



# Northwood, NH Board of Selectmen Agenda October 24th, 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  
October 10<sup>th</sup>, 2023**
- Consent Agenda**

**APPOINTMENTS**

- 6:15pm Linda Smith - ZBA**

**ONGOING BUSINESS**

- TA Report**

**NEW BUSINESS**

- Ambulance Remount - update**
- Boy Scouts of America**
- Letter of Recognition**
- Volunteer Appointments/Reappointments to Boards and Committees**
- fyi - County Warrant**
- fyi - Primex Rates 2024**
- fyi - Abandoned Property**
- fyi - Northwood Republicans recognizing Veterans**

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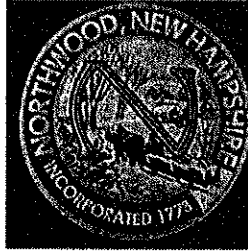
**Board Committee Reports.**

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

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

**Adjournment**

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



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
October 10, 2023**

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**ROLL CALL:** Chairman Hal Kreider, Vice-Chairman Tim Colby, Select Board Member Beth Boudreau, 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.**

Chairman Kreider recognized that Board Member Jim Guzofski is absent due a loss in the family out of State.

**Citizen's Forum:**

None

**Approve Minutes: September 26, 2023:**

H. Kreider asked to have a line included stating Jim Guzofski had an excused absence.

**Motion: "To approve the minutes of September 26, 2023, as amended."**

**Motion: H. Kreider**

**Second: T. Colby**

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

**Consent Agenda:**

Payroll Manifest dated October 4, 2023, Batch #100423 for \$62,108.67.

Accounts Payable Manifest dated October 11, 2023, Batch #134 for \$675,453.38.

Reimbursement Requests to Trustees of the Trust Fund:

Benefit Vested Time ETF	\$ 16,669.58
Cable Franchise Fees ETF	\$ 4,524.62
Terrestrial Invasive Species ETF	\$ 7,000.00
Facilities Maintenance ETF	\$ 14,000.00
250 <sup>th</sup> Anniversary ETF	\$ 5,148.76
Highway Equipment CRF	<u>\$ 16,862.36</u>

43 Total Reimbursements = \$ 64,205.32

44 Abatements:

45 Map 210, Lot 46 – Randy Hitchcock

46 Map 212, Lot 70 – owner unknown

47 Other:

48 Raffle Permit – Northwood Congregational Church

49 Cemetery Deed & Perpetual Care Contract – Richard & Nancy Gardner

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

51 **Motion: P. Sanderson**

52 **Second: B. Boudreau**

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

54

55 **Town Administrator’s Report:**

56 Staffing:

57 ~~We have lost two employees from the DPW. The full-time vacancy in the police department remains.~~

58 Despite the graduation of the two police officers from the PST Academy last week, we will not see the full

59 benefit until they have completed their Field Training program. TA Irvine has conducted two interviews

60 for the Building Inspector position and has scheduled one follow up interview.

61 Upper Deerfield Road:

62 The Board asked TA Irvine to conduct a case review. He met with Mr. Tatem and reviewed the written

63 record for chronology and context. A report will be forthcoming with recommended actions.

64 Public Safety Building:

65 Meetings continue regarding the proposal to address the facility needs of Police and Fire to gain insight

66 into previous initiatives to assist the Committee with its deliberations.

67 Server & Copiers:

68 TA Irvine met with a representative from Toshiba Business Machines to obtain a quote for replacement

69 copiers for the Town Office and Police Departments, which was identified as an area of opportunity in the

70 draft budget preparations. He also met with a representative from our IT provider to relocate the server.

71 This initiative now needs input from an electrician before moving forward. He met with an electrician

72 today.

73 AV Upgrade:

74 The hardware installation is complete, with minor finishing work and training to be undertaken.

75 Paving:

76 All 2023 paving work by R&D per the RSM Plan is complete. They will be back to restore the gravel

77 shoulders.

78 Budgets:

79 TA Irvine has completed all individual department reviews and the Executive Budget requests in

80 preparation for delivering the draft budget to the Board. He also reviewed ARPA expenditures and the

81 appropriations and expenditures in 2023 relative to Aquatic Invasive Species Prevention.

82 Town Office Access & Security:

83 This project was initiated by the former TA. TA Irvine has reviewed the proposal for scope of work and

84 will bring this project to the Board with a recommendation for input and guidance.

85 The next meetings are scheduled for Oct 24 and Nov 14.

86

87 **Ambulance Remount:**

88 The warrant article for the ambulance remount authorized spending \$200,000. Quotes came in exceeding

89 that amount. The Board decided to rebid the project. Chief Tetreault has received two bids. One from

90 Autotronics of Madawaska, Maine for \$238,466, but this didn’t include the radios or the cot mount. To

91 include those items, the price goes to \$248,094. The second was from R. Enterprises from Greenville,  
 92 Tennessee for \$265,828 including radios. A new ambulance at this point will cost \$335,000 and will take  
 93 two years to receive. The R. Enterprises quoted a 2022 4-wheel drive chassis. Autotronics quoted a 2022  
 94 2-wheel drive chassis. Chief Tetreault feels he can get by with the two-wheel drive chassis because the  
 95 other ambulance is 4-wheel drive. Both chassis are available now. The turn-around time for Autotronics  
 96 is January 1<sup>st</sup>. The turn-around time from R. Enterprises is unknown. TA Irvine said the voters approved  
 97 \$200,000 for this project. The fire department had a full-time vacancy for much of the year. There are  
 98 surplus funds within the budget that could be used for this. These funds were not appropriated for this  
 99 purpose, but if we use funds out of the operating budget, we can use that amount as the base line number  
 100 for offsetting the tax rate setting. The unused portion of the fire department budget would be refunded  
 101 directly to the taxpayers at tax rate setting time. B. Boudreau asked for a balance in the part-time wages  
 102 line because we have been using part-time employees to fill the vacant full-time position. Chief Tetreault  
 103 stated that most of the savings are in the retirement and benefits lines. H. Kreider stated the recent  
 104 expenditure report shows about \$100,000 to be surplus as of right now in the fire budget. With that  
 105 information, H. Kreider is comfortable doing this. Chief Tetreault added that Autotronics offered  
 106 discounts of \$2,500 on the ambulance remount and \$1,500 on the brush truck remount if they do both  
 107 jobs.

108 **Motion: “To commit up to \$52,000 out of the fire operating budget to do the ambulance remount with  
 109 Autotronics of Madawaska, Maine.**

110 **Motion: T. Colby**

111 **Second: P. Sanderson**

112 P. Sanderson commented that vehicles were purchased out of the operating budget in 2020 and there  
 113 was a lot of push-back around that. But in this case, if we wait the prices will be even higher and the new  
 114 ambulances are two years out. TA Irvine said that we have identified the source of funds, and we will be  
 115 giving them back to the taxpayers when we set the tax rate. We are working within the totality of the  
 116 budget to achieve what the voters approved we could do. We have respected what the voters gave us  
 117 authority to do. H. Kreider feels this is the most cost-effective option and quickest way to get a new  
 118 ambulance. Chief Tetreault said the forestry truck conversion appears to be able to come in under the  
 119 estimate.

120 **Motion carried by vote of 3 to 1 with B. Boudreau voting against.**

121

122 **Request for Support – Snowmobile Club:**

123 The snowmobile club submitted a list of their expenses in 2023. There was \$4,272 in fixed costs; \$800 in  
 124 donations to the food pantry and Coe Brown scholarship fund; and operating consumables of \$2,973; for  
 125 a total of \$8,045. As far as reporting on the ARPA funds forwarded by the town to another entity, the  
 126 \$3,500 given to the club can be easily articulated to the Treasury department to cover fixed costs such as  
 127 insurance and trailer registrations. TA Irvine recommended the Board look at the fixed costs in the club’s  
 128 budget and not the discretionary or consumables expenses. The Board had given the club \$3,500 in ARPA  
 129 funds. The club asked the voters for an additional \$5,000 in 2023. B. Boudreau said they are a private  
 130 club and need to look at their membership, donations, and fundraising. P. Sanderson said they are a fine  
 131 organization and maintain the trails well. Good trails bring revenue to the town. H.Kreider stated he is  
 132 concerned about giving them more ARPA money. He added that the town normally covers about a quarter  
 133 of the costs for Northwood Lake Watershed, Harvey Lake Association, etc. If we give the club more than  
 134 \$5,000, that percentage is a lot higher. B. Boudreau said she appreciates all the club does, but they are a  
 135 private club, and they can do a warrant article every year if they want to. The consensus of the Board was  
 136 to not act on this at this time.

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**Request for Support – NLWA (Warrant Article 26):**

TA Irvine said the amount for the funding on the warrant, based on requests from the various lake associations, was \$8,250. All the funding requests have been satisfied. There are no additional funds available. The consensus was to not move forward on this.

**Conservation Commission Site Visit 10-30-23 @ 09:00:**

The Conservation Commission will take over the monitoring of the Hannaford Conservation Easement. They will conduct a site walk on Oct 30 at 9:00. H. Kreider said he would join them. TA Irvine will check with J. Guzofski as well.

**Boy Scouts of America:**

This is about the land on Northwood Lake that the Boy Scouts of America owns. They had some administrative challenges that resulted in them not filing their tax-exempt paperwork in a timely manner, just like Camp Yavneh. The Boy Scouts of American paid the tax bill they received and filed their required paperwork and filed for an abatement. If the Board gives them the same treatment they gave to Camp Yavneh, the town will need to pay them back with interest, as per RSA. Normally, the Board can't act on an abatement until after the second-issue tax bill. TA Irvine is recommended the Board address this now instead of letting interest charges add up through the year end.

**Motion: "To reimburse the Spirit of Adventure BSA immediately for \$55,414 in taxes paid and required interest from the date of payment."**

**Motion: P. Sanderson**

**Second: T. Colby**

T. Colby stated that the town must pay back interest for a mistake the Boy Scouts made. This isn't right, but what can we do. B. Boudreau stated that this mistake is costing the town money. She feels administrative costs should be reimbursed to the town. TA Irvine said he will talk to them about reimbursing the town for the administrative costs to the town. **The motion was withdrawn at this time until the Board hears back about the administrative costs.**

**Building Permits YTD:**

This is informational only. TA Irvine said the biggest take-away is that 245 permits are currently open. 112 have been closed out this year. This is a significant number of open permits in a town of this size that is finding it difficult to fill the position of Building Inspector. H. Kreider said he has received complaints about the time needed to get an inspector at the site being more than two weeks. \$65,000 in revenue this year to date has been generated by this department. This amount should sustain the Building Inspector position. H. Kreider said the Board will have this discussion during budget talks.

**PELRB Decision:**

A decision has come from the Labor Board. The town has prevailed in that the actions of the Fire Chief in assigning or removing duties were not seen as being punitive for union organization activity. This case is now behind us. The legal costs for this issue are somewhere in the range of \$15,000, though we have not received the final billing.

**YTD Expenditures/Revenues & Projections:**

H.Kreider has reviewed the projected expenditures report and feels this is not the time to take any action. TA Irvine said the revenues are tracking nicely, right at 75% and does not include the Rooms and Meals

DRAFT

186 Tax. Expenses are being managed and are at approximately 65% of budget overall, though some line  
187 items are already exhausted for the year such as the DPW budget for snow removal.  
188

189

190 **Board Committee Reports:**

191 P.Sanderson said the Zoning Board is still waiting on a resignation letter from Ted Wilkinson and MaryEllen  
192 Brown.

193

194 **Citizen's Forum:**

195 None.

196

197 **At, 7:05 p.m.**

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

199 **Motion: H. Kreider**

200 **Second: P. Sanderson**

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201 **Motion carried by a roll call vote of 3 to 1 with T. Colby voting no.**

202

203 Minutes respectfully submitted by

204 Cheryl Eastman

205

# **Northwood NH Consent Agenda for October 24, 2023**

## **Payroll Manifest dated October 18, 2023**

Batch #101823 for \$56,413.42

## **Accounts Payable Manifest dated October 18, 2023**

Batch #135 for \$38,129.55

## **Accounts Payable Manifest dated October 25, 2023**

Batch #136 for \$174,726.17

## **Abatements:**

Map 224 Lot 9 – Spirit of Adventure Council

Approved by a vote of \_\_\_\_ **Yes**, \_\_\_\_ **No** on October 24, 2023

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

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

\_\_\_\_\_ Beth Boudreau

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

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

ADMINISTRATIVE ABATEMENT


Name: Spirit of Adventure Council BSA  
Address: 2 Tower Office Park, Woburn, MA 01801

Map/Lot/Sub: 224/9

Property Description: 292 Blakes Hill 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>\$8,825,700</u>	<u>\$0</u>	<u>\$8,825,700</u>	<u>\$55,514</u>

Total: \$55,514.00 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: 10/24/23

Harold Kreider, Chair

Beth Boudreau, Selectman

Tim Colby, Vice Chair

Jim Guzofski, Selectman

Pamela Sanderson, Selectman

Adjustments Completed: INITIALS

Tax Collector A/R:





## TOWN ADMINISTRATOR'S REPORT

**TO:** Board of Selectmen  
**FROM:** Neil Irvine, Town Administrator  
**RE:** Weekly Report  
**DATE:** October 19, 2023

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**Staffing:** The challenges of delivering the expected services to our residents using Part-time labor are becoming apparent as the Building Inspector/Code Enforcement position remains vacant, as do the 3 vacancies at DPW. The PD vacancy for a Patrol Officer also remains. Not only are we competing with neighboring municipalities, but we are also competing with the private sector in a very tight labor market, and with the increasing costs for childcare, insurances, housing etc. part-time, with no benefits does not position us as an employer of choice.

In addition to reviewing and approving payroll and an off-cycle AP, progress was made this past week on:

**Town Office Sign:** Mr. Schroth has made significant progress on the wall around the base of the digital signboard. He anticipates the work being completed by the end of the month.

**Public Safety Building:** I had discussions with the NH Bond Bank regarding interest rates and terms for various bond amounts and will be presenting an analysis of the impact on the municipal tax rate to the Safety Facility Committee at their meeting on 25<sup>th</sup>, along with research conducted on a definition for "Response Time" and NFPA standards & National Best Practices.

**Lagoon & Landfill:** Consulted with GZA Environmental, who specialize in these type of projects for a second opinion on scope and cost on closing the septage lagoons in accordance with DES regulations, in addition to input on developing a landfill closure plan which will be acceptable to DES.

**Abandoned Property:** After a conversation amongst other Municipal Managers, I located and submitted claims for monies in the name of the Town being held by the State as abandoned property.

**Fire Dept.:** I met with Chief Tetreault to discuss the department roster and lack of participation by call members. The Town has significant investment in gear and equipment which needs to be freed up if a member is no longer able to participate. Letters will be sent to each member articulating the Town's expectations for participation and inviting a dialogue with the Chief about being on the roster going forward.

**Policy Review:** I have identified a policy, adopted in 2000, which established a procedure to access legal counsel to control legal expenses. This policy requires updating and will be presented to the Board for their consideration and adoption.

# Certificate of Recognition

Be it known to all that:

The Selectboard of Northwood, New Hampshire  
offers its sincerest congratulations to:

**Kyle DeGrace**

In recognition of his successful completion of  
**Emergency Medical Technician - B**

training and for his commitment to uphold the highest traditions  
of the Northwood Fire Department  
in service to the residents and visitors to the Town of Northwood.



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Hal Kreider

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Tim Colby

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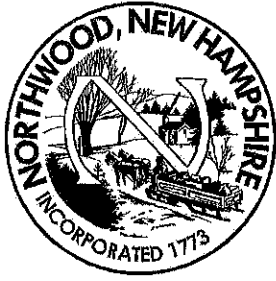
Beth Boudreau

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Pamela Sanderson

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Jim Guzofski



TOWN OF NORTHWOOD, NEW HAMPSHIRE

OFFICE OF THE ZONING BOARD OF ADJUSTMENT  
818 First New Hampshire Turnpike, Northwood NH 03261  
(603)942-5586 Extension 2005 Facsimile: (603)942-9107  
lsmith@northwoodnh.org

October 16, 2023

Northwood Board of Selectmen  
Northwood, NH

Dear Board of Selectmen:

The Northwood Zoning Board of Adjustments (ZBA) recommends the following persons be considered for appointment on the ZBA:

1. Accept the resignation of Alan "Ted" Wilkinson as a regular member and appoint as an alternate member for a term to expire in March 2025 (the remainder of a 3 year term).
2. Move Maryelen Brown from an alternate position to full member for the remainder of a one year term to expire in April 2024.

Thank you for your attention to this recommendation. Please contact the Office of the Zoning Board of Adjustment if you need further information regarding this recommendation.

Sincerely,

Linda Smith,  
Land Use Specialist

## Carol Manter

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**From:** Lisa Weaver  
**Sent:** Wednesday, October 11, 2023 10:23 AM  
**To:** Carol Manter  
**Subject:** FW: Agenda 10/3 and other meeting materials

Hi Carol, please the email from Ms. Merrill; however, she did indicate at the 10/3 Conservation Commission meeting that she would like to be re-appointed as an alternate member of the CC. I have included their motion from the 10/3 minutes.

- **Letter of Resignation**

A resignation letter has been received from **Ms. Merrill** as a full member of the Commission; however, she would like to be reappointed as an alternate member.

**On a motion made by Chair Levergood, and seconded by Ms. Mattern, the Commission voted unanimously to accept the resignation of Ms. Merrill as a full member of the Commission and recommended she be reappointed to the Commission as an alternate member.**

Let me know if you need anything else.

*Best,  
Lisa*

Lisa Fellows-Weaver  
Land Use Administrative Assistant  
Town of Northwood  
818 First NH Turnpike  
Northwood, NH 03261-3342  
603-942-5586 x2004  
Monday – Thursday 9am to 4pm

Please remember not to use "Reply all" when replying to e-mails sent from this office. Doing so runs the risk of holding a meeting via e-mail which violates the Open Meeting provisions of RSA 91-A.

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

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**From:** Priscilla Merrill <prisunnyfnp@breezeline.net>  
**Sent:** Thursday, September 28, 2023 4:18 PM  
**To:** Lisa Weaver <lweaver@northwoodnh.org>  
**Subject:** Re: Agenda 10/3 and other meeting materials

Hi,

As much as it saddens me to announce, I am regretfully withdrawing my position on Conservation commission.

I will be going to Vermont several days a week to nanny for this coming year through next June so it's only fair to step down.

I know Christine Tappan was interested and I have reached out to her but have not heard back.

It's been a pleasure, and I wish you well, and it's a Wonderful committee!

Ted Wilkinson

239 Blakes Hill Road  
Northwood, NH

October 16, 2023

To the Northwood Board of Selectmen:

With this letter I am resigning my seat on the Zoning Board of Adjustment as a full voting member, but requesting that I continue as an alternate. I will continue to attend meetings when possible, watch online if I can't be there, and will keep up with the cases coming before the ZBA. But current circumstances make it challenging for me to participate consistently, and the prognosis is uncertain. That said, I'm confident that the ZBA is in good hands with Chairwoman Sanderson at the helm.

Sincerely,

Ted Wilkinson

239 Blakes Hill Road  
Northwood, NH

## Linda Smith

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**From:** Linda Smith  
**Sent:** Tuesday, September 26, 2023 11:50 AM  
**To:** Maryelen Brown  
**Subject:** Re: Zoning and Admissions Board

Thanks, Maryelen. I will provide to the selectmen for consideration when making appointment for full member. Thank you for your interest in serving, and the time and thought you have given to your current position as alternate. Linda

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**From:** Maryelen Brown <maryelen.brown@gmail.com>  
**Sent:** Sunday, September 24, 2023 9:37:19 PM  
**To:** Linda Smith <lsmith@northwoodnh.org>  
**Subject:** Zoning and Admissions Board

Dear Linda:

I just wanted to let you know how much I have enjoyed serving as an alternate on the Zoning & Admissions Board. I have learned much and will be doing more training to improve my knowledge.

If a regular position were to be available, I wanted you to know that I would be willing to serve as a regular member on the Zoning & Admissions Board.

Thank you,  
Maryelen Brown

October 16, 2023

To the Northwood Board of Selectmen:

Due to circumstances beyond my effective control, **I must step down from the Northward Budget Committee.** I can no longer predictably attend scheduled meetings — some days I'm good, other days not so much -- and I want to vacate my seat so that a replacement can be sworn in before the end-of-year Budget Season is upon us. I have already spoken with Chairman Dole, whose stewardship of the BC I have admired over the years.

Sincerely,

**Ted Wilkinson**

239 Blakes Hill Road

Northwood, NH

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## Rockingham County Treasurer

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119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
spriestley@co.rockingham.nh.us

October 17, 2023

Town of Northwood  
Board of Selectmen  
Town Hall Offices  
818 First Nh Turnpike  
Northwood, NH 03261

Dear Board of Selectmen,

Enclosed is the 2023 Rockingham County Warrant. The amount of the warrant is \$566,539. Payment is due by Monday, December 18, 2023.

Please notify us if you choose to transfer the payment by wire or ACH and we will make arrangements for receipt of funds; please contact Elaine Newbury at 603-679-9364 for instructions by December 8th.

Your attention and processing of this Warrant is appreciated.

Sincerely,

Scott G. Priestley, Sr., Rockingham County Treasurer

Enc.





# Rockingham County Treasurer

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119 North Road  
Brentwood, New Hampshire 03833

Scott G. Priestley Sr., County Treasurer  
Tel. 603-679-9413 Fax. 603-679-9346  
[spriestley@co.rockingham.nh.us](mailto:spriestley@co.rockingham.nh.us)

**STATE OF NEW HAMPSHIRE**

**ROCKINGHAM COUNTY**

## **WARRANT OF COUNTY TREASURER**

To the Board of Selectmen in the Town of Northwood in said County:

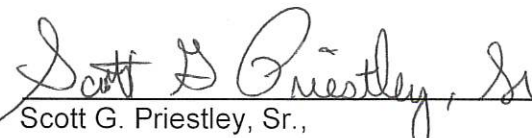
You are hereby required to assess upon the polls and property in said City liable to taxation, Five Hundred Sixty Six Thousand Five Hundred Thirty Nine Dollars and No Cents (\$566,539), being the just proportion of the county tax due from said town as granted by the last County Convention and to collect and pay the same to me on or before Monday the 18th day of December next, for the use of the County.

YOU ARE HEREBY NOTIFIED THAT FAILURE TO COLLECT AND PAY SAID TAX BY THE DATE INDICATED WILL RESULT IN THE ASSESSMENT OF A PENALTY AS DESCRIBED IN THE NEW HAMPSHIRE STATUTES, RSA 29:11.

You are also required to return to the TREASURER of said County for the time being, the names and/or name of the Collectors or Collector whom you shall direct to collect this sum or any part thereof.

HEREOF FAIL NOT, AS YOU WILL ANSWER YOUR NEGLECT UNDER THE PENALTY PRESCRIBED BY LAW.

GIVEN UNDER MY HAND, THIS 17th DAY OF OCTOBER, 2023.

  
\_\_\_\_\_  
Scott G. Priestley, Sr.,  
Rockingham County Treasurer



October 15, 2023

Neil Irvine, Town Administrator  
Town of Northwood  
818 First New Hampshire Tpk  
Northwood, NH 03261

**RE: FY 2025 Property & Liability Program Renewal**

Dear Neil:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Property & Liability Program. Our goal in all our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

**Property & Liability rates are increasing for 2024.** The increase in Property & Liability rates is due to an increase in the cost of property and liability reinsurance, and higher-than-expected claims costs for school and municipal property, and auto physical damage for members in the Primex<sup>®</sup> pool.

**Renewal Highlights:**

- The property reinsurance market remains hard due to both US-based and worldwide catastrophic weather-related events (e.g., wildfires, hurricanes and thunderstorms), and is further aggravated by the recent pandemic and inflation.
- Overall, property reinsurance rates paid by Primex<sup>®</sup> on behalf of its members have increased by 20% this year, and by almost 100% in the past three renewals. Primex<sup>®</sup> is taking a measured approach to the increased cost of property and liability reinsurance as we try to reasonably attain a responsive funding level.
- Actuarially determined loss estimates for the Property & Liability Program claims increased by 4.8% for 2024.

Enclosed is your FY 2025 Property & Liability Member Contribution Summary. The intent of this Summary is to build your awareness of your member contribution, and to demonstrate how your organization's performance, exposure changes (e.g., buildings or vehicles), payroll changes, and overall market conditions affect your contribution. Invoices will be available online around July 1, 2024.

Please contact me or [Memberservices@nhprimex.org](mailto:Memberservices@nhprimex.org) if you have any questions regarding your contribution and performance in the Property & Liability Program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber".

Carl Weber  
Director of Member Services

**Trust. Excellence. Service.**

PO Box 23, Hooksett, NH 03106-9716  
(603) 225-2841 • (800) 698-2364 • [www.nhprimex.org](http://www.nhprimex.org)

**PROPERTY & LIABILITY PROGRAM  
MEMBER CONTRIBUTION SUMMARY  
JULY 1, 2024 THROUGH JUNE 30, 2025 RENEWAL**

**MEMBER: Town of Northwood  
MEMBER NUMBER: 261**

**FY 2023/2024**

**FY 2024/2025**

		Contribution Assurance Program (CAP)	Yes
		PRIME <sup>3</sup> Program	No
Member Contribution	\$60,613	Member Contribution	\$66,068

Your 2023/2024 Property Values	\$7,350,944
Your 2024/2025 Property Values (Exposures Valued as of 9/23/2023)	\$7,059,444
Change in Property	-4.0%
Your 2023/2024 Payroll (CY 2021 Reported)	\$1,659,721
Your 2024/2025 Payroll (CY 2022 Reported)	\$1,714,917
Change in Payroll	3.3%
Your 2023/2024 Loss Ratio Adjustment Factor	0.83
Your 2024/2025 Loss Ratio Adjustment Factor	0.91
Change in Loss Ratio Adjustment Factor	9.6%
Change from 2023/2024 to 2024/2025:	
Contribution Amount Change	\$5,455
Contribution Percent Change	9.0%

Please contact the Primex<sup>3</sup> Member Services Team at  
Memberservices@nhprimex.org if you have any questions.  
Invoices will be available online around July 1, 2024.

Trust. Excellence. Service.

PO Box 23, Hooksett, NH 03106-9716  
(603) 225-2841 • (800) 698-2364 • www.nhprimex.org



October 15, 2023

Neil Irvine, Town Administrator  
Town of Northwood  
818 First New Hampshire Tpk  
Northwood, NH 03261

**RE: CY 2024 Unemployment Compensation Program Renewal**

Dear Neil:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Unemployment Compensation Program. Our goal in all our programs is to provide our members with the best service, value, and coverage through our core values: **Trust, Excellence, Service.**

**Unemployment Compensation rates are moderately decreasing for 2024.** The decrease in Unemployment Compensation contributions is a result of lower-than-expected unemployment compensation claims costs due to a low unemployment rate. Unemployment Compensation members will, on average, receive a decrease in their Unemployment Compensation contributions for 2024. Contributions are based on each member's individual claims experience, and some members may receive an increase based on performance.

Enclosed is your CY 2024 Unemployment Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes, and market conditions affect your contribution. Invoices will be available online around January 1, 2024.

The Primex<sup>3</sup> Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Unemployment Compensation Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex<sup>3</sup> by 4:30 PM on November 17, 2023 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact me or [Memberservices@nhprimex.org](mailto:Memberservices@nhprimex.org) if you have any questions regarding your contribution and performance in the Unemployment Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber".

Carl Weber  
Director of Member Services

Trust. Excellence. Service.

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(603) 225-2841 • (800) 698-2364 • [www.nhprimex.org](http://www.nhprimex.org)

**UNEMPLOYMENT COMPENSATION PROGRAM  
MEMBER CONTRIBUTION SUMMARY  
JANUARY 1, 2024 THROUGH DECEMBER 31, 2024 RENEWAL**

**MEMBER: Town of Northwood**

**MEMBER NUMBER: 261**

**CY 2023**

**CY 2024**

Member Contribution

\$2,702

Member Contribution

\$2,354

Your 2023 Taxable Wages (CY 2021)	\$614,133
Your 2024 Taxable Wages (CY 2022)	\$588,613
Change in Taxable Wages	-4.16%
Your 2022 Loss Ratio	0.00%
Your 2023 Loss Ratio (through June 2023)	0.00%
Your 2023 Unemployment Rate	0.44%
Your 2024 Unemployment Rate	0.40%
Change from 2023 to 2024:	
Contribution Amount Change	-\$348
Contribution Percent Change	-12.9%

Please contact the Primex<sup>3</sup> Member Services Team at  
Memberservices@nhprimex.org if you have any questions.  
Invoices will be available online around January 1, 2024.

Trust. Excellence. Service.

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October 15, 2023

Neil Irvine, Town Administrator  
Town of Northwood  
818 First New Hampshire Tpk  
Northwood, NH 03261

**RE: CY 2024 Workers' Compensation Program Renewal**

Dear Neil:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Workers' Compensation Program. Our goal in all our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

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**Workers' Compensation rates are increasing for 2024.** The increase in Workers' Compensation rates is primarily due to recent legislation that provides extended coverage for firefighter cancer claims, and an increase in the cost of Workers' Compensation reinsurance for municipal and special district members that have firefighters.

Primex is taking a measured approach to these new loss exposures and anticipates municipalities and special districts with firefighter payroll exposures will receive an increase in their Workers' Compensation contributions for 2024, as we try to reasonably attain a responsive funding level.

School and County members will, on average, receive a slight increase in their Workers' Compensation contributions for 2024.

Enclosed is your CY 2024 Workers' Compensation Member Contribution Summary. The intent of this Summary is to build your awareness of your member contribution, and to demonstrate how your organization's performance, payroll changes, legislative changes, and overall market conditions affect your contribution. Invoices will be available online around January 1, 2024.

Please contact me or [Memberservices@nhprimex.org](mailto:Memberservices@nhprimex.org) if you have any questions regarding your contribution and performance in the Workers' Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Weber".

Carl Weber  
Director of Member Services

Trust. Excellence. Service.

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(603) 225-2841 • (800) 698-2364 • [www.nhprimex.org](http://www.nhprimex.org)

**WORKERS' COMPENSATION PROGRAM  
MEMBER CONTRIBUTION SUMMARY  
JANUARY 1, 2024 THROUGH DECEMBER 31, 2024 RENEWAL**

**MEMBER: Town of Northwood  
MEMBER NUMBER: 261**

**CY 2023**

**CY 2024**

		Contribution Assurance Program (CAP)	Yes
		PRIME <sup>3</sup> Program	No
Member Contribution	\$41,407	Member Contribution	\$45,548

Your 2023 Payroll (CY 2021 Reported)	\$1,659,721
Your 2024 Payroll (CY 2022 Reported)	\$1,714,917
Change in Payroll	3.3%
Your 2023 Loss Ratio Adjustment Factor	1.26
Your 2024 Loss Ratio Adjustment Factor	1.13
Change in Loss Ratio Adjustment Factor	-10.3%
Change from 2023 to 2024:	
Contribution Amount Change	\$4,141
Contribution Percent Change	10.0%

Please contact the Primex<sup>3</sup> Member Services Team at  
Memberservices@nhprimex.org if you have any questions.  
Invoices will be available online around January 1, 2024.

**WORKERS' COMPENSATION  
 CONTRIBUTION BY PAYROLL CLASS**

January 1, 2024 through December 31, 2024

Member: Northwood, Town of  
 Member Number 261

Class	Description	Payroll Contribution*	
5506	Highway Maintenance (Formerly Street Laborers)	102,718	3,158
7590	Waste Management	48,896	979
7704	Firefighters & Drivers	334,042	26,992
7704	Volunteer Firefighters	11,144	1,351
7720	Police & Sheriffs (Please See 7720D For Corrections Officers)	565,773	9,576
8810	Office Employees, Municipal	435,847	714
8810	Office Employees, Library	107,815	177
9102	Parks & Rec / Groundskeeping	39,364	770
9402	Highway Winter Maintenance (Formerly Mechanized Street Cleaning)	34,239	857
9410	Municipal Employees, Inspectors, Assessors	35,078	974
<b>Totals</b>		<b>1,714,917</b>	<b>45,548</b>

\* Amounts are based on a 12 month total

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Thomas P. McAnespie  
DIVISION DIRECTOR

**State of New Hampshire**  
**TREASURY DEPARTMENT**  
**ABANDONED PROPERTY DIVISION**

Monica I. Mezzapelle  
STATE TREASURER



Claim ID: 605046

25 Capitol Street, Room 205  
Concord, New Hampshire 03301-6312  
(603) 271-2619 or (800) 791-0920



**CLAIM FOR ABANDONED PROPERTY**

October 18, 2023

NEIL IRVINE TOWN OF NORTHWOOD  
818 1ST NH TPKE  
NORTHWOOD, NH 03261-3342

Review Section C below for documentation required for this claim.

Assigned User: Kelmar System

A. Owner Information		
Name of Holder Who Remitted Property		Property ID <b>415369</b>
ANTHEM HEALTH PLANS NEW HAMPSHIRE MAIL STOP CAT101-F009 4553 LA TIENDA DR THOUSAND OAKS CA 91362	Cash Claimed \$ 170.96	Property Description GROUP POLICY BENEFITS OR CLAIM PAYMENTS Year Reported: 2005
Name of Owner(s) as reported to the department TOWN OF NORTHWOOD,	Address Reported by Holder CRHSC BILLING SERVICES SUITE 204, PILLSBURY BLDG CONCORD NH 03301-0009	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL
Name of Holder Who Remitted Property		Property ID <b>755057</b>
CDW LLC 25 TRI STATE INTERNATIONAL LINCOLNSHIRE IL 60069	Cash Claimed \$ 9.99	Property Description CREDIT BALANCES/ACCOUNTS RECEIVABLE Year Reported: 2011
Name of Owner(s) as reported to the department NORTHWOOD TOWN OF,	Address Reported by Holder ACCOUNTS PAYABLE 818 1ST NH TPKE NORTHWOOD NH 03261-3342	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL
Name of Holder Who Remitted Property		Property ID <b>838936</b>
PROGRESSIVE NORTHERN INS CO ATTN TAX DEPT 6300 WILSON MILLS RD W33 MAYFIELD VILLAGE OH 44143	Cash Claimed \$ 20.00	Property Description INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS Year Reported: 2012
Name of Owner(s) as reported to the department NORTHWOOD POLICE DEPARTMENT,	Address Reported by Holder 1020 FIRST NEW HAMPSHIRE TNPK NORTHWOOD NH 03261	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL
Name of Holder Who Remitted Property		Property ID <b>979143</b>
CALLS LLC 1340 RUSSELL CAVE RD LEXINGTON KY 40505	Cash Claimed \$ 62.00	Property Description CREDIT BALANCES/ACCOUNTS RECEIVABLE Year Reported: 2014
Name of Owner(s) as reported to the department NORTHWOOD POLICE DEPT,	Address Reported by Holder 1020 1ST NH TURNPIKE NORTHWOOD NH 03261	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL

Name of Holder Who Remitted Property		Property ID <b>1005046</b>	
PROGRESSIVE NORTHWESTERN INS ATTN TAX DEPT 6300 WILSON MILLS RD W33 MAYFIELD VILLAGE OH 44143	Cash Claimed \$ 20.00	Property Description INDIVIDUAL POLICY BENEFITS OR CLAIM PAYMENTS Year Reported: 2014	
Name of Owner(s) as reported to the department NORTHWOOD POLICE DEPT,	Address Reported by Holder 1020 1ST NH TPK NORTHWOOD NH 03261	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL	
Name of Holder Who Remitted Property		Property ID <b>1524463</b>	
CALLS LLC 1340 RUSSELL CAVE RD LEXINGTON KY 40505	Cash Claimed \$ 124.00	Property Description CREDIT BALANCES/ACCOUNTS RECEIVABLE Year Reported: 2018	
Name of Owner(s) as reported to the department NORTHWOOD FIRERESCUE,	Address Reported by Holder 499 FIRST NEW HAMPSHIRE TPKE NORTHWOOD NH 032613411	Owner Relation Code / Country SO - SOLE OWNER / INDIVIDUAL	

Total Cash - This Claim:\$ 406.95

Total Securities - This Claim: 0.0000

**B. Claimant Information**

Relationship to Owner (circle one): Self Parent Guardian Trustee Heir Executor/Administrator Business Other \_\_\_\_\_

Name(s) if different:	Daytime Phone:
Current Address:	SS# or FEIN#:
City, State, Zip:	Date of Birth:
Email Address:	

**C. Documentation Required**

- Please provide proof of your address listed in the "Address Reported by Holder" field in Section A of this claim form, or proof of doing business with the holder.
- Please provide a clear and legible copy of your current Drivers License.
- Please sign the claim form and have your signature notarized.
- Please provide the Federal ID Number for your Company.
- A letter authorizing the claimant to claim funds for your company is needed on company letterhead.
- Please provide proof of ownership or your right to claim funds of a dissolved business, where applicable.
- Please provide proof of business name change, if applicable.

Administration Office  
818 1<sup>st</sup>. NH Turnpike  
Northwood, NH  
TEL: (603) 942-5586

TOWN OF NORTHWOOD  
USE OF MUNICIPAL FACILITY - REQUEST FORM

Judy Burke & Cheryl Dean  
APPLICANT'S NAME (& TITLE IF APPLICABLE)

Northwood Republican Town Committee  
NAME OF ORGANIZATION

3103 1<sup>ST</sup> NH Tpke  
AGENCY ADDRESS

3103 1<sup>ST</sup> NH Tpke  
APPLICANT'S ADDRESS

Judy 603-608-8999, Cheryl 603-374-2190  
BUSINESS PHONE - CELL PHONE - FAX - EMAIL

TYPE OF ORGANIZATION [INDICATE IF 501(C)3]

Town Dump/Transfer Station  
FACILITY REQUESTED

Coffee & Donuts for Veterans  
DESCRIPTION OF EVENT

Saturday, November 11<sup>th</sup> 8-11am  
DATE(S) & TIME REQUESTED

4  
APPROXIMATE NUMBER OF PARTICIPANTS

Insurance Cert s/b on file

Set up at Swap Shop or at entry way second choice  
SPECIAL REQUESTS

"I hereby acknowledge that I have read and understand the Town of Northwood Policy Governing the Use of Town Property and that I will be responsible for the use of the Town of Northwood facility in accordance with that Policy. Furthermore, I hereby agree to indemnify, hold harmless and release the Town of Northwood and its agents from any claims, liability, injuries and damages that may result from the use of the property."

Judy Burke  
Signature

10/11/23  
Date

\*\*\*FOR TOWN USE ONLY\*\*\*

**APPROVED**  
APPROVED/DENIED/SPECIAL CONDITIONS

[Signature]  
SIGNATURE OF TOWN OFFICIAL

SET UP @ ENTRANCE TO TOWN WORKS WAY  
FEES/DEPOSIT/AMOUNT PAID/REFUND MADE (INDICATE DATES/CHECK NUMBER, ETC.)

EVENT INSURANCE (on file)  
INSURANCE CERTIFICATE REQUIRED/ATTACHED

NO POLITICAL CAMPAIGNING  
cc: BOARD OF SELECTMEN; POLICE, FIRE APPLICANT; OTHER \_\_\_\_\_