tax bill for \$29,259.27. Mr. Bassett said there was a communication
107 breakdown that led to late filing. They filed for an abatement, but abatements can only be processed after
108 the issuance of the final tax bill for the year, which would take them up to the end of the year and into
109 the beginning of 2024.

110 The Board has the ability to retroactively apply the tax exemption status if they choose to do so. That act
111 would abate the tax bill. Mr. Bassett said they have been here since 1944 and he was not aware of the
112 requirement to file the form A9. The entire staff had no idea it needed to be done. Now that he is aware,
113 he will make sure it is filed with the town prior to every April 15. TA Irvine said the state has been focusing
114 more on credits and exemptions compliance and that staff are diligent in ensuring all supporting
115 documentation for credits and exemptions is in place.

116 **Motion: “To grant the abatement since it was a paperwork oversight and they have agreed to rectify
117 that. This motion is contingent on all the required paperwork being submitted.”**

118 **Motion: P. Sanderson**

119 **Second: T. Colby**

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

121
122 **Request to use the town seal:**

123 The Board is still waiting for a response from the lawyers regarding the logo rights for the town seal. Kyle
124 Stimpson of Echelon Print Company requested authority to use the seal on three different designs on
125 shirts to commemorate the town’s 250th anniversary. The request is open-ended on the date, quantity,
126 and type of items the logo will be used on. These items are intended to be sold.

127 **Motion: “To accept the request to use the town seal.”**

128 **Motion: T. Colby**

129 **Second: B. Boudreau**

130 P. Sanderson said she is hesitant of the open-ended nature of the dates and “additional media”. She feels
131 the use of the seal should be limited to the three designs Kyle already presented for the 250th designs.
132 She also wants to see a date the use of the seal would end such as Jan 30, 2024. H. Kreider said this request
133 is from a for-profit organization and is open-ended. He is afraid this may set a precedent we may regret.
134 P. Sanderson also asked if this request is granted, would we be giving this vendor sole use of the town
135 seal? J. Guzofski said originally the printer had said he would donate proceeds to Friends of Recreation.
136 He would be for this request if proceeds were donated. The official request does not mention any
137 donations back to the town. H. Kreider said the town already has shirts to sell that were produced using
138 tax-payers money. This printer would be competing with them. He would like to wait until the lawyers

139 give an answer first. B. Boudreau suggested the Board give him permission to sell t-shirts and sweatshirts
140 for six months only. H. Kreider felt this would be difficult to enforce. P. Sanderson wants to know what
141 the current state of his inventory is because she wouldn't want him to produce more.

142 **The prior motion was withdrawn.**

143 **Motion: "To discuss this issue during a meeting on Sept 19."**

144 **Motion: B. Boudreau**

145 **Second: P. Sanderson, then withdrew her second when she realized it is going to be talked about during**
146 **a special meeting held during next week's election.**

147 **Second: T. Colby**

148 **Motion carried by vote of 4 to 1.**

149

150 **Acceptance of Fire Department Trailer:**

151 Fire Chief Tetreault was offered a trailer from the State of NH Department of Natural and Cultural
152 Resources. It is a white, enclosed utility trailer. To accept the trailer, the town must add it to our
153 Property/Liability insurance and agree to hold the State harmless for any claims caused by the trailer. If
154 the Board wants to do that, they will need to sign the documentation and return it to the State.

155 **Motion: "To accept the trailer."**

156 **Motion: T. Colby**

157 **Second: P. Sanderson**

158 **Motion carried by vote of 4-0-1 with H. Kreider abstaining.**

159 There was discussion regarding the practice of the Chairman not voting on items unless a tiebreaker is
160 needed. The consensus of the Board is that a 5 – 0 vote is better to see than 4-0-1, especially budget
161 appropriations, Chair H. Kreider agreed and indicated that moving forward he would vote last.

162

163 **Ambulance Remount Bids:**

164 Chief Tetreault said 18 months ago, when quotes were received for the remount, the estimated cost was
165 \$200,000. Since then, prices have gone crazy. We have only received one \$280,000 bid proposal for the
166 remount. There were some errors in the proposal that would reduce the costs. Chief Tetreault
167 recommended keeping the proposals open until the end of the month, hoping to get some more bids.

168 **Motion: "To extend the deadline to October 3, to be opened and considered at the Oct 19 meeting."**

169 **Motion: P. Sanderson**

170 **Second: T. Colby**

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

172

173 **Forest Fire Warden Appointment:**

174 The former Forest Fire Warden has resigned. Chief Tetreault volunteered to act as Warden.

175 **Motion: "To appoint Chief Tetreault as Forest Fire Warden."**

176 **Motion: P. Sanderson**

177 **Second: T. Colby**

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

179

180 **Regional Technical Advisory Board Appointment:**

181 There have been no volunteers for the Strafford Regional Planning Commission Technical Advisory Board.
182 TA Irvine said he would ask either Linda Smith or Lisa Weaver if they would be willing to take this on. He
183 needs to talk to them about workload and availability for one Friday each month.

184

185 **Draft Policy – Town Issued Credit/Charge Cards:**

186 TA Irvine said there is currently no policy in place regarding the use of town issued credit or charge cards.
187 He has created a draft for review. The issuance of cards is coordinated by the Town Administrator and the
188 Finance Director. There will be a total card limit of \$25,000 across the entire enterprise. The purchasing
189 policy still applies to the use of credit cards. Original receipts must come to the Finance Office for
190 reconciliation with the statements. Any violation of the policy or use of cards will result in the immediate
191 removal of the use of the card and disciplinary action. P. Sanderson suggested adding "up to potential for
192 prosecution."

193 **Motion: "To accept the Credit Card Use Agreement with the addition of the terminology in lines 2 and**
194 **4 and the final agreement to include termination and potential prosecution."**

195 **Motion: P. Sanderson**

196 **Second: B. Boudreau**

197 The consensus of the board was to make the amendment to the document and bring it back to the next
198 meeting for approval.

199

200 **Recreation Department – Tree Burn and Fireworks Permission:**

201 The recreation department is seeking a sense of the board and their guidance regarding the tree burn and
202 fireworks. This will be the same thing that was done last January. The Board is not against the idea but
203 wants to see more details.

204

205 **Snowmobile Trail Permission:**

206 The Northwood Crankpullers is requesting permission to access trails that cross town property and an
207 additional request to use OHRV's when there is no snow to do trail maintenance.

208 **Motion: "To approve the continuing request of the Northwood Crankpullers and to authorize the**
209 **Chairman to sign any documents regarding this, and to allow OHRV use for trail maintenance only."**

210 **Motion: P. Sanderson**

211 **Second: B. Boudreau**

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

213

214 **DRA Form PA28:**

215 The consensus of the Board is to inform the Department of Revenue Administration that Northwood will
216 not be using the PA28 inventory form. The Board is also ok with the reimbursement form for state and
217 federal land funds from the state.

218

219 **Northwood Lake Water Quality:**

220 There have been a couple findings of ecoli in the water this summer. None of it was over the maximum
221 contamination limit levels. We will continue to monitor it.

222

223 **NHB Data Check:**

224 TA Irvine stated someone needs to check with Fish & Game prior to any work being done on Gulf Road for
225 the stabilization project. Resident Ann Scholz is taking the lead on that project.

226

227 **Eversource:**

228 Eversource is in the process of replacing all wooden structures with metal ones. They will be replacing all
229 the lines going through Northwood. TA Irvine has worked with Eversource previously on a similar project
230 and found their project team to be very helpful and easy to work with providing good public notification
231 on these projects.

232

233 **Board committee reports:**

234 The Board had asked for more information on the diesel generator at a prior meeting. TA Irvine stated
235 we received three bids. Generator Connection did not specify that all the components of the RFP were
236 included in their bid. No warranty information was given. Gemini and Palmer stated every item in the
237 RFP. Palmer also said the connection to the propane supply would be included at no charge. A single
238 quote was received for a diesel generator during the grant submission timeframe and that cost was
239 \$115,948. That figure was rounded up to \$120,000 to include the bollards to protect the generator. The
240 school will own the tanks and can use any vendor they want to fill them. P. Sanderson likes the Palmer
241 quote. T. Colby does not want to vote on it until he learns the specifics of what sections of the school we
242 will use, and when. Beth feels we need to know where the emergency shelter will be set up. TA Irvine
243 stated the MOU was deliberately vague to respond to whatever is needed for the specific emergency.
244 Later in the MOU it states the building cannot be used when the "school is in session". We need
245 clarification on what that means. H. Kreider said TA Irvine will be talking to the school and let them know
246 that if they want fencing around the generator, that would be the school's responsibility.

247
248 H. Kreider said the CIP Committee work ended well. Mr. Stroble did an outstanding job on the
249 spreadsheet. Cheryl will pick up the work on that next year.

250
251 The master plan work continues as a subcommittee regularly.

252
253 The Safety Facilities Committee will be holding a listening session Wednesday the 20th at 6:30 and
254 Saturday the 23rd at 9:00 a.m.

255
256 P. Sanderson reported the Zoning Board switched their meetings to the 3rd Thursday of the month.

257
258 B. Boudreau asked to talk about the streetlights on Route 4 issue again. She would like to make a list of
259 which intersections need lights. She was told this should go to the Route 4 Safety Committee. T. Colby
260 said he has gotten nowhere through the State on this issue and is giving up. Questions were raised about
261 where lights would be placed, on town property, or rights of way, and what if they illuminate someone's
262 house? H. Kreider asked for anyone that is interested to take on this task and there were no responses.

263
264 **At, 8:01 p.m.**

265 **Motion: "To go into a non-public session under RSA 91A;3 II (c) reputation."**

266 **Motion: P. Sanderson**

267 **Second: T. Colby**

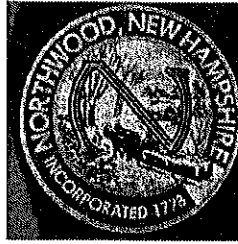
268 **Motion carried by a roll call vote of 5 to 0.**

269

270 Minutes respectfully submitted by

271 Cheryl Eastman

272



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
September 19, 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 Neil Irvine

2:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting with a roll.

This meeting is for receiving an update from TA Irvine on matters discussed at the previous Board meeting which are time sensitive.

TA Irvine reported to the Board the discussion he had with the SAU Superintendent and while being very positive in tone the Superintendent articulated that the School Board never requested or wanted a generator and will not be responsible for any additional costs associated with the install. TA Irvine highlighted that between ARPA and the Homeland Security Grant this infrastructure is funded without going to the taxpayers, and that if we pull back now from the install due to a disagreement over whether the Town or the SAU writes the check for fencing, we can't guarantee that funding opportunity in the future if a generator were needed. Regardless of which body appropriates it is the same tax base that is paying, and that the perception could be that the BoS exposed the taxpayers to that burden.

Motion: "To award the project to Palmer Gas, and to pursue the most cost-effective means of securing the generator after installation."

Motion: P. Sanderson

Second: B. Boudreau

Motion carried by vote of 5 to 0.

TA Irvine presented the Board with the municipal facility request from Rec Director Blewitt for a "Christmas Tree Burn" event on Jan 5th with Fireworks to occur at the Rec Fields. Concern was raised about the bonfire being on the field and relying on the DPW to source pallets for the fire. The issue of debris from the fireworks was also addressed. H. Kreider commented that it is the responsibility of the Rec Director to organize and staff their events.

Motion: "To permit the use of the recreation field for the proposed event, limiting the bonfire to the fire pit and no costs associated with the event to come from the Operating Budget."

DRAFT

43 **Motion: T. Colby**
44 **Second: B. Boudreau**
45 **Motion carried by vote of 5 to 0.**

46
47 TA Irvine reported to the Board his conversation with Mr. Stimpson of Echelon Print Co. regarding how he
48 came to use the Town Seal on t shirts to commemorate the 250th. It appears there was a conversation
49 with a Board member which could have been interpreted as being approached by the "Town" which led
50 to the confusion. TA Irvine stated that Mr. Stimpson is a local small businessman, who was attempting to
51 do something good, with the best of intentions and that he has only sold 2 of the shirts as he ceased all
52 marketing when the disagreement arose. TA Irvine recommended to the Board that they purchase his
53 remaining inventory at cost. P. Sanderson agreed that the proposed solution restored the reputation of
54 the business and protected the use of the Town Seal.

55 **Motion: "To purchase the remaining inventory of shirts from Echelon Print Co for \$1500."**

56 **Motion: P. Sanderson**

57 **Second: J. Guzofski**

58 **H. Kreider asked that Boudreau and Colby recuse themselves from the vote due to the potential**
59 **appearance of conflict of interest.**

60 **Motion carried by vote of 3 to 0, with Boudreau and Colby recusing.**

61
62 It was noted that there appeared to be a leak in the roof in the meeting room, this was being investigated
63 and TA Irvine would advise when more information was available.

64
65 At 2:25pm,

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

67 **Motion: P. Sanderson**

68 **Second: J. Guzofski**

69 **Motion carried by vote of 3 to 0, with Boudreau and Colby recusing themselves.**

70

71

72 Minutes respectfully submitted by

73 Neil Irvine

Northwood NH Consent Agenda for September 26, 2023

Payroll Manifest dated September 20, 2023

Batch #092023 for \$59,359.86

Accounts Payable Manifest dated September 20, 2023

Batch #132 for \$611.32

Accounts Payable Manifest dated September 27, 2023

Batch #133 for \$168,728.23

Abatements:

Camp Yavneh – Map 125 Lot 15

Approved by a vote of ____ **Yes**, ____ **No** on September 26, 2023

_____ Hal Kreider

_____ Tim Colby

_____ Beth Boudreau

_____ James Guzofski

_____ Pamela Sanderson

ADMINISTRATIVE ABATEMENT

Name: Camp Yavneh
Address: 321 Walnut St. #460, Newton, MA 02460

Map/Lot/Sub: 125/15

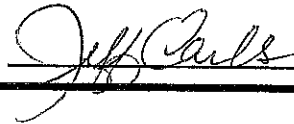
Property Description: 18 Lucas Pond Road

Tax Year Abated: 2023 Tax Rate: 0.01258

Abatement Year	Old Assessed Value	New Assessed Value	Adjustment (or -)	Abated Tax
<u>2023</u>	<u>\$4,589,300</u>	<u>\$0</u>	<u>\$4,589,300</u>	<u>\$28,867</u>

Total: \$28,867.00

Jeff Earls, Assessing Agent



Abatement Recommendation: Late submission of A9 for 2023. The BOS has agreed to abate taxes and restore exemption.

The above adjustment is granted: _____

The above adjustment is denied: _____

Board of Selectmen

Board of Selectmen

Date: _____

Harold Kreider, Chair

Beth Boudreau, Selectman

Tim Colby, Vice Chair

Jim Guzofski, Selectman

Pamela Sanderson, Selectman

Adjustments Completed: INITIALS

Tax Collector A/R:

SELECTMEN'S AGENDA REQUEST FORM

Sept 12, 2023

Sept 26, 2023

DATE OF REQUEST

REQUESTED AGENDA DATE

#1 AGENDA

Selectmen's Meetings are generally conducted on the 2nd and 4th Tuesday of each month unless otherwise posted, see website for more details. To be considered for inclusion, requests must be received by noon time on the Monday preceding the week of a meeting. Please provide a brief description of why you would like to be on the agenda. Give an explanation of what the reason is, the desired outcome of placing it on the Agenda, and any other pertinent information.

NOTE: Supporting documents are required for the agenda.

Questions regarding the agenda management can be directed to the Town Administrator via phone or email.

#2 NON-PUBLIC SESSION

Non-Public requires specific reason and must meet RSA 91-A:3 II (a) Dismissal, promotion or setting compensation for public employees or II (b) Consideration of hiring employees, or II (c) Matters which if discussed in public would likely affect adversely the reputation of any person unless such person requests an open meeting, or II (d) Consideration of the purchase, sale or lease of real or personal property which if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community, or II (e) Discussion of pending or threatened (in writing) litigation against the Town or Town Officials, Board members or employees, or II (f) Consideration of applications by the adult parole board under RSA 651-A, or II (g) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, or II (i) Consideration of matters relating to the preparation for the carrying out of emergency functions, or II (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure.

If your request is for a Non-Public Session, please state the reason and RSA letter (a,b,c,d,e,f,g,h,i,j)

Put on the Agenda only: #1 ____ OR Non-Public Session: #2 ____ RSA letter: _____

Want to discuss the on-going non-compliant outdoor lighting and non-compliant electrical connections for the outdoor lights at my abutter's property, located at 141 Upper Deerfield Road. This is the Kline residence. I have attached the many letters of violation issued with no apparent action taken to date.

Dan Tatem

603-491-8132

603-491-8132

PRINT NAME

TEL. NUMBER

CELL PHONE

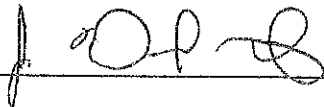
143 Upper Deerfield Rd.

Northwood, NH 03261

ADDRESS

TOWN, STATE, ZIP

SIGNATURE: _____



SELECTMEN'S AGENDA REQUEST FORM

9.21.23

DATE OF REQUEST

9.26.23

REQUESTED AGENDA DATE

#1 AGENDA

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Put on the Agenda only: #1 ____ OR Non-Public Session: #2 ____ RSA letter: _____

We would to petition the town to consider leasing the Northwood Congregational Church gathering room, kitchen and bathrooms as a community/senior center.

Amy Lindsay

PRINT NAME

Northwood Congregational Church

ADDRESS

SIGNATURE:

XXXXXXXXXX

TEL. NUMBER

CELL PHONE

Northwood 03261

TOWN, STATE, ZIP

September 22, 2023

Northwood Congregational Church, UCC
881 First NH Turnpike
Northwood, NH 03261

Board of Selectmen
818 1st New Hampshire Turnpike
Northwood NH.03261

Subject: Lease of Hall for use as Community/Senior Center
Northwood Congregational Church, UCC
881 First NH Turnpike, Northwood

Dear Members of the Board of Selectmen:

We, authorized representatives of Northwood Congregational Church, UCC (NCC, the Church) request your consideration of, comments on, and support for the lease of certain facilities at the Church to fulfill a need in Northwood for meeting space that is centralized in town for the use of seniors and the Northwood community. We intend to submit a warrant article for this purpose.

Use of such space is expected for a wide variety of non-profit purposes for the betterment of Northwood citizens:

- health clinics;
- knitting, quilting, and other arts and crafts;
- musical ensembles;
- martial arts, yoga, meditation, and dance classes;
- theater and improv;
- debates;
- gaming such as chess, cosplay, poker, and trivia;
- business groups;
- education-based groups; and
- Other groups such as scouting groups, End 68 hours of Hunger, Weight Watchers, young children play groups, DestiNation Imagination, SpeechCrafters, etc.

The Church has such a space available: a light-filled function hall overlooking Harvey Lake, and a fully-equipped kitchen, several handicapped-accessible hall entrances and two handicapped-accessible bathrooms. The hall can accommodate approximately 150 persons.

Also, available for daily rental in the same building is an assembly room with seating for at least 200 persons for concerts, films, theater, etc. for civic, social, recreational, and religious functions.

This space would be available through a non-exclusionary lease. We anticipate a base cost to the town of \$30,000 annually with an annual cost for utilities, maintenance, and repair of \$15,000 subject to fuel and electricity rate hikes. The \$45,000 annual cost equates to an average cost per Northwood household of approximately \$26 annually.

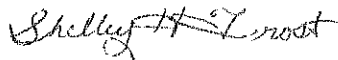
Facility usage is likely to be primarily by small groups in the day and early evening. We expect that attendees may avail themselves of deeded parking space behind the church and, if needed for larger gatherings, parking space authorized by and scheduled with Coe Brown Northwood Academy. Such use has not presented problems in the past because certain use dates such as graduation are blocked out for availability, leaving most of the year available for Church use.

We anticipate that scheduling of hall and kitchen space will be arranged by addition to the town calendar, if possible.

We welcome your comments, questions, and ideas, and will if allowed attend the September 26, 2023 Board of Selectmen's meeting so that we can meet in person about this opportunity for Northwood Citizens.

Thank you for your consideration!

Sincerely,

A handwritten signature in cursive script that reads "Shelley Frost".

Shelley Frost, NCC Missions Leader
Reverend Renee Rouse, NCC
Amy Lindsay, NCC Hospitality Leader
Tara Bickford Bailey, NCC Music Leader

TOWN ADMINISTRATOR'S REPORT

September 26, 2023

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

Staffing: The vacancy for a FT Patrol Officer at the PD remains, however we should be getting our officers back from the academy at the end of this month after graduation which will take a little of the pressure off of the Department. Mr. Dinsmore has completed his handover of BICE duties to the interim help that was put in place while we attempt to fill the position. Interviews for the position are scheduled for this week.

In addition to continuing the transition from Administrator Johnson the following project work was undertaken:

Election: The Special Election at the Town Hall on 09/19 was well attended, and the Moderator, the Town Clerks and Poll workers are to be commended for a smooth election. During the election a leak in the roof was identified and we were able to schedule repair the same week, with work completed on Thursday 09/21.

Center School Building: The removal of the building was completed within the 30 days and the site left clear of debris as required and the surety bond was released.

Town Office Sign: Dan Schroth has excavated for the wall around the digital sign and continues to stockpile material in anticipation of beginning work this coming Saturday.

Public Safety Building: Attended a 2 day seminar with both PD & FD Chiefs, hosted by Architects Design Group who specialize in Public Safety facilities, in Dover prior to the final listening session.

Town Seal Policy: I have spoken on multiple occasions with the vendor involved in the miscommunication re the use of the Town Seal and reached an amicable agreement to resolve the matter. The Town will purchase, at cost, his remaining inventory to sell or distribute as deemed appropriate. Recommending that the Town Seal only be used for official purposes.

AV Upgrade: All equipment has now been delivered and the configuration and installation is now underway with completion expected in early October.

DPW: R&D Paving has begun the 2023 paving projects and have completed the reclaim on Jenness Pond Road. Paving is scheduled to begin the week of 09/24, and will be weather dependent.

Tax Deeding: Completed the repurchase agreement with NH HFA for a property taken by tax deed in 2022 with payment received 09/25 for all back taxes, interest, and costs. A Deed will be presented to the Board to convey the property back to the original owner. Investigated a Tax Sale by auction in 2018 that was being questioned by a Title Company regarding notification to former owner. Documentation was located showing proper notification pursuant to RSA 80:77 was executed. The Tax Collector prepared a list of 10 properties subject to tax deeding. Of the 5 remaining on the list after full payment was received, we are recommending deed waivers for 4 properties pursuant to RSA 80:76 II-a.

UPON RECORDING, PLEASE RETURN TO:
CLEVELAND, WATERS AND BASS, P.A.
TWO CAPITAL PLAZA, 5TH FLOOR
P.O. BOX 1137
CONCORD, NH 03302-1137
ATTENTION: PHILIP M. HASTINGS, ESQUIRE

MAY 0 5 2003

REAL ESTATE

CONSERVATION EASEMENT DEED

HANNAFORD BROS. CO., a Maine corporation with an address of 145 Pleasant Hill Road, Scarborough, Maine 04074 (hereinafter referred to as the "Grantor", which word where the context requires includes the plural and shall, unless the context clearly indicates otherwise, include the Grantor's executors, administrators, legal representatives, devisees, heirs, successors and assigns), for consideration paid, with WARRANTY covenants, grants in perpetuity to the **TOWN OF NORTHWOOD**, a New Hampshire municipal corporation, with a mailing address of P.O. Box 478, Northwood, New Hampshire 03261-0478, (hereinafter referred to as the "Grantee" which shall, unless the context clearly indicates otherwise, include the Grantee's successors and assigns), the Conservation Easement (herein referred to as the "Easement") hereinafter described with respect to that certain portion of certain property (the "Property") of the Grantor situated on U.S. Route 4 & N.H. Route 9 in the Town of Northwood, County of Rockingham, State of New Hampshire, shown as the "Conservation Easement Area" on a certain plan (the "Plan") entitled "Lot Consolidation Plan, U.S. Route 4, Northwood, New Hampshire, Made for Hannaford Bros. Co.," dated January 8, 2002, prepared by Titcomb Associates, and recorded in the Rockingham County Registry of Deeds as Plan #D-29781. The Conservation Easement Area is more particularly bounded and described in Exhibit A attached hereto and made a part hereof.

1. PURPOSES. The Easement hereby granted is pursuant to NH RSA 477:45-47, exclusively for the following conservation purposes: The preservation and conservation of open spaces, particularly the conservation of approximately 2.01 acres of upland areas and certain wetland areas of which the Conservation Easement Area consists and of the wildlife habitat on the Conservation Easement Area, and the scenic enjoyment of the general public. These purposes are consistent with the clearly delineated open space conservation goals and/or objectives as stated in N.H. RSA Chapter 79-A as follows: "It is hereby declared to be in the public interest to encourage the preservation of open space, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural and wildlife resources."

All of these purposes are consistent and in accordance with the U.S. Internal Revenue Code, Section 170(h).

The Easement hereby granted with respect to the Conservation Easement Area is as follows:

2. USE LIMITATIONS. Subject to the reserved rights specified in Section 3 below:

A. The Conservation Easement Area shall be maintained in perpetuity as open space without there being conducted thereon any industrial or commercial activities.

B. The Conservation Easement Area shall not be subdivided.

C. No structure or improvement, including, but not limited to, a dwelling, any portion of a septic system, tennis court, swimming pool, dock, aircraft landing strip, tower or mobile home, shall be constructed, placed, or introduced onto the Conservation Easement Area. However, ancillary structures and improvements including, but not limited to, a road, dam, fence, bridge, culvert, barn, maple sugar house, or shed may be constructed, placed, or introduced onto the Conservation Easement Area only as necessary in the accomplishment of the conservation, habitat management, or noncommercial outdoor recreational uses of the Conservation Easement Area and provided that they are not detrimental to the purposes of this Easement.

D. No removal, filling, or other disturbances of the Conservation Easement Area's soil surface, nor any changes in the Conservation Easement Area's topography, surface or subsurface water systems, wetlands, or natural habitat shall be allowed unless such activities:

i. are commonly necessary in the accomplishment of the conservation, habitat management, or noncommercial outdoor recreational uses of the Conservation Easement Area; and

ii. do not harm state or federally recognized rare, threatened, or endangered species, such determination of harm to be based upon information from the New Hampshire Natural Heritage Inventory or the agency then recognized by the State of New Hampshire as having responsibility for identification and/or conservation of such species; and

iii. are not detrimental to the purposes of this Easement.

Prior to commencement of any such activities, all necessary federal, state, local, and other governmental permits and approvals shall be secured.

E. No outdoor advertising structures such as signs and billboards shall be displayed on the Conservation Easement Area.

F. There shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on the Conservation Easement Area, except in connection with any improvements made pursuant to the provisions of Sections 2.A., C., or D.,

above. No such rocks, minerals, gravel, sand, topsoil, or other similar materials shall be removed from the Conservation Easement Area.

G. There shall be no dumping, injection, burning, or burial of man-made materials, biosolids, or materials then known to be environmentally hazardous on the Conservation Easement Area.

3. RESERVED RIGHTS. Notwithstanding any provision of this Conservation Easement Deed to the contrary, the Grantor shall have the right to:

A. Conduct or permit on or within the Conservation Easement Area any action which may be required from time to time by the U.S. Army Corps of Engineers and/or the New Hampshire Department of Environmental Services in connection with any permit issued thereby, including, without limitation, any action in connection with the construction, installation, repair, maintenance, replacement, operation or use of the stormwater treatment system to be located on the Property.

B. Prohibit the use of the Conservation Easement Area for hunting of wild game and/or waterfowl and post signs on the Conservation Easement Area for the purpose thereof.

C. Take the Conservation Easement Area into account for the purpose of determining whether the Property and/or any improvements to be constructed thereon satisfies any area, density, setback or other dimensional requirements of any local, state or federal laws, ordinances or regulations applicable to the Property.

4. NOTIFICATION OF TRANSFER, TAXES, MAINTENANCE.

A. The Grantor agrees to notify the Grantee in writing ten (10) days before the transfer of title to the Property.

B. The Grantee shall be under no obligation to maintain the Property or pay any taxes or assessments thereon.

5. BENEFITS, BURDENS, AND ACCESS.

A. The burden of the Easement conveyed hereby shall run with the Property and shall be enforceable against all future owners and tenants in perpetuity; the benefits of this Easement shall not be appurtenant to any particular parcel of land but shall be in gross and assignable or transferable only to the State of New Hampshire, the U.S. Government, or any subdivision of either of them, consistent with Section 170(c)(1) of the U.S. Internal Revenue Code of 1986, as amended, or to any qualified organization within the meaning of Section 170(h)(3) of said Code, which organization has among its purposes the conservation and preservation of land and water areas and

agrees to and is capable of enforcing the conservation purposes of this Easement. Any such assignee or transferee shall have like power of assignment or transfer.

B. The Grantee shall have reasonable access to the Conservation Easement Area and all of its parts for such inspection as is necessary to determine compliance with and to enforce this Easement and exercise the rights conveyed hereby and fulfill the responsibilities and carry out the duties assumed by the acceptance of this Easement. Grantee agrees to indemnify, defend and save Grantor harmless from and against any and all claims, demands or causes of action or other liability, damage, cost or expense resulting from damage or injury to persons or property caused by Grantee, its agents or independent contractors while on the Property.

6. MONITORING, BREACH OF EASEMENT.

A. This Easement shall be monitored by the Town of Northwood Board of Selectmen to ensure compliance with the terms and conditions hereof.

B. When a breach of this Easement, or conduct by anyone inconsistent with this Easement, comes to the attention of the Grantee, it shall notify the Grantor in writing of such breach or conduct, delivered in hand or by certified mail, return receipt requested.

C. The Grantor shall, within thirty (30) days after receipt of such notice or after otherwise learning of such breach or conduct, undertake those actions, including restoration, which are reasonably calculated to cure swiftly said breach, or to terminate said conduct, and to repair any damage. The Grantor shall promptly notify the Grantee of its actions taken under this section.

D. If the Grantor fails to take such proper action under the preceding section, the Grantee shall, as appropriate to the purposes of this Deed, undertake any actions that are reasonably necessary to cure such breach or to repair any damage in the Grantor's name or to terminate such conduct. The cost thereof, including the Grantee's reasonable expenses, court costs, and legal fees, shall be paid by the Grantor, provided that the Grantor is directly or primarily responsible for the breach.

E. Nothing contained in this Easement shall be construed to entitle the Grantee to bring any action against the Grantor for any injury to or change in the Conservation Easement Area resulting from causes beyond the Grantor's control, including, but not limited to, unauthorized actions by third parties, natural disasters such as fire, flood, storm, and earth movement, or from any prudent action taken by the Grantor under emergency conditions to prevent, abate, or mitigate significant injury to the Conservation Easement Area resulting from such causes.

F. The Grantee and the Grantor reserve the right, separately or collectively, to pursue all legal remedies against any third party responsible for any actions detrimental to the conservation purposes of this Easement.

G. No delay or omission by Grantee in the exercise of any right or remedy upon any breach by Grantor shall impact Grantee's rights or remedies or be construed as a waiver.

7. NOTICES. All notices, requests and other communications, required to be given under this Easement shall be in writing, except as otherwise provided herein, and shall be delivered in hand or sent by certified mail, postage prepaid, return receipt requested to the appropriate address set forth above or at such other address as the Grantor or the Grantee may hereafter designate by notice given in accordance herewith. Notice shall be deemed to have been given when so delivered or so mailed.

8. SEVERABILITY. If any provision of this Easement, or the application thereof to any person or circumstance, is found to be invalid by a court of competent jurisdiction, by confirmation of an arbitration award or otherwise, the remainder of the provisions of this Easement or the application of such provision to persons or circumstances other than those to which it is found to be invalid, as the case may be, shall not be affected thereby.

9. CONDEMNATION/EXTINGUISHMENT.

A. Whenever all or part of the Conservation Easement Area is taken in exercise of eminent domain by public, corporate, or other authority so as to abrogate in whole or in part the Easement conveyed hereby, the Grantor and the Grantee shall thereupon act jointly to recover the full damages resulting from such taking with all incidental or direct damages and expenses incurred by them thereby to be paid out of the damages recovered.

B. The balance of the land damages recovered (including, for purposes of this subsection, proceeds from any lawful sale, in lieu of condemnation, of the Conservation Easement Area) shall be divided between the Grantor and the Grantee in proportion to the fair market value, at the time of condemnation, of their respective interests in that part of the Conservation Easement Area condemned. The values of the Grantor's and Grantee's interests shall be determined by an appraisal prepared by a qualified appraiser at the time of condemnation.

C. The Grantee shall use its share of the proceeds in a manner consistent with and in furtherance of one or more of the conservation purposes set forth herein.

10. ADDITIONAL EASEMENT. Should the Grantor determine that the expressed purposes of this Easement could better be effectuated by the conveyance of an additional easement, the Grantor may execute an additional instrument to that effect, provided that the conservation purposes of this Easement are not diminished thereby and that a public agency or qualified organization described in Section 5.A., above, accepts and records the additional easement. The preceding sentence shall in no way be construed to obligate the Grantor to grant any such additional easements.

The foregoing conveyance is made subject to all easements, rights, restrictions, covenants, conditions and other matters of record to the extent in force and applicable, including, without limitation, the easement from Virginia E. Sly to Public Service Company of New Hampshire dated December 15, 1976 and recorded in the Rockingham County Registry of Deeds at Book 2275, Page 1271 (the "PSNH Easement"). Notwithstanding any provision hereof to the contrary, this Conservation Easement Deed shall not limit or restrict the rights of the holder of the PSNH Easement with respect to the Conservation Easement Area pursuant to the terms thereof.

This is a non-contractual transfer pursuant to New Hampshire RSA 78-B:2 and is exempt from the New Hampshire Real Estate Transfer Tax.

EXECUTED on this 12th day of May, 2003.

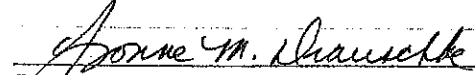
HANNAFORD BROS. CO.

By: 

Its: Senior Vice President

STATE OF MAINE
COUNTY OF Cumberland

Then personally appeared before me on this 12th day of May, 2003, the above-named Arthur A. Aleskire, the senior Vice President of Hannaford Bros. Co., who acknowledged the foregoing instrument as his/~~her~~ free act and deed and the free act and deed of Hannaford Bros. Co.


Justice of the Peace/Notary Public
My commission expires:

YVONNE M. DRAUSCHKE
Notary Public, Maine
My Commission Expires February 12, 2008

ACCEPTED BY THE TOWN OF NORTHWOOD
BY ITS BOARD OF SELECTMEN

5/27/2003
Date

Scott R. Byer
Print Name:

5/29/03
Date

James A. Hadley
Print Name:

5/27/03
Date

Lucy C. Edwards
Print Name:

STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

Then personally appeared before me on this 27th day of May, 2003, the above-named Scott R. Byer, a Selectman of the Town of Northwood, who acknowledged the foregoing instrument as his/her free act and deed and the free act and deed of the Town of Northwood.

Joseph B. Fournier
Justice of the Peace/Notary Public
My commission expires: July 14, 2004

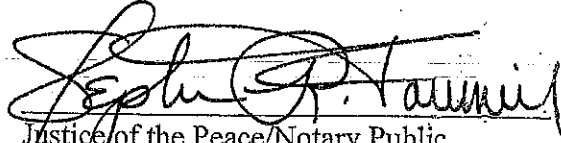
STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

Then personally appeared before me on this 27 day of May, 2003, the above-named James A. Hadley, a Selectman of the Town of Northwood, who acknowledged the foregoing instrument as his/her free act and deed and the free act and deed of the Town of Northwood.

Joseph B. Fournier
Justice of the Peace/Notary Public
My commission expires: July 14, 2004

THE STATE OF NEW HAMPSHIRE
COUNTY OF ROCKINGHAM

Then personally appeared before me on this ~~14~~²⁷ day of May, 2003, the above-named Lucy C. Edwards, a Selectman of the Town of Northwood, who acknowledged the foregoing instrument as his/her free act and deed and the free act and deed of the Town of Northwood.



Justice of the Peace/Notary Public

My commission expires: July 14, 2004

EXHIBIT A

Legal Description of the Conservation Easement Area

A certain portion of certain property situated on U.S. Route 4 & N.H. Route 9 in the Town of Northwood, County of Rockingham, State of New Hampshire, shown as the "Conservation Easement Area" on a certain plan (the "Plan") entitled "Lot Consolidation Plan, U.S. Route 4, Northwood, New Hampshire, Made for Hannaford-Bros. Co.," dated January 8, 2002, prepared by Titcomb Associates, and recorded in the Rockingham County Registry of Deeds as Plan #D-29781, more particularly bounded and described as follows:

Commencing at a point in the westerly sideline of the former location of U.S. Route 202 and N.H. Route 9 and the southeasterly corner of land now or formerly of Public Service Company of New Hampshire, thence;

Thence South $24^{\circ} 52' 16''$ West by the westerly sideline of the former location of U.S. Route 303 and N.H. Route 9 a distance of 21.60 feet to a point;

Thence turning and running North $61^{\circ} 16' 20''$ West a distance of 119.24 feet to a point;

Thence turning and running South $24^{\circ} 24' 32''$ West a distance of 102.34 feet to a point;

Thence turning and continuing along land now or formerly of Herbert W. Rich, Jr. and Janice Lee Rich land and land now or formerly of James R. Cannella South $24^{\circ} 24' 32''$ West a distance of 190.88 feet to an iron pipe;

Thence turning and continuing along said Cannella land South $61^{\circ} 25' 25''$ East a distance of 57.61 feet to a stonewall;

Thence turning and running along said stonewall South $27^{\circ} 43' 23''$ West a distance of 70.17 feet to a point;

Thence turning and running North $65^{\circ} 28' 14''$ West a distance of 25.21 feet to a point;

Thence turning and running North $16^{\circ} 53' 20''$ West a distance of Ninety-Three and 98/100 (93.98) feet to a point of curvature;

Thence turning and running Northwesterly, following a curve to the left having a

radius of 63.00 feet, an arc distance of 52.99 feet to a point of tangency;

Thence turning and running North $65^{\circ} 04' 54''$ West a distance of 39.32 feet to a point;

Thence turning and running North $24^{\circ} 55' 06''$ East a distance of 19.00 feet to a point;

Thence turning and running North $65^{\circ} 04' 54''$ West a distance of 8.64 feet to a point;

Thence turning and running North $25^{\circ} 12' 54''$ East a distance of 17.51 feet to a point;

Thence turning and running North $28^{\circ} 01' 20''$ East a distance of 7.32 feet to a point;

Thence turning and running North $54^{\circ} 31' 48''$ East a distance of 6.86 feet to a point;

Thence turning and running North $75^{\circ} 24' 27''$ East a distance of 18.91 feet to a point;

Thence turning and running North $59^{\circ} 33' 58''$ East a distance of 16.85 feet to a point;

Thence turning and running North $32^{\circ} 19' 10''$ East a distance of 16.55 feet to a point;

Thence turning and running North $23^{\circ} 17' 21''$ East a distance of 27.63 feet to a point;

Thence turning and running North $25^{\circ} 30' 48''$ East a distance of 32.85 feet to a point;

Thence turning and running North $33^{\circ} 47' 20''$ East a distance of 41.24 feet to a point;

Thence turning and running North $24^{\circ} 26' 32''$ West a distance of 47.08 feet to a point;

Thence turning and running North $36^{\circ} 55' 49''$ West a distance of 42.21 feet to a point;

Thence turning and running South $69^{\circ} 04' 01''$ West a distance of 35.53 feet to a point;

Thence turning and running North $79^{\circ} 04' 55''$ West a distance of 39.79 feet to a point;

Thence turning and running South $62^{\circ} 02' 03''$ West a distance of 92.05 feet to a point;

Thence turning and running South $49^{\circ} 02' 18''$ West a distance of 16.08 feet to a point;

Thence turning and running South $18^{\circ} 54' 05''$ West a distance of 31.58 feet to a point;

Thence turning and running South $41^{\circ} 53' 42''$ West a distance of 25.39 feet to a point;

Thence turning and running South $86^{\circ} 54' 03''$ West a distance of 40.25 feet to a point;

Thence turning and running South $64^{\circ} 34' 11''$ West a distance of 59.86 feet to a point;

Thence turning and running North $65^{\circ} 04' 54''$ West a distance of 76.01 feet to a point of curvature;

Thence turning and running Southwesterly, following a curve to the left having a radius of 53.00 feet, an arc distance of 83.13 feet to a point of tangency;

Thence turning and running South $25^{\circ} 03' 11''$ West a distance of 39.20 feet to a point;

Thence turning and running North $64^{\circ} 48' 02''$ West a distance of 14.94 feet to a point;

Thence turning and running North $24^{\circ} 55' 06''$ East a distance of 111.67 feet along land now or formerly of Mary R. Strachan to a point;

Thence continuing along said Strachan land North $24^{\circ} 55' 06''$ East a distance of 311.99 feet to a point;

Neil Irvine

From: Hal Kreider
Sent: Wednesday, August 16, 2023 2:26 PM
To: Neil Irvine
Subject: Fw: ARPA

Hi Neil - I think this needs to be a specific agenda item for an upcoming meeting. Hal

From: THOMAS JOHNSON <tomjohnsonnorthwood@gmail.com>
Sent: Tuesday, August 15, 2023 11:48 AM
To: Hal Kreider <hkreider@northwoodnh.org>; Pamela Sanderson <psanderson@northwoodnh.org>; Tim Colby <tcoby@northwoodnh.org>; Anne Boudreau <bboudreau@northwoodnh.org>; James Guzofski <jguzofski@northwoodnh.org>
Subject: ARPA

BOS members,

I saw the note below from the official BOS July minutes. I feel I should ask the following question. Our Snowmobile Club's original request for ARPA funds was for a minimum \$3500 and possibly up to \$10,000. We were granted the \$3500 and we thank you again for that. Our participation in the Recreation Department Food Truck and Music Jam, although fun community events, were not income producing for the Club. Based on the Minutes note below, I would respectfully ask you to consider a second grant so our Club can continue providing improvements and maintenance of the Northwood Trail System? I understand you have many items to consider for these funds, so thank you for further consideration of this request.

Tom Johnson 603-491-2458

OFFICIAL

Neil Irvine

From: Kristine MOOSO <rkmooso@comcast.net>
Sent: Tuesday, September 12, 2023 4:59 PM
To: Neil Irvine
Cc: Norman Royce
Subject: Town of Northwood WA26 for NLWA

Good morning, Neil,

The Northwood Lake Watershed Association (NLWA) would like to thank you again for the \$2,000 from the Town of Northwood approved Warrant Article 26 "Aquatic Invasive Species Prevention Expendable Trust Fund", which allowed the NLWA to increase the number of boats inspected at the Town of Northwood boat ramp. As you know, the NLWA, in conjunction with NH Lakes, employs Lake Hosts to conduct boat inspections.

In 2022, our Lake Hosts conducted 749 inspections, capturing 9 potential invasive species, working Fridays, Saturdays and Sundays. To date for 2023, our Lake Hosts have conducted 1,225 inspections, capturing 5 potential invasive species, working Fridays, Saturdays, Sundays and Mondays.

With much success in finding paid employees to staff the boat launch more frequently, we more than doubled our estimate, and to date in 2023, NLWA has had expenditures of over \$10,000 in pay role expenses for our Lake Hosts. This \$10,000 does include the \$2,000 from WA26, the \$2,010 payroll award from NH Lakes, leaving NLWA \$5,500 in expenses so far with 2 full pay periods remaining.

As you all know, NLWA is a nonprofit with income only coming from donations and limited fundraising. NLWA is requesting any additional funds the Town of Northwood has remaining in WA26 to help offset the past 2023 and upcoming 2023 salary expenses, allowing us to continue having full coverage of Lake Hosts, and more boat inspections accomplished keeping our NH waters healthy.

Thank you for consideration and I look forward to hearing from you.

Kristine Mooso
Vice President, Northwood Lake Watershed Association
NLWA Lake Host Coordinator
rkmooso@comcast.net
603.321.8597

cc: Norm Royce, President NLWA

FII

**Northwood Libraries Board of Trustees
8 Mountain Avenue
Northwood NH 03261**

September 8, 2023

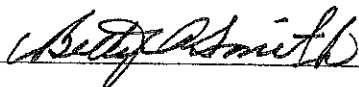
Town of Northwood
Board of Selectmen
Town Hall
Northwood NH 03261

Dear Board members:

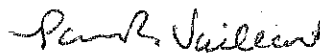
We are writing to confirm the Northwood Libraries Board of Trustees' agreement with the Memorandum of Understanding signed by Board of Selectmen on July 25, 2023. Upon agreement in previous years, the MOU was signed by members of both Boards. As there was no provision this year for our signatures, we are sending this letter to record our agreement with the MOU as written.

Thank you.

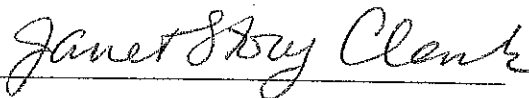
Sincerely,



Betty Smith, Chair



Pat Vaillancourt, Treasurer



Janet Story Clark, Secretary

State of New Hampshire

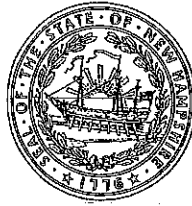
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Board of Tax and Land Appeals

FYI

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

James & Lisa Hopkins

v.

Town of Northwood

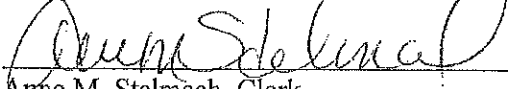
Docket No. 30732-22PT

ORDER

The board, in an effort to manage its docket more effectively and expeditiously and to encourage informal disposition of this appeal, is ordering the parties, in accordance with RSA 541-A:31, V & 38 and Tax 201.23(a), to meet and attempt to settle this matter before a hearing is scheduled. In accordance with Tax 203.07, at or before the settlement meeting, the Taxpayer shall provide the municipality any appraisal (as defined in Tax 102.05) which the Taxpayer intends to rely upon.

The parties shall meet and file the enclosed Report of Settlement Meeting & Order ("Report") with the board no later than January 10, 2024. A hearing will not be scheduled until meaningful mediation has occurred and the Report has been filed.

SO ORDERED.
BOARD OF TAX AND LAND APPEALS

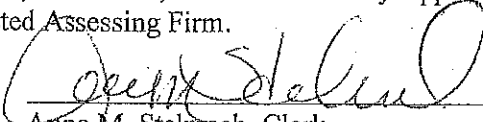


Anne M. Stelmach, Clerk
Per Order of the Board

CERTIFICATION

I hereby certify a copy of the foregoing Order has this date been mailed, postage prepaid, to: James & Lisa Hopkins, 11 Patricia Rd., Danvers, MA 01923, Taxpayers; Town of Northwood, Chairman, Board of Selectmen, 818 First NH Turnpike, Northwood, NH 03261; and Cross Country Appraisal Group, LLC, 12 Kayak Way, Unit 1, Boscawen, NH 03303, Contracted Assessing Firm.

Date: September 12, 2023



Anne M. Stelmach, Clerk

REPORT OF SETTLEMENT MEETING & ORDER

Appeal Name: _____

Docket Number(s): _____

Mediation Deadline: _____

Date(s) of Settlement Meeting: _____

Note: If the parties are unable to meet in person, they can accomplish this requirement by telephonic or other electronic means. Date must be *after* appeal was filed with BTLA.

Parties with authority to settle in attendance:

Taxpayer: _____
Name/Title _____ Name/Title _____

Municipality: _____
Name/Title _____ Name/Title _____

1. Check if an Appraisal was submitted by the Taxpayer during mediation.

If an Appraisal was not submitted during mediation, it will be excluded at hearing in accordance with Tax 203.07(g).

2. The Parties hereby report to the Board the following:

Appeal settled during Settlement Meeting and no hearing is necessary.
A written settlement agreement, covering essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Appeal settled *in part*. A written *partial* settlement agreement, covering, for example, any settled lot(s), disputed issues or other essential terms, signed by the parties:

is attached or will be submitted within thirty (30) days in accordance with Tax 201.23;
if the agreement is not submitted within 30 days, the appeal shall be marked:
"case settled; no further action, no costs" without further board order.

Taxpayer hereby withdraws the appeal in accordance with Tax 201.22 and the appeal shall be marked without further board order: "withdrawn; no further action."

Appeal, after substantive discussions, did not settle during our Settlement Meeting and a hearing is necessary.

3. We acknowledge this Report is a mutual agreement signed by Parties with authority and upon the filing with the Board of Tax & Land Appeals the contents will become an Order.

Taxpayer: _____
Name/Title _____ Date _____ Name/Title _____ Date _____

Municipality: _____
Name/Title _____ Date _____ Name/Title _____ Date _____

Please forward this Report and any original signed agreement to:

NH Board of Tax and Land Appeals, Gov. Hugh J. Gallen State Office Park, 107 Pleasant Street, Concord, NH 03301

GENERAL INFORMATION

The purpose of this Report of Settlement Meeting & Order ("Report") is to allow the parties an opportunity to meet, discuss the issues and attempt to settle this matter prior to a scheduled hearing. In no way should this directive be construed by any party to be an order to "settle or withdraw" the appeal.

The board recognizes it may not be feasible for the parties to arrange a meeting in person. Therefore, it is acceptable to have a discussion by telephone or by other electronic means. The initial contact may be made by either party as both parties could be placed in default.

Individuals involved in the settlement meeting should have the authority to discuss and settle the case. The board recognizes the selectmen or the governing body of the municipality have the final approval of any settlement offer made to the taxpayer which could potentially delay the filing of the settlement agreement.

If the Report indicates the taxpayer wishes to withdraw the appeal, the appeal shall be marked: "withdrawn; no further action" without further board order. If the Report indicates the appeal has been settled and a settlement agreement is not filed within thirty (30) days of the Report, the appeal shall be marked: "case settled; no further action, no costs" without further board order. In any case, the filing date of the Report becomes the board's closing date of the appeal.

If a hearing is necessary because a settlement has not been reached or because the appeal has not been withdrawn, the parties will be given at least thirty (30) days notice before any hearing is scheduled. A hearing notice will be sent to all parties, including any representatives, if they have filed an appearance.

Signatures on the Report of authorized individuals are necessary before the board can close out the case or proceed with scheduling a hearing.

If you need additional copies of the Report, they may be downloaded from our website at www.nh.gov/btla/forms.html.

If you have any questions, please contact our office at (603) 271-2578.

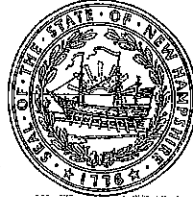
Thank you.

State of New Hampshire

COPY

Board of Tax and Land Appeals

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member
Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

August 14, 2023

To: Chairman, Board of Selectmen
818 First NH Turnpike
Northwood, NH 03261

Re: James & Lisa Hopkins v. Town of Northwood
Docket No.: 30732-22PT

Enclosed is an appeal for Tax Year 2022 filed pursuant to RSA 76:16-a.

Complete and return this form and all requested documents to the BTLA within 30 days:

(1) If a Tax Year 2022 Abatement Application was "Filed" (Tax 102.26) by the Taxpayer, what was the post-marked or hand-delivered date (not the date received)? 1/16/23
Attach a copy of the entire Abatement Application and Town response (without attachments).

(2) If yes, list the property(ies) Filed for in the application. (Include each street address and tax map/lot number and attach additional sheets, if necessary.)

Map/Lot 102-17 Street 34 White Dr.
Map/Lot Street
Map/Lot Street

(3) List all property owned by the same Taxpayer, whether or not appealed, and attach a copy of each assessment-record card, indicating any lots in current use.

Map/Lot Land \$ Bldg. \$ Total \$
Map/Lot Land \$ Bldg. \$ Total \$
Map/Lot Land \$ Bldg. \$ Total \$

(4) Will this appeal be defended by someone contracted by the municipality? If yes, by whom?

Note: This information shall constitute an Appearance under Tax 201.08.

Contracted Assessing Firm Name: Cross Country Appraisal Group, LLC
Address and Phone Number: 12 KAYAK WAY UNIT 1-1
BOSTON NH 03203

I certify a copy of this checklist and all attachments were mailed this date to the Taxpayer or Representative.

Date: 8/24/23

Signature: Jeffrey Egan

Note: Unless a timely filing issue is raised by the Municipality or the board, the appeal will proceed to mediation.

MUNICIPALITY COPY

TAXPAYER'S RSA 76:16-a PROPERTY TAX APPEAL TO BOARD OF TAX AND LAND APPEALS

TAX YEAR APPEALED: 2022
MUNICIPALITY: Northwood NH

SECTION A. Party(ies) Appealing (Owner(s)/Taxpayer(s))

Name(s): James & Lisa Hopkins

Mailing Address(es): 11 Patricia Road, Danvers, MA 01923

Telephone No.(s): (Home) 9787773252 (Cell) 9787642891 (Work) 9787740325 (Email) jhopkins@verizon.net

SECTION B. Party's(ies)' Representative if other than Person(s) Appealing (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone No.(s): (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) Appealed

List the tax map and lot number, the actual street address of each property appealed, a brief description and the assessment. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
000102-000017	34 White Drive	Camp	\$408,900

Check the applicable box:

Single family

Commercial/Industrial

Residential Condominium

Residential Multi Unit

Vacant, Unimproved land

Manufactured Home

Manufactured Housing Park

Other: Summer Camp

SECTION D. Pending Appeals

List any pending and/or prior appeals on file with this board. Attach additional sheets if needed.

Docket # _____ Docket # _____ Docket # _____

SECTION E. Other Property(ies) Owned by the Taxpayer(s) which is (are) NOT Being Appealed

List other property(ies) owned in the same name(s) in the municipality that is (are) not being appealed. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>

SECTION F. Reasons for Appeal

RSA 76:16 provides that an abatement may be granted for good cause shown. "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as taxes too high, disproportionately assessed or assessment exceeds market value are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 1. physical data - incorrect description or measurement of property;
 2. market data - the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 3. level of assessment - the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you also intend to rely upon an appraisal as the grounds of your appeal, you shall so state in Section F, and if currently available, provide it with the appeal.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

Your appeal will be limited to the grounds you list here. Tax 203.03(g). (Attach additional sheets if needed.)

Our property's land value is overstated by 356% based on other properties sold during the last year on Jenness Pond and other nearby ponds and lakes.

Our land value should be no more than \$ 100,000 based on these sales.

See attached sheets for these sales.

SECTION G. Taxpayer's(s)' Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID # 000102-000017 Appeal Year Market Value \$ 153,200

Town Parcel ID # _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

As stated earlier. Based on other properties on Jenness Pond and other nearby ponds and lakes that recently sold our land value should be \$ 100,000 not \$ 355,700.

SECTION H. Comparable Properties

List the properties you are relying upon to show overassessment of your property(ies).

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
Lot 23	Caldwell Lane Northwood, NH	Land	Sold \$ 95,000
27	Blaisdell Drive Northwood NH	Summer Camp	Sold \$ 168,000
00	Long Pond Road Northwood NH	Land	Sold \$ 20,000

SECTION I. Certification by Party(ies)

By signing below, the person(s) appealing certifies (certify) and swear(s) under the penalties of RSA 641:3 (check off to ensure compliance):

- a written abatement application was timely filed with the municipality, and the application included the property(ies) appealed;
- the municipality has responded to the abatement application, or July 1 has passed and the municipality has not provided a response to the abatement application; and
- the appeal has a good faith basis and the facts stated are true to the best of my/our knowledge.

Date: 08/08/2023

Signature: _____

Print Name: _____

James F. Hopkins Jr.

James F. Hopkins, Jr.

Date: 08/08/2023

Signature: _____

Print Name: _____

Lisa J. R. Hopkins

Lisa J. R. Hopkins

SECTION J. Certification and Appearance by Representative (If other than Party(ies) Appealing)

By signing below, the representative of the Party(ies) certifies and swears under penalties of RSA 641:3:

1. all certifications in Section I are true;
2. the Party(ies) appealing has (have) authorized this representation; and
3. a copy of this form was sent to the Party(ies) appealing.

Date: _____

(Representative's Signature)

(Print Name)

FILING INSTRUCTIONS

Mail the completed appeal document, along with a nonrefundable \$65.00 check, payable to:
"Treasurer, State of New Hampshire"

Board of Tax and Land Appeals
Governor Hugh J. Gallen State Office Park
107 Pleasant Street, Johnson Hall
Concord, NH 03301

Web Site: www.state.nh.us/btla

MAKE A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS

RECEIVED

AUG 10 2023

FILED 8/7/23

NH Board of Tax & Land Appeals

FOR BTLA USE ONLY

Municipality: Northwood

Check #: 4476

Amount: \$65.00

State of New Hampshire

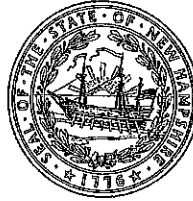
Board of Tax and Land Appeals

COPY

9/14 TO JE
FRT

Michele E. LeBrun, Chair
~~Albert F. Shamach, Esq., Member~~
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

September 11, 2023

To: Chairman, Board of Selectmen
818 First NH Turnpike
Northwood, NH 03261

Re: Gary & Kim Bates v. Town of Northwood
Docket No.: 30917-22PT

Enclosed is an appeal for Tax Year 2022 filed pursuant to RSA 76:16-a.

Complete and return this form and all requested documents to the BTLA within 30 days:

(1) If a Tax Year 2022 Abatement Application was "Filed" (Tax 102.26) by the Taxpayer, what was the post-marked or hand-delivered date (*not the date received*)? _____
Attach a copy of the entire Abatement Application and Town response (without attachments).

(2) If yes, list the property(ies) Filed for in the application. (Include each street address and tax map/lot number and attach additional sheets, if necessary.)

Map/Lot _____ Street _____
Map/Lot _____ Street _____
Map/Lot _____ Street _____

(3) List all property owned by the same Taxpayer, whether or not appealed, and **attach a copy of each assessment-record card**, indicating any lots in current use. _____

Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____
Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____
Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____

(4) Will this appeal be defended by someone contracted by the municipality? If yes, by whom?

Note: *This information shall constitute an Appearance under Tax 201.08.*

Contracted Assessing Firm Name: _____

Address and Phone Number: _____

I certify a copy of this checklist and all attachments were mailed this date to the Taxpayer or Representative.

Date: _____

Signature: _____

Note: Unless a timely filing issue is raised by the Municipality or the board, the appeal will proceed to mediation.

Telephone: 603-271-2578

TDD Access: Relay NH 1-800-735-2964

Visit our website at: www.nh.gov/btla

MUNICIPALITY COPY

TAXPAYER'S RSA 76:16-a PROPERTY TAX APPEAL TO BOARD OF TAX AND LAND APPEALS

TAX YEAR APPEALED: 2022

MUNICIPALITY: Northwood

SECTION A. Party(ies) Appealing (Owner(s)/Taxpayer(s))

Name(s): Gary and Kim Bates

Mailing Address(es): 52 Martel Road Chichester, NH 03258

Telephone No.(s): (Home) _____ (Cell) 603-231-0929 (Work) _____ (Email) Gary.Bates@Vishay.com

SECTION B. Party's(ies)' Representative if other than Person(s) Appealing (Also Complete Section A)

Name(s): Self represented

Mailing Address: _____

Telephone No.(s): (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) Appealed

List the tax map and lot number, the actual street address of each property appealed, a brief description and the assessment. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
Map 212/Lot 39	4 Bates Lane/Northwood	Single family cottage	\$343,000
Map 206/Lot 40	194 Jenness Pond Road	Single family home	\$202,000
Map 228/Lot 14	145 Winding Hill Road	Single family home	\$267,527

Check the applicable box:

<input checked="" type="checkbox"/> Single family	<input type="checkbox"/> Commercial/Industrial	
<input type="checkbox"/> Residential Condominium	<input type="checkbox"/> Residential Multi Unit	<input type="checkbox"/> Vacant, Unimproved land
<input type="checkbox"/> Manufactured Home	<input type="checkbox"/> Manufactured Housing Park	<input type="checkbox"/> Other: _____

SECTION D. Pending Appeals

List any pending and/or prior appeals on file with this board. Attach additional sheets if needed.

Docket # _____ Docket # _____ Docket # _____

SECTION E. Other Property(ies) Owned by the Taxpayer(s) which is (are) NOT Being Appealed

List other property(ies) owned in the same name(s) in the municipality that is (are) not being appealed. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
Map 212/Lot 68	12 High Street	Single family home	\$120,096
Map 231/Lot 5	292 First NH Turnpike	3 family home	\$402,000
Map 212/Lot 69	High Street	Landlocked parcel	\$626

SECTION F. Reasons for Appeal

RSA 76:16 provides that an abatement may be granted for good cause shown. "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as taxes too high, disproportionately assessed or assessment exceeds market value are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 1. physical data - incorrect description or measurement of property;
 2. market data - the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 3. level of assessment - the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you also intend to rely upon an appraisal as the grounds of your appeal, you shall so state in Section F, and if currently available, provide it with the appeal.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

Your appeal will be limited to the grounds you list here. Tax 203.03(g). (Attach additional sheets if needed.)

We are appealing based on our level of assessment

Additional documents attached

SECTION G. Taxpayer's(s') Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID # Map 212/Lot 39 Appeal Year Market Value \$ 261,104

Town Parcel ID # Map 206/Lot 40 Appeal Year Market Value \$ 153,000

Explain the basis for your value opinion(s): (Attach additional sheets if necessary.)

Town Parcel ID# Map 228/Lot 14 Appeal Year Market Value: \$229,100

The basis for the value opinions are in the attachments: (A, B, C)

SECTION H. Comparable Properties

List the properties you are relying upon to show overassessment of your property(ies).

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
206-26	153 Jenness Pond Road	Single family home	\$229,500
206-26-1	155 Jenness Pond Road	Single family home	\$296,900

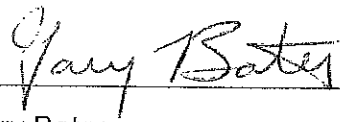
The complete list is in Attachment 1

SECTION I. Certification by Party(ies)

By signing below, the person(s) appealing certifies (certify) and swear(s) under the penalties of RSA 641:3 (**check off to ensure compliance**):

- a written abatement application was timely filed with the municipality, and the application included the property(ies) appealed;
- the municipality has responded to the abatement application, or July 1 has passed and the municipality has not provided a response to the abatement application; and
- the appeal has a good faith basis and the facts stated are true to the best of my/our knowledge.

Date: 8/31/2023

Signature: 

Print Name: Gary Bates

Date: 8/31/2023

Signature: 

Print Name: Kim Bates

SECTION J. Certification and Appearance by Representative (If other than Party(ies) Appealing)

By signing below, the representative of the Party(ies) certifies and swears under penalties of RSA 641:3:

1. all certifications in Section I are true;
2. the Party(ies) appealing has (have) authorized this representation; and
3. a copy of this form was sent to the Party(ies) appealing.

Date: _____

(Representative's Signature)

(Print Name)

FILING INSTRUCTIONS

Mail the completed appeal document, along with a **nonrefundable** \$65.00 check, payable to:
"Treasurer, State of New Hampshire"

Board of Tax and Land Appeals
Governor Hugh J. Gallen State Office Park
107 Pleasant Street, Johnson Hall
Concord, NH 03301

Web Site: www.state.nh.us/btla

MAKE A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS

RECEIVED

SEP 01 2023

FILED HD

NH Board of Tax & Land Appeals

FOR BTLA USE ONLY

Municipality: Northwood

Check #: Cash

Amount: \$ 65.00

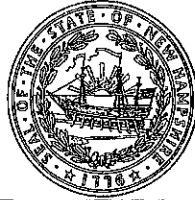
State of New Hampshire

Board of Tax and Land Appeals

^{9/13 to 35}
^{FYI}
COPY

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member

Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

September 7, 2023

To: Chairman, Board of Selectmen
818 First NH Turnpike
Northwood, NH 03261

Re: Vincent Bates Revocable Trust v. Town of Northwood
Docket No.: 30824-22PT

Enclosed is an appeal for Tax Year 2022 filed pursuant to RSA 76:16-a.

Complete and return this form and all requested documents to the BTLA within 30 days:

(1) If a Tax Year 2022 Abatement Application was "Filed" (Tax 102.26) by the Taxpayer, what was the post-marked or hand-delivered date (*not the date received*)? _____
Attach a copy of the entire Abatement Application and Town response (without attachments).

(2) If yes, list the property(ies) Filed for in the application. (Include each street address and tax map/lot number and attach additional sheets, if necessary.)

Map/Lot _____ Street _____
Map/Lot _____ Street _____
Map/Lot _____ Street _____

(3) List all property owned by the same Taxpayer, whether or not appealed, and **attach a copy of each assessment-record card**, indicating any lots in current use. _____

Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____
Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____
Map/Lot _____ Land \$ _____ Bldg. \$ _____ Total \$ _____

(4) Will this appeal be defended by someone contracted by the municipality? If yes, by whom?

Note: *This information shall constitute an Appearance under Tax 201.08.*

Contracted Assessing Firm Name: _____

Address and Phone Number: _____

I certify a copy of this checklist and all attachments were mailed this date to the Taxpayer or Representative.

Date: _____

Signature: _____

Note: **Unless a timely filing issue is raised by the Municipality or the board, the appeal will proceed to mediation.**

Telephone: 603-271-2578

TDD Access: Relay NH 1-800-735-2964

Visit our website at: www.nh.gov/btla

MUNICIPALITY COPY

TAXPAYER'S RSA 76:16-a PROPERTY TAX APPEAL TO BOARD OF TAX AND LAND APPEALS

TAX YEAR APPEALED: 2022
MUNICIPALITY: NORTHWOOD

SECTION A. Party(ies) Appealing (Owner(s)/Taxpayer(s))

Name(s): VINCENT BATES TRUSTEE JOANNE BATES TRUSTEE

Mailing Address(es): 44 JENKINS RD. ANDOVER MA 01810

Telephone No.(s): (Home) 978 475 4657 (Cell) _____ (Work) _____ (Email) budbates1@hotmail.com

SECTION B. Party's(ies)' Representative if other than Person(s) Appealing (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone No.(s): (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) Appealed

List the tax map and lot number, the actual street address of each property appealed, a brief description and the assessment. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
<u>212-37</u>	<u>8 BATES LANE</u>	<u>COTTAGE & LOT</u>	<u>\$ 369,900</u>

Check the applicable box:

Single family

Residential Condominium

Residential Multi Unit

Manufactured Home

Manufactured Housing Park

2- Trustees

SECTION D. Pending Appeals

List any pending and/or prior appeals on file with this board. Attach additional:

Docket # _____ Docket # _____ Docket # _____

SECTION E. Other Property(ies) Owned by the Taxpayer(s) which is (are) NOT Being Appealed

List other property(ies) owned in the same name(s) in the municipality that is (are) not being appealed. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
212-34-1	LONG POND RD UNIT NORTHWOOD	LOT	\$ 20,600
212-34	LONG POND RD NORTHWOOD	LOT	\$ 20,900
212-35	BATES LANE NORTHWOOD	LOT	\$ 124,300
212-36	BATES LANE NORTHWOOD	LOT - GARAGE	\$ 220,600

SECTION F. Reasons for Appeal

RSA 76:16 provides that an abatement may be granted for good cause shown. "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as taxes too high, disproportionately assessed or assessment exceeds market value are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
 1. physical data - incorrect description or measurement of property;
 2. market data - the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 3. level of assessment - the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you also intend to rely upon an appraisal as the grounds of your appeal, you shall so state in Section F, and if currently available, provide it with the appeal.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

Your appeal will be limited to the grounds you list here. Tax 203.03(g). (Attach additional sheets if needed.)

SEE SECTION F ADDENDUM

SECTION F - GROUNDS FOR APPEAL

We are basing our appeal on the condition rating of the land portion of the assessment. There are many examples for comparisons. We are addressing two of them.

Lot 206-44: This is a 9.1-acre lot on a town-maintained, year-round paved road. It has open fields gently leading to 790 feet of Long Pond water frontage, approximately 600 feet of which is sandy. The acreage portion of the assessment is \$189,500, the waterfront portion is \$242,100, which amounts to a total land portion assessment of \$431,600.

Lot 206-49: This is a 0.46-acre lot, gently sloping from the road to 122-foot good water frontage. The 0.46 acreage is assessed with condition 80. The waterfront is 100 feet at condition 80 and 22 feet at condition 30. The total parcel assessment is \$269,600. There is no structure on this property, which is perhaps the best building lot in the development.

Lot 212-37: This is a 60-foot waterfront lot with a strong ridge between the road and the pond, which are close to the same elevation. This lot was assessed with a condition of 140 for the waterfront portion. Adding in the acreage portion, the total land assessment for this lot is \$263,900.

SUMMARY

Lot 206-49: This is twice the water frontage and twice the area with gentle sloping and is assessed at \$269,600.

Lot 206-44: The total land portion is \$431,600, with only \$242,100 for the waterfront portion.

Lot 212-37 : This lot with less than 8% of waterfront and approximately 3% of acreage is assessed at 61% of the Lot 206-49 total land assessment. We feel that reducing the waterfront condition of our lot to 100, rather than 140, would be an equitable adjustment. The new land assessment for Lot 212-37 would then be \$112,700 for acreage and \$108,000 for waterfront, for a total of \$220,700.

The new total assessment would be \$321,700.

Thank you for your consideration in this matter.

Vincent and Joanne Bates
44 Jenkins Road
Andover, MA 01810

SECTION G. Taxpayer's(s)' Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID # 212-37 Appeal Year Market Value \$ 321,700
 Town Parcel ID # _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

SEE ADDENDUM

SECTION H. Comparable Properties

List the properties you are relying upon to show overassessment of your property(ies).

Town Parcel ID#	Street Address/Town	Description	Assessment
<u>206-49</u>	<u>LONG POND RD NORTHWOOD</u>	<u>LOT</u>	<u>\$269,600</u>
<u>206-44</u>	<u>24 TENNESS POND RD NORTHWOOD</u>	<u>LOT & BLDGS</u>	<u>\$695,500</u>

SECTION I. Certification by Party(ies)

By signing below, the person(s) appealing certifies (certify) and swear(s) under the penalties of RSA 641:3 (check off to ensure compliance):

- a written abatement application was timely filed with the municipality, and the application included the property(ies) appealed;
- the municipality has responded to the abatement application, or July 1 has passed and the municipality has not provided a response to the abatement application; and
- the appeal has a good faith basis and the facts stated are true to the best of my/our knowledge.

Date: 8/28/2022 Signature: Vincent Bates TRUSTEE
 Print Name: VINCENT BATES TRUSTEE
 Date: 8/28/2022 Signature: Joanne Bates, Trustee
 Print Name: JOANNE BATES TRUSTEE

SECTION J. Certification and Appearance by Representative (If other than Party(ies) Appealing)

By signing below, the representative of the Party(ies) certifies and swears under penalties of RSA 641:3:

1. all certifications in Section I are true;
2. the Party(ies) appealing has (have) authorized this representation; and
3. a copy of this form was sent to the Party(ies) appealing.

Date: _____

(Representative's Signature)

(Print Name)

FILING INSTRUCTIONS

Mail the completed appeal document, along with a **nonrefundable** \$65.00 check, payable to:
"Treasurer, State of New Hampshire"

Board of Tax and Land Appeals
Governor Hugh J. Gallen State Office Park
107 Pleasant Street, Johnson Hall
Concord, NH 03301

Web Site: www.state.nh.us/btla

MAKE A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS

RECEIVED

AUG 29 2023

FILED HP

NH Board of Tax & Land Appeals

FOR BTLA USE ONLY

Municipality: Northwood

Check #: 1434

Amount: \$ 65.00

State of New Hampshire

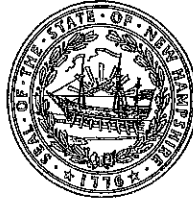
Board of Tax and Land Appeals

COPY

9/13/23

FYI

Michele E. LeBrun, Chair
Albert F. Shamash, Esq., Member
Theresa M. Walker, Member
Anne M. Stelmach, Clerk



Governor Hugh J. Gallen
State Office Park
Johnson Hall
107 Pleasant Street
Concord, New Hampshire
03301-3834

September 7, 2023

To: Chairman, Board of Selectmen
818 First NH Turnpike
Northwood, NH 03261

Re: Joanne Bates Revocable Trust v. Town of Northwood
Docket No.: 30825-22PT

Enclosed is an appeal for Tax Year 2022 filed pursuant to RSA 76:16-a.

Complete and return this form and all requested documents to the BTLA within 30 days:

(1) If a Tax Year 2022 Abatement Application was "Filed" (Tax 102.26) by the Taxpayer, what was the post-marked or hand-delivered date (not the date received)? Attach a copy of the entire Abatement Application and Town response (without attachments).

(2) If yes, list the property(ies) Filed for in the application. (Include each street address and tax map/lot number and attach additional sheets, if necessary.)

Map/Lot Street
Map/Lot Street
Map/Lot Street

(3) List all property owned by the same Taxpayer, whether or not appealed, and attach a copy of each assessment-record card, indicating any lots in current use.

Map/Lot Land \$ Bldg. \$ Total \$
Map/Lot Land \$ Bldg. \$ Total \$
Map/Lot Land \$ Bldg. \$ Total \$

(4) Will this appeal be defended by someone contracted by the municipality? If yes, by whom? Note: This information shall constitute an Appearance under Tax 201.08. Contracted Assessing Firm Name: Address and Phone Number:

I certify a copy of this checklist and all attachments were mailed this date to the Taxpayer or Representative.

Date: Signature:

Note: Unless a timely filing issue is raised by the Municipality or the board, the appeal will proceed to mediation.

MUNICIPALITY COPY

TAXPAYER'S RSA 76:16-a PROPERTY TAX APPEAL TO BOARD OF TAX AND LAND APPEALS

TAX YEAR APPEALED: 2022
MUNICIPALITY: NORTHWOOD

SECTION A. Party(ies) Appealing (Owner(s)/Taxpayer(s))

Name(s): JOANNE BATES TRUSTEE

Mailing Address(es): 44 JENKINS RD ANDOVER MA 01810

Telephone No.(s): (Home) 978 475 4657 (Cell) _____ (Work) _____ (Email) batesandover@verizon.net
batesandover@verizon.net

SECTION B. Party's(ies)' Representative if other than Person(s) Appealing (Also Complete Section A)

Name(s): _____

Mailing Address: _____

Telephone No.(s): (Home) _____ (Cell) _____ (Work) _____ (Email) _____

SECTION C. Property(ies) Appealed

List the tax map and lot number, the actual street address of each property appealed, a brief description and the assessment. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
<u>212-38</u>	<u>6 BATES LANE</u>	<u>Cottage & Lot</u>	<u>\$ 344,400</u>

Check the applicable box:

Single family

Commercial/Industrial

Residential Condominium

Residential Multi Unit

Vacant, Unimproved land

Manufactured Home

Manufactured Housing Park

Other: _____

SECTION D. Pending Appeals

List any pending and/or prior appeals on file with this board. Attach additional sheets if needed.

Docket # _____ Docket # _____ Docket # _____

SECTION E. Other Property(ies) Owned by the Taxpayer(s) which is (are) NOT Being Appealed

List other property(ies) owned in the same name(s) in the municipality that is (are) not being appealed. (Attach additional sheets if needed.)

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
212-34	LONG POND RD NORTHWOOD	LOT	\$ 20,900
212-36	BATES LANE NORTHWOOD	LOT & GARAGE	\$ 220,000

SECTION F. Reasons for Appeal

RSA 76:16 provides that an abatement may be granted for good cause shown. "Good cause" generally means: 1) establishing an assessment is disproportionate to market value and the municipality's level of assessment; or 2) establishing poverty and inability to pay the tax. This form can be utilized for either basis of requesting an abatement. The taxpayer has the burden to prove good cause for an abatement.

- 1) If claiming disproportionality, state with specificity all the reasons supporting your application. Statements such as taxes too high, disproportionately assessed or assessment exceeds market value are insufficient. Generally, specificity requires the taxpayer to present material on the following (all may not apply):
1. physical data - incorrect description or measurement of property;
 2. market data - the property's market value on the April 1 assessment date, supported by comparable sales or a professional opinion of value; and/or
 3. level of assessment - the property's assessment is disproportionate by comparing the property's market value and the town-wide level of assessment.

Note: If you also intend to rely upon an appraisal as the grounds of your appeal, you shall so state in Section F, and if currently available, provide it with the appeal.

- 2) If claiming poverty or inability to pay, state in detail why abatement of taxes is appropriate as opposed to some other relief such as relocating, refinancing or obtaining some alternative public assistance. Ansara v. City of Nashua, 118 N.H. 879 (1978).

Your appeal will be limited to the grounds you list here. Tax 203.03(g). (Attach additional sheets if needed.)

SEE SECTION F ADDENDUM

SECTION F - GROUNDS FOR APPEAL

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Lot 206-49: This is a 0.46-acre lot, gently sloping from the road to 122-foot good water frontage. The 0.46 acreage is assessed with condition 80. The waterfront is 100 feet at condition 80 and 22 feet at condition 30. The total parcel assessment is \$269,600. There is no structure on this property, which is perhaps the best building lot in the development.

Lot 212-38: This is a 60-foot waterfront lot with a strong ridge between the road and the pond, which are close to the same elevation.. This lot was assessed with a condition of 140 for the waterfront portion. Adding in the acreage portion, the total land assessment for this lot is \$264,200.

SUMMARY

Lot 206-49: This is twice the water frontage and twice the area with gentle sloping and is assessed at \$269,600.

Lot 206-44: The total land portion is \$431,600, with only \$242,100 for the waterfront portion.

Lot 212-38: This lot with less than 8% of waterfront and approximately 3% of acreage is assessed at 61% of the Lot 206-49 total land assessment. I feel that reducing the waterfront condition of this lot to 100, rather than 140, would be an equitable adjustment. This would result in a land assessment of \$108,000 for the waterfront portion and \$113,000 for acreage, resulting in a \$221,000 total land assessment.

The new total assessment would be \$301,200.

Thank you for your consideration in this matter.

Joanne L. Bates
44 Jenkins Road
Andover, MA 01810

SECTION G. Taxpayer's(s') Opinion of Market Value

State your opinion of the market value of the property(ies) appealed as of April 1 of the year under appeal.

Town Parcel ID # 212-38 Appeal Year Market Value \$ 301,200

Town Parcel ID # _____ Appeal Year Market Value \$ _____

Explain the basis for your value opinion(s). (Attach additional sheets if necessary.)

SEE ADDENDUM

SECTION H. Comparable Properties

List the properties you are relying upon to show overassessment of your property(ies).

<u>Town Parcel ID#</u>	<u>Street Address/Town</u>	<u>Description</u>	<u>Assessment</u>
<u>206-49</u>	<u>LONG POND RD NORTHWOOD</u>	<u>LOT</u>	<u>\$269,600</u>
<u>206-44</u>	<u>24 JENNIFER DAVIS RD NORTHWOOD</u>	<u>LOT & Bldgs</u>	<u>\$1,095,500</u>

SECTION I. Certification by Party(ies)

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- the appeal has a good faith basis and the facts stated are true to the best of my/our knowledge.

Date: 8/28/2023

Signature: Joanne Bates, Trustee

Print Name: JOANNE BATES TRUSTEE

Date: _____

Signature: _____

Print Name: _____

SECTION J. Certification and Appearance by Representative (If other than Party(ies) Appealing)

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(Representative's Signature)

(Print Name)

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Board of Tax and Land Appeals
Governor Hugh J. Gallen State Office Park
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Web Site: www.state.nh.us/btla

MAKE A COPY OF THIS DOCUMENT FOR YOUR OWN RECORDS

RECEIVED

AUG 29 2023

FILED HD

NH Board of Tax & Land Appeals

FOR BTLA USE ONLY

Municipality: Northwood

Check #: 1433

Amount: \$ 65.00