



Northwood, NH Board of Selectmen Agenda November 14th, 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

APPOINTMENTS

- 6:05pm Johanna Chase / Mark Lord; 250th Committee Time Capsule**
- 6:15pm Shelley Frost; Northwood Congregational Church**
- 6:30pm Dan Tatem**

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

- Approve Minutes**
October 24th, 2023; Regular BoS Meeting
October 31st, 2023; Budget Work Session
- Consent Agenda**

ONGOING BUSINESS

- TA Report**

NEW BUSINESS

- Lessee Resolution for Ambulance Remount**
- fyi - CDBG application update**
- Discussion, Land Use Admin support**
- Discussion, 2024 Draft Budget – Warrant Articles**

+++++

Board Committee Reports.

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

Nonpublic Session:

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.**

6:05

SELECTMEN'S AGENDA REQUEST FORM

10/31/2023
DATE OF REQUEST

11/14/2023
REQUESTED AGENDA DATE

#1 AGENDA

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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: _____

The 250 Anniversary Committee has invited Mark Lord
to formally present his handmade time capsule to the
Select board as representatives of the town of Northwood.

Johanna Chase
PRINT NAME

603-942-8940
TEL. NUMBER

603-545-4195
CELL PHONE

306 Catamount Rd.
ADDRESS

Northwood, NH 03261
TOWN, STATE, ZIP

SIGNATURE: Johanna Chase

6:15

SELECTMEN'S AGENDA REQUEST FORM

10/30/23
DATE OF REQUEST

11/14/23
REQUESTED AGENDA DATE

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To update on progress with warrant article for
leasing Northwood Congregational Church Fellowship
Hall + Kitchen as a community center + receive
feedback from selectmen/woman.

Shelley Frost
PRINT NAME

(603) 520-8878 same
TEL. NUMBER CELL PHONE

401 Jenness Pond Rd
ADDRESS

Northwood, NH 03261
TOWN, STATE, ZIP

SIGNATURE: Shelley Frost

Neil Irvine

From: Shelley Frost <shfbobo@gmail.com>
Sent: Tuesday, October 10, 2023 11:12 AM
To: Neil Irvine
Cc: Amy Lindsay; Tara Bickford Bailey; Renee Rouse; Scott Blewitt
Subject: Re: NCC Proposal
Attachments: image001.png

Hello, Neil. I can now answer most of your questions. Will you communicate the contents of this email to the board of selectpersons?

Specifically:

- Please provide the square footage for each of the areas being offered through the lease. Areas are as follows:
 - 1190 square feet (sf) in the Fellowship Hall,
 - Approximately 370 sf kitchen square area, most filled with counters, racks, sinks,
 - Bathrooms separate, each approximately 80 sf.
- Please confirm with the Fire Chief the assembly limitations in those areas.

Based on guidance provided by Mark Tetreault of Northwood Fire and Rescue, the following occupancies are allowed (an official inspection is being scheduled):

 - Fellowship Hall: 170 persons chair seating; 80 persons chairs and tables
 - Sanctuary: ~ 220 persons based on pew space (18" pp) plus choir loft space
- Can NCC provide a list of specific groups that they would exercise their veto to deny use of the NCC space. Of those groups listed in Section 5 of the Town's Policy Governing Use of Town Property Uses, the following would have further restrictions:
 - Complete restriction of group (g) and
 - Restriction of groups identified in (c) to and (f) to exclude groups that practice and/or promote hate and/or racism, groups whose purposes include violation of natural and legal rights of others, anarchist groups, and group activities to promote candidates.
- Please provide an accurate count of parking spaces available to the NCC, with and without access to CBNA parking. Church Parking = $7+9=16$ spaces CBNA parking (by permission): $9+30+40+70 = 149$ parking spaces
Parking includes:
CHURCH Parking
 - 7 spaces on church property.
 - 9 spaces on parking shared with CBNA: church easement parking in the back of the church is deeded ambiguously as for church purposes in common with CBNA. We interpret this to mean half of the parking spaces at any time, which count as 9 spaces, and all spaces during non-school hours unless a CBNA event is taking place.
CBNA Parking
 - 30 spaces in parking lot immediately west of church: CBNA to date has allowed unlimited parking in this lot on Sunday mornings; and at all other times predicated on communications with CBNA beforehand to ensure no conflict with CBNA's parking needs,
 - 40 spaces in CBNA parking east of gymnasium (the church has occasionally used the eastern side of this lot), and
 - 70 additional CBNA parking spaces directly across Route 4.
- Please confirm specific dates / times where the facilities at NCC would not be available.
 - Sunday mornings from 8:30 a.m. to 11:30 a.m.; Christmas Eve, Good Friday, generally on Fridays and Saturdays around June 25 and July 30 for fundraisers; and during other activities already scheduled by Northwood's civic and non-profit recreational groups and the church. After leasing, scheduling of these groups would take place via schedule management provided by leasee (these meetings would be transferred to the schedule upon lease arrangement).

- Please confirm the spaces being offered for lease are ADA accessible and compliant.
 - The Fellowship Hall and bathroom spaces were constructed to be ADA accessible and compliant. The sanctuary is ADA accessible via an elevator accessed through church hallways on the same floor as the Fellowship Hall.

Furthermore, we checked into the costs of further insurance. They are minimal, but of course any lease or similar rental arrangement requires that the church be added as additional insureds, and legal requirement of any lease etc. would include an indemnification clause.

I hope that these answers help. I will also add that there are other legal arrangements that the church might offer in lieu of leasing that are like leasing but prevent total subleasing.

Thank you again, Neil, so much, for your help with communications.

Shelley

On Mon, Oct 2, 2023 at 9:53 AM Neil Irvine <nirvine@northwoodnh.org> wrote:

Good morning Shelley / Amy

As discussed, I have attached a copy of the Town policy for the use of town facilities for your reference. I also wanted to follow up with you after your presentation to the Board as I know they requested some additional information from you to aid in their deliberations. Specifically:

- Please provide the square footage for each of the areas being offered through the lease.
- Please confirm with the Fire Chief the assembly limitations in those areas.
- Can NCC provide a list of specific groups that they would exercise their veto to deny use of the NCC space.
- Please provide an accurate count of parking spaces available to the NCC, with and without access to CBNA parking.
- Please confirm specific dates / times where the facilities at NCC would not be available.
- Please confirm the spaces being offered for lease are ADA accessible and compliant.


We look forward to hearing from you.

Ne

Neil Irvine

Town Administrator

Northwood, NH

 (603) 942-5586

6:30

SELECTMEN'S AGENDA REQUEST FORM

10/19/2023
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11/14/2023
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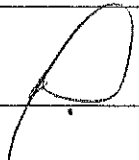
Follow up to previous appointment to receive Board response.

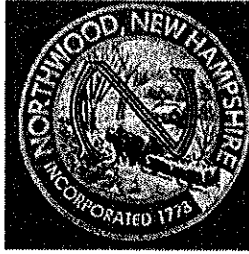
DAN TATEM
PRINT NAME

603 491 8132
TEL. NUMBER CELL PHONE

ADDRESS

NORTHWOOD NH 03261
TOWN, STATE, ZIP

SIGNATURE: 



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
October 24, 2023**

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

STAFF PRESENT: Town Administrator Neil Irvine, Finance Director Cheryl Eastman, and PW Foreman Chris Brown.

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

Citizen’s Forum:

Jim Hadley, Old Mountain Road, addressed the Board regarding the membership renewal for Clean Energy-NH and the upcoming annual conference. The membership is set to expire on December 22, 2023. Jim is recommending the Board renew the membership for \$250.00. Jim also informed the Board that Clean Energy-NH is holding their annual conference on November 2 in Manchester and urged the Town Administrator and one Board member to attend. Jim also informed the Board that he is on the agenda at the October 26 Rockingham County Board of Commissioners meeting asking them to establish a Community Power program for Rockingham County. If they do so, any town in Rockingham County that has not already developed their own plan could join under the County. Chairman Kreider advised Jim to contact Neil Irvine to discuss the Community Power programs.

Approve Minutes: October 10, 2023:

P. Sanderson clarified on line 191 that the Board is waiting for a letter from Ted Wilkinson resigning from his full member position on the Zoning Board and request to be appointed as an alternate member, and a letter from MaryEllen Brown requesting to be appointed a full member instead of her alternate position.

Motion: “To approve the minutes of October 10, 2023, as amended.”

Motion: P. Sanderson

Second: T. Colby

Motion carried by vote of 3 - 0 - 1 with J. Guzofski abstaining.

Consent Agenda:

Payroll Manifest dated October 18, 2023, Batch #101823 for \$56,413.42.

43 Accounts Payable Manifest dated October 18, 2023, Batch #135 for \$38,129.55. \$34,134 of the total was
44 a payment to the NH Retirement System.

45 Accounts Payable manifest dated October 25, 2023, Batch #136 for \$174,726.17. There are six items of
46 note on this manifest, including a payment of \$71,521.74 for the cab & chassis for the ambulance remount
47 project, \$6,911 to CMA Engineers, part of which is due from trust funds, \$30,363.44 to HealthTrust for
48 employee insurances, a payment to the IRS for \$12,118.70, \$17,115.52 for C&D hauling & tipping, and
49 \$6,878 for gravel and grader rental.

50 Abatements:

51 Map 224, Lot 9, Spirit of Adventure Council

52 **Motion: "To approve the consent agenda as presented"**

53 **Motion: P. Sanderson**

54 **Second: J. Guzofski**

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

56

57 **Transfer Station Vacancies:**

58 PW Foreman Brown announced that the Transfer Station has already lost one employee, and another is
59 working out his two-week notice. That means two vacancies on top of the vacant seasonal
60 Highway/Transfer Station position. He is asking the Board for approval to start the hiring process for a
61 potential candidate.

62 **Motion: "To go into a non-public session under RSA 91A:3 II (b) – hiring."**

63 **Motion: P. Sanderson**

64 **Second: T. Colby**

65 **Motion carried by roll call vote 4 – 0.**

66

67 **Motion: "To come out of non-public session."**

68 **Motion: J. Guzofski**

69 **Second: P. Sanderson**

70 **Motion carried by roll call vote 4 – 0.**

71

72 **Motion: "To seal the minutes of the non-public session for five years."**

73 **Motion: J. Guzofski**

74 **Second: P. Sanderson**

75 **Motion carried by vote of 4 -0.**

76

77 **Volunteer Appointments/Reappointments to Board and Committees:**

78 Zoning Board Appointments: Ted Wilkinson has resigned from his full-member position on the Zoning
79 Board and has requested he be appointed as an alternate member. The Board thanked Ted for the
80 contributions he has made to the town over the years. The ZBA is recommending Alternate member
81 MaryEllen Brown be appointed as a full member. Ms. Brown has indicated a willingness to serve as a
82 regular member. The consensus of the Board was to approve the appointments.

83

84 Conservation Commission Appointment: Priscilla Merrill has requested to be appointed as a full member
85 to the Conservation Commission. Ms. Merrill currently serves on the Commission as an alternate and the
86 move to regular member comes with the support of the Commission. Consensus of the Board was to make
87 the appointment.

88

89 As she is currently an alternate member the term limit expiration will remain unchanged to maintain the
90 staggered expirations.

91
92 P. Sanderson also announced that Ted Wilkinson has also resigned from the Budget Committee. The
93 Board acknowledged and accepted his resignation.

94
95 **Town Administrator's Report:**

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

102 In addition to reviewing and approving payroll and an off-cycle AP, progress was made this past week on:
103 Town Office Sign: Mr. Schroth has made significant progress on the wall around the base of the digital
104 signboard. He anticipates the work being completed by the end of the month.

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

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

112 Abandoned Property: After a conversation amongst other Municipal Managers, TA Irvine located and
113 submitted claims for monies held in the name of the Town being held by the State as abandoned property.
114 Also found money in Vermont under the Town's name and submitted a claim for that as well.

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

120 Policy Review: TA Irvine has identified a policy, adopted in 2000, which established a procedure to access
121 legal counsel to control legal expenses. This policy requires updating and will be presented to the Board
122 for their consideration and adoption.

123 Future meetings: TA Irvine recommends the Board meet on October 31 at 6:00 p.m. as a budget workshop.
124 At the regular meeting on November 7 the Board can take up any outstanding budget items. The budget
125 work can conclude on November 14 and 28. The Board agreed.

126
127 **Ambulance Remount Update:**

128 The actual cost of the ambulance remount project exceeded the \$200,000 warrant article voted by the
129 taxpayers. Unfortunately, Autotronics sold the available chassis while we identified funding ability and
130 receiving Board approval to proceed. The fire department found a cab and chassis that will work in Texas.
131 The final quote is \$247,837.44. This was a difference of \$200 in sourcing the chassis ourselves. TA Irvine
132 and FD Eastman worked this week to make sure the funding sources will work within the guidance of the
133 voters. We will be using funds from the operating budget to make up the difference in the estimate and
134 actual bids. The \$47,837.44 cost overage is being applied to the operating budget now. The balance on
135 the cab & chassis will be used from the Ambulance Fund. The balance of the \$75,000 from the Ambulance
136 Fund will cover the first payment on the lease. The four-year lease will start in 2025. Chairman Kreider
137 reminded the Board that the \$47,837 is the amount to front load the buying down of the tax rate this
138 year.

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Boy Scouts of America:

At the last meeting, the Board had discussed the abatement for the Boy Scouts to reinstate their tax-exempt status. The interest refund was in question because why should the town pay for the Boy Scouts error? The Boy Scouts have agreed to forego the interest. An abatement refund will be for the same amount as the taxes they paid.

Motion: "To reinstate the tax-exempt status for the Spirit of America Council BSA, Map 224, Lot 9 and grant an abatement refund in the amount of \$55,514.

Motion: T. Colby

Second: P. Sanderson

Motion carried by vote of 4 – 0.

Letter of Recognition:

Kyle DeGrace started as a Fire Explorer and has now earned his EMT-B certification. TA Irvine has a certificate of recognition for EMT DeGrace. TA Irvine will coordinate giving it to Kyle at a fire department training or at a coming Board of Selectmen meeting.

County Warrant:

The warrant for the county taxes was received for 2023 at \$566,539. This is approximately \$0.61 cents on the tax rate.

Primex Insurance Rates 2024:

Rates for 2024 from Primex were received. Workman's Compensation insurance went up to \$45,548. Property/Liability insurance went up to \$66,068. Unemployment insurance went down to \$2,354.

Abandoned Property:

The total abandoned property claims that have been submitted to Nh and VT is about \$1,000.

Northwood Republicans recognizing Veterans:

The Northwood Republican party will be hosting coffee and donuts for Veteran's Day at the transfer station.

Use of Athletic Fields:

A request has been received to use the athletic fields on October 26th at 6:30 for a vigil.

Budget Discussion:

TA Irvine discussed the calendar for the budget work and expectations for the upcoming meetings. He asked the Board for any questions or requests for information in advance of the work session on Oct 31. He also explained the weakness in the MTS budget module reporting module. The original operating budget in these reports includes the COLA warrant article amounts and throws off the variance amounts when comparing the proposed budget to the prior budget. TA Irvine has met the Budget Committee Chair Ginger Dole to discuss the issue. P. Sanderson asked that there is a clear report given to the Budget Committee to alleviate any possible confusion. Chairman Kreider asked the department heads to go back through their budgets and look for any savings related to facilities. The Safety Facilities Committee is not sure yet what will be proposed, but he would like the budgets to reflect that we are not going to do anything with buildings until a plan is decided. We need to operate only on the bare minimum on facilities until then. Chairman Kreider also said things like the book preservation for the Tax Collector's office could possibly be held off a year or proposed to do less books in 2024. P. Sanderson talked about the lagoon

187 and transfer station closure expenses and that they should be included in the CIP, or to fund the
188 Expendable Trust Fund. Chairman Kreider stated it is hard because we don't know yet what it will cost.
189

190 **Renewal of NH Clean Energy Membership:**

191 **Motion: "To renew Northwood's membership in Clean Energy NH for \$250."**

192 **Motion: P. Sanderson**

193 **Second: T. Colby**

194 TA Irvine said he wanted to clarify that he does not have experience with implementing a coalition but
195 has been at the table with towns that have. He would use Town Administrators from these towns who
196 have done it already as a resource. He said if the town does set up a program, everyone in town would
197 automatically be included and if someone did not want to utilize it, they would have to opt out of the
198 program. Some people feel this is a government mandate and don't trust it. Also, the utility provider we
199 have now would remain as they are still responsible for the infrastructure and billing. He feels having the
200 County on board could make a big difference by increasing the group negotiating for power. J. Guzofski
201 would like to hear from other towns before he approves renewing the membership.

202 **Motion carried by vote of 3 to 1 with J. Guzofski against.**

203

204 **Post Office Complaints:**

205 P. Sanderson said she has received many complaints from various residents and Board members in town
206 about the post office delivery of local mail. Packets of information for board members are mailed to be
207 delivered at least 10 days prior to the meetings. Town Office staff brings them to the post office and lets
208 them know they are all going to Northwood addresses and to please not send them to Manchester first.
209 Lately packets have been routed through Manchester, which has caused delays in receiving the
210 information. TA Irvine said we have no jurisdiction over the post office, but assured the Board that nothing
211 malicious or spiteful is being done. A recent change in postal procedures requires that all mail be counted
212 to calculate carrier's pay rates and to be counted, the mail must go through the Manchester sorting
213 facility. The Board discussed options, including sending all packets electronically or board members
214 picking up packets at the town hall. These options would also save a considerable amount of money
215 spent on postage. Chairman Kreider asked TA Irvine to contact our federal representatives to see what
216 can be done about this issue.

217

218 **Board Committee Reports:**

219 P. Sanderson said:

220 - The Zoning Board is still seeking two alternate positions. The Board meets once a month on the 3rd
221 Thursday from 6:30 to 9:30 at the latest.

222 - The Budget Committee has a vacancy.

223 - The 250th Committee is holding a trivia night tomorrow at Johnson's from 5:30 to 8.

224

225 Chairman Kreider said the Safety Facilities Committee is meeting tomorrow night.

226

227 P. Sanderson mentioned complaints about speeding on Route 107 North and the dangerous 90-degree
228 corner and "s" turns. Route 107 is a state road, and all concerns must go to the State.

229 **At 7:21:**

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

231 **Motion: T. Colby**

232 **Second: P. Sanderson**

233 **Motion carried by roll call vote by 4 – 0.**

234

DRAFT

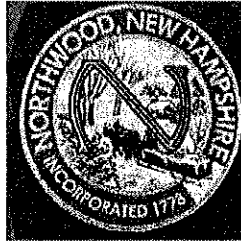
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At 7:34:
Motion: "To come out of non-public session."
Motion: P. Sanderson
Second: T. Colby
Motion carried by roll call vote of 4 -0.

Motion: "To seal the non-public minutes for five years."
Motion: P. Sanderson
Second: J. Guzofski
Motion carried by vote of 4 to 0.

At 7:35:
Motion: "Motion to adjourn"
Motion: P. Sanderson
Second: T. Colby
Motion carried by vote of 4 to 0.

Minutes respectfully submitted by
Cheryl Eastman



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Work Session Minutes
October 31, 2023**

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

STAFF PRESENT: Town Administrator Neil Irvine, Finance Director Cheryl Eastman

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

Police: Chief Drolet said there is nothing in the proposed budget that is not a need. All wage lines include a one-step increase based on performance evaluations. He feels we are competitive right now with other small towns. In the past couple years, the Police Commission has used funds from vacant positions to fund wage adjustments to stay competitive. Chief Drolet's plan is to purchase one new cruiser each year. Last year he utilized the Special Detail fund to purchase the cruiser. When there is not enough in the account to do that, it comes out of the operating budget. Keeping the vehicle purchase in the operating budget allows it to be included in the default budget should the Operating Budget fail. B. Boudreau said voters wanted it in the budget because we buy one every year. The only other increase is under the Contracted Services line. They changed to Microsoft 365 with a new website and IT contract included for \$1,050 per month.

Emergency Management: The cell phone was removed from the budget because Chief Drolet already has a personal cell phone and a town issued phone.

Animal Control: The cell phone expenses were removed from the budget due to not being able to fill the vacant position.

Fire: Chief Tetreault spoke about his budget. The electricity line was decreased due to the new fixtures that were installed are much more energy efficient. Paramedic Intercepts has been increased to cover those costs. We have paramedics scheduled every weekend, but it is the luck of the draw when they will be needed. Full-time employees have been encouraged to pursue becoming Paramedics and one is interested but it will take a while for all the training. A part-time employee will be certified as a paramedic within the year. The problem with paying for paramedic intercepts is that the expenses come out of the

43 operating budget, but any revenue we might receive for supplying a paramedic to a neighboring
44 community goes into the General Fund. Chief Tetreault increased the line for contracted services due to
45 increases in software. There was discussion around building maintenance and repairs. Last year funds
46 were moved from the Fire budget into the General Government Buildings account, but Chief Tetreault has
47 been expending everything out of his Fire budget this year. TA Irvine said there should be an
48 understanding with the fire department for maintenance, just like the Board did with the library MOU.
49 The department is responsible for minor general maintenance costs, but anything major would come from
50 the Building Maintenance ETF. The Uniforms line was cut back last year in hopes of using ARPA funds
51 instead, but that never happened. Vehicle Maintenance is down due to newer equipment. Hydrant repair
52 and installation has been budgeted \$1,000 every year, but that is not enough to actually do anything. TA
53 Irvine will be asking to set up an expendable trust fund for that purpose. Money in an ETF won't lapse
54 and there will be enough to be useful if they are needed. Chief Tetreault asked to reduce the training
55 line to \$5,000 because of the funds included in the EMS lines. There was discussion about the wage
56 increases granted every year by the Police Commission and Library personnel, but all other town
57 employees sometimes don't get increases at all. This is not good for the morale of all the other
58 departments. The Board discussed asking the Police Commission and Library Trustees if they will be
59 granting increases and trying to coordinate the rate to be fair to all employees.
60 Warrant articles requested by Chief Tetreault are \$35,000 to re-roof the Narrows station and replace
61 Engine 3, a used fire truck is approximately \$400,000 today. There is currently about a two-year wait for
62 new engines. The Lucas CPR device should also be replaced because it is out of warranty and support.
63 This would be about \$35,000.

64
65 **Highway:** PW Foreman Chris Brown asked to have \$11,500 included in the On-Call wage line. The
66 overtime line is just to cover Chris and Jeff. There was discussion about equipment rental and Chris's
67 request to purchase a new mini excavator in 2024. The Board recognized that the current year budget
68 for winter maintenance was already over-expended and increased the line for Snow – Contracted Services
69 to \$75,000. The line for sand was increased to \$50,000. TA Irvine suggested a warrant article to set up
70 an ETF to have funds set aside for a severe year of snow removal based on a multiyear average. He
71 recommends funding it with \$20,000 to start.

72
73 **Transfer Station:** The hours and/or days of the week operating schedule may need to be changed, due
74 to staffing reasons. It is very hard to hire people for weekend work. In order to hire the most recent
75 employee, we had to increase the rate. Recycling options for cardboard and plastics with baling were
76 discussed.

77 **Warrant Articles:** PW Foreman Brown asked for a paving article for the usual \$350,000. This will include
78 two small roads with reclaiming and a large amount of overlay. This is all within the road surface
79 management plan. H. Kreider asked to get bids out as soon as the vote passes in March to expedite the
80 process. C. Brown also wants to ask to replace the 550 with a medium-size truck. It is a 2016 model and
81 doesn't really work well for plowing. There was discussion of truck replacement, funding sources, and
82 options.

83
84 **Meeting adjourned at 8:45.**

85
86 Minutes respectfully submitted by
87 Cheryl Eastman

88

Northwood NH Consent Agenda for November 14, 2023

Accounts Payable Manifest dated October 25, 2023

Batch #137 for \$1,350.74

Payroll Manifest dated November 1, 2023

Batch #110123 for \$62,288.83

Accounts Payable Manifest dated November 1, 2023

Batch #138 for \$15.00

Accounts Payable Manifest dated November 8, 2023

Batch #139 for \$762,118.04

Payroll Manifest dated November 15, 2023

Batch #111523 for \$59,016.30

Others:

Intent to Cut - Map 110 Lots 21 &22 – Jeffrey Tasker

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

Yield Tax – Map 230 Lots 40 & 38 - Schwartz

LUCT Tax – Map 218 Lot 44-1 – Bolduc

Approved by a vote of ____ **Yes**, ____ **No** on November 14, 2023

_____ Hal Kreider

_____ Tim Colby

_____ Beth Boudreau

_____ James Guzofski

_____ Pamela Sanderson

(Assigned by Municipality)

YR TOWN OP#
 23 - 849 - 11 - T

For Tax Year April 1, 23 to March 31, 24

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

- Town/City of: NORTHWOOD
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
MAP 110 LOTS 21 & 22
- Intent Type: Original Supplemental (Original Intent Number)
- Name of Access Road: TASKER SHORE DRIVE
- 5a. Acreage of Lot: 8.98 +/- Acreage of Cut: 8 +/-
- 5b. Anticipated Start Date: November
- Type of ownership (check only one):
 - Owner of Land and Stumpage (Sole Owner)
 - Owner of Land and Stumpage (Joint Tenants)
 - Owner of Land and Stumpage (Tenants in Common)
 - Previous owner retaining deeded timber rights
 - Owner/Purchaser of stumpage & timber rights on public lands (Fed., State, municipal, etc.) or Utility Easements

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

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

Attach a signature page for additional owners.

Jeffrey Tasker 10-24-23
 SIGNATURE (In Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
JEFFREY TASKER
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (In Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

JEFFREY TASKER
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)
PO BOX 500
 MAILING ADDRESS
NORTHWOOD NH 03261
 CITY OR TOWN STATE ZIP CODE
DIANE TASKER @ GMAIL . COM
 E-MAIL ADDRESS
603-491-8444 603-387-3171
 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

- The Selectmen/Municipal Assessing Officials hereby certify that:
- All owners of record have signed the Intent;
 - The land is not under the Current Use Unproductive category;
 - The form is complete and accurate; and
 - Any timber tax bond required has been received.
\$ _____ Date: _____
 - The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
 - This form to be forwarded to DRA within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut	
White Pine	100	MBF
Hemlock	5	MBF
Red Pine	0	MBF
Spruce & Fir	0	MBF
Hard Maple	2	MBF
White Birch	2	MBF
Yellow Birch	2	MBF
Oak	5	MBF
Ash	2	MBF
Soft Maple	5	MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	10	MBF
Other (Specify)		MBF
Pulpwood		Tons
Spruce & Fir	0	
Hardwood & Aspen	0	
Pine	0	
Hemlock	0	
Biomass Chips	300	
Miscellaneous		
High Grade Spruce/Fir	0	Tons
Cordwood & Fuelwood	10	Cords

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

Species	Amount:

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

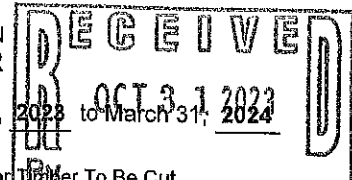
Erik Polanik 10/24/23
 SIGNATURE (In Ink) OF PERSON RESPONSIBLE FOR CUT DATE
SWEETS LOGGING & LAND CLEARING ERIK POLANIK
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
P.O. BOX 234
 MAILING ADDRESS
STRAFFORD NH 03884
 CITY OR TOWN STATE ZIP CODE
603-312-9639 eriksweetslogging@gmail.com
 PHONE NUMBER E-MAIL ADDRESS

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

FORM PA-7

(Assigned by Municipality)

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



YR TOWN OP# 23 - 349 - 12 - T

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

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

- 1. Town/City of: NORTHWOOD
2. Tax Map/Block/Lot or USFS Sale Name & Unit No. MAP 237, LOT 5 STATE OF NH TIMBER SALE #P1-679
3. Intent Type: Original [X] Supplemental []
4. Name of Access Road: OLD MOUNTAIN ROAD
5a. Acreage of Lot: 456 Acreage of Cut: 143.7
5b. Anticipated Start Date: 11/15/2023

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

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

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

Attach a signature page for additional owners.

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
HHP, INC. (JOSEPH CARRIER, SECRETARY) 10/27/23

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
HHP, INC. (JOSEPH CARRIER, SECRETARY)
P.O. BOX 489
MAILING ADDRESS
HENNIKER NH 03242
CITY OR TOWN STATE ZIPCODE
gdavenport@hhp-inc.com
E-MAIL ADDRESS
(603) 428-3298 (603) 748-3860
HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

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

- 4. Any timber tax bond required has been received. \$ 3974.20 Date: 11/1/23
5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
6. This form to be forwarded to DRA within 30 days.

Table with 2 columns: Species, Estimated Amount To Be Cut. Rows include White Pine (150 MBF), Hemlock (65 MBF), Red Pine (30 MBF), Spruce & Fir (0 MBF), Hard Maple (1 MBF), White Birch (1 MBF), Yellow Birch (1 MBF), Oak (40 MBF), Ash (1 MBF), Soft Maple (1 MBF), Beech/Pallet/Tie Logs (5 MBF), Other (Specify) MAT LOGS: 5 MBF, Pulpwood Tons, Spruce & Fir (0), Hardwood & Aspen (500), Pine (200), Hemlock (500), Biomass Chips (0), Miscellaneous, High Grade Spruce/Fir (0 Tons), Cordwood & Fuelwood (0 Cords).

Table with 2 columns: Species, Amount. Row: High Grade Spruce/Fir, 0 Tons. Row: Cordwood & Fuelwood, 0 Cords.

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

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

SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE
GEORGE DAVENPORT (FOR HHP, INC.) 10-27-2023
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
P.O. BOX 489
MAILING ADDRESS
HENNIKER NH 03242
CITY OR TOWN STATE ZIPCODE
(603) 428-3298 gdavenport@hhp-inc.com
PHONE NUMBER E-MAIL ADDRESS

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

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

Town of Northwood

818 NH Turnpike
Northwood NH 03261
942-5586

ZELAND SCHWARTZ
0
14 HUCKINS ROAD
MADBURY NH 03823-7526

YIELD TAX ON TIMBER CUT

TAX ACCOUNT & SERIAL I.D. NUMBER: 0
TAX MAP & LOT NUMBER: 230 - 40 & 38
YIELD TAX OPERATION NUMBER: 23-349-01-T
DATE OF YIELD TAX BILL: 12/15/2023
AMOUNT COMMITTED TO ME
FOR COLLECTION PER RSA 79: **\$6,471.64**

***** 18% APR INTEREST WILL BE CHARGED AFTER 1/14/2024 ON UNPAID TAXES *****

APPEAL: an owner may, within 90 days of notice of the tax, appeal to the assessing officials in writing for an abatement from the original assessment, but no owner shall be entitled to an abatement unless he has complied with the provisions of RSA 79:10 and 11. (RSA 79:8)

TAX OFFICE HOURS: MONDAY & THURSDAY 9AM-4PM
TUESDAY & WEDNESDAY 10AM-6PM FRIDAY - SUNDAY CLOSED

Sincerely,

Marisa Russo
Tax Collector

**ORIGINAL WARRANT
YIELD TAX LEVY
December 15, 2023
THE STATE OF NEW HAMPSHIRE**

Rockingham

TO: Marisa Russo, Collector of Taxes for Town of NORTHWOOD, in said county:

In the name of said State you are hereby directed to collect on or before thirty (30) days from date of bill from the person(s) named herewith committed to you, the Yield Tax set against their name(s), amounting in all to the sum of : **\$6,471.64**, with interest at eighteen (18%) percent per annum from the due date and on all sums not paid on or before that day. We further order you to pay all monies collected to the treasurer of said town, or treasurer's designee as provided in RSA 41:29, VI, at least on a weekly basis, or daily when receipts exceed \$1,500.00 or more often when directed by the Commissioner of Revenue Administration.

Given under our hands and seal at NORTHWOOD

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

DATE SIGNED: December 15, 2023

NAME & ADDRESS	MAP & LOT	OPERATION #	YIELD TAX DUE
ZELAND SCHWARTZ 14 HUCKINS ROAD MADBURY NH 03823-7526	230 - 40 & 38	23-349-01-T	\$6,471.64

TAX DUE DATE: January 14, 2024 TOTAL YIELDTAX: \$6,471.64

TIMBER CUT FOR INTENTS FILED DURING: April 1, 2023 - March 31, 2024

TOWN: NORTHWOOD
 COUNTY: Rockingham
 OWNER: ZELAND SCHWARTZ
 ADDRESS: 14 HUCKINS ROAD
 ADDRESS: MADBURY NH 03823-7526

INTENT FILED DURING TAX YEAR: April 1, 2023 - March 31, 2024
 ACCOUNT & SERIAL #:
 MAP & LOT #: 230 - 40 & 38
 OPERATION #: 23-349-01-T
 DATE OF BILLING: December 15, 2023

SPECIES	LOW MBF	HIGH MBF	CORDS LOW	CORDS HIGH	RANGE DIFFERENCE	RATING %	STUMPAGE VALUE *	# BOARD FEET IN THOUSANDS	# TONS	# CORDS
WHITE PINE	\$100.00	\$200.00			\$100.00	0.33	\$ 133.00	199.185		
HEMLOCK	\$25.00	\$65.00			\$40.00	0.33	\$ 38.20	63.240		
RED PINE	\$25.00	\$70.00			\$45.00	0.33	\$ 39.85	5.265		
SPRUCE & FIR	\$60.00	\$150.00			\$90.00	0.33	\$ 89.70	0.755		
HARD MAPLE	\$125.00	\$300.00			\$175.00	0.33	\$ 182.75	0.275		
WHITE BIRCH	\$50.00	\$125.00			\$75.00	0.33	\$ 74.75	1.550		
YELLOW BIRCH	\$90.00	\$250.00			\$160.00	0.33	\$ 142.80	8.450		
OAK	\$200.00	\$400.00			\$200.00	0.33	\$ 266.00	71.265		
ASH	\$90.00	\$225.00			\$135.00	0.33	\$ 134.55	0.000		
SOFT MAPLE	\$75.00	\$175.00			\$100.00	0.33	\$ 108.00	1.495		
BEECH/PALLET/TIE LOGS	\$25.00	\$100.00			\$75.00	0.33	\$ 49.75	105.725		
OTHERS:	\$200.00	\$400.00			\$200.00	0.33	\$ 266.00	0.045		
OTHERS:	\$0.00	\$0.00			\$0.00	0.33	\$ -			
TONS & CORDS	TONS LOW	TONS HIGH	CORDS LOW	CORDS HIGH	TONS DIFFERENCE	RATING %	STUMPAGE VALUE TONS *	STUMPAGE VALUE CORDS *	# TONS	# CORDS
SPRUCE & FIR	\$0.00	\$1.00			\$1.00	0.33	\$ 0.33		0.000	
HARDWOOD & ASPEN	\$1.00	\$4.00			\$3.00	0.33	\$ 1.99		1343.860	
PINE	\$0.00	\$0.50			\$0.50	0.33	\$ 0.17		483.300	
HEMLOCK	\$0.00	\$5.00			\$5.00	0.33	\$ 1.65		628.240	
BIOMASS CHIPS	\$0.00	\$0.50			\$0.50	0.33	\$ 0.17		5762.510	
HIGH GRADE SPRUCE	\$15.00	\$20.00			\$5.00	0.33	\$ 16.65		0.000	
CORD WOOD/FUELWOOD			\$10.00	\$20.00	\$10.00	0.33	\$ 13.30			378.000

* STUMPAGE VALUE = % RATING X RANGE DIFFERENCE + LOW RANGE VALUE

**CERTIFICATION OF YIELD TAXES ASSESSED
INTENT FILED DURING TAX YEAR: April 1, 2023 - March 31, 2024**

**TOWN / CITY OF: NORTHWOOD
COUNTY OF: Rockingham
CERTIFICATION DATE: December 15, 2023**

**SEND SIGNED COPY TO: DEPT. OF REVENUE ADMINISTRATION
MUNICIPAL AND PROPERTY DIVISION
P.O. BOX 487
CONCORD, NH 03302-0487**

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

(Selectmen/assessor)

# 1	# 4	# 5	# 6	# 6	# 7	# 8	# 9	# 10
NAME OF OWNER ZELAND SCHWARTZ 0	SPECIES	NUMBER OF BOARD FEET IN THOUSANDS	NUMBER OF TONS	NUMBER OF CORDS	STUMPAGE VALUE	TOTAL ASSESSED VAL.	TAX AT 10 %	
14 HUCKINS ROAD MADBURY NH 03823-7526 ACCOUNT OR SERIAL #: 0	WHITE PINE	199.185			\$133.00	\$26,491.61	\$2,649.16	
	HEMLOCK	63.240			\$38.20	\$2,415.77	\$241.58	
	RED PINE	5.265			\$39.85	\$209.81	\$20.98	TOTAL TAX
	SPRUCE & FIR	0.755			\$89.70	\$67.72	\$6.77	DUE ON THIS
	HARD MAPLE	0.275			\$182.75	\$50.26	\$5.03	OPERATION
	WHITE BIRCH	1.550			\$74.75	\$115.86	\$11.59	(TOTAL OF
	YELLOW BIRCH	8.450			\$142.80	\$1,206.66	\$120.67	COL # 9)
	OAK	71.265			\$266.00	\$18,956.49	\$1,895.65	
	ASH	0.000			\$134.55	\$0.00	\$0.00	
	SOFT MAPLE	1.495			\$108.00	\$161.46	\$16.15	
BY WHICH LOT WAS DESIGNATED IN NOTICE OF INTENT MAP & LOT NUMBER 230 - 40 & 38	BEECH/PALLET/TIE LOGS	105.725			\$49.75	\$5,259.82	\$525.98	
	OTHERS :	0.045			\$266.00	\$11.97	\$1.20	
	OTHERS :	0.000			\$0.00	\$0.00	\$0.00	
# 3	SPRUCE & FIR		0.00		\$ 0.33	\$0.00	\$0.00	
	HARDWOOD & ASPEN		1,343.86		\$ 1.99	\$2,674.28	\$267.43	
	PINE		483.30		\$ 0.17	\$79.74	\$7.97	
	HEMLOCK		628.24		\$ 1.65	\$1,036.60	\$103.66	
	BIOMASS CHIPS		5,762.51		\$ 0.17	\$950.81	\$95.08	
OPERATION NUMBER 23-349-01-T	HIGH GRADE SPRUCE		0.00		\$ 16.65	\$0.00	\$0.00	
	CORDWOOD			378.00	\$ 13.30	\$5,027.40	\$502.74	
						\$64,716.26	\$6,471.64	\$6,471.64

FORM
A-5

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

STEP 1- LAND USE CHANGE TAX TO BE BILLED TO:

PROPERTY OWNER(S) OR **RIGHT OF WAY RESPONSIBLE PARTY LISTED BELOW:**

PLEASE TYPE OR PRINT	LAST NAME/CORPORATION/TRUST NAME BOLDUC	FIRST NAME/CORPORATION/TRUST NAME LISETTE	INITIAL
	LAST NAME/CORPORATION/TRUST NAME BOLDUC	FIRST NAME/CORPORATION/TRUST NAME PAUL	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	LAST NAME/CORPORATION/TRUST NAME	FIRST NAME/CORPORATION/TRUST NAME	INITIAL
	MAILING ADDRESS 958 FIRST NH TURNPIKE		
MUNICIPALITY NORTHWOOD		STATE NH	ZIP CODE 03261

STEP 2 - PARCEL IDENTIFICATION OF DISQUALIFIED CURRENT USE LAND

PLEASE TYPE OR PRINT	(a) RIGHT OF WAY LAND USE CHANGE TAX - PROVIDE NAME OF LANDOWNER ON WHICH THE RIGHT OF WAY IS LOCATED			
	(b) ACCESSIBLE STREET LOCATION 38 SHERBURNE HILL ROAD		MUNICIPALITY Northwood	COUNTY ROCKINGHAM
	(c) TOTAL ACRES OF PARCEL 2.2	PARCEL TAX MAP AND LOT # 218	DEED BOOK AND PAGE # 44-1 6497 1133	
	(d) CHECK ONE BELOW: <input type="checkbox"/> PARTIAL RELEASE <input checked="" type="checkbox"/> FULL RELEASE <input type="checkbox"/> RIGHT OF WAY LAND USE CHANGE TAX			

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

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

(a) Owners Name When Land Was First Recorded in Current Use:	DEED BOOK AND PAGE #
(b) Total Number of Acres Originally Enrolled in Current Use	2.2
(c) Total Number of Acres Previously Released Since The Original Recording	0
(d) Number of Acres Subject to the LUCT Per This Assessment	2.2
(e) Number of Acres Remaining in Current Use [3(b) minus 3(c) and 3(d)]	0

FORM
A-5

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

STEP 4 - ASSESSMENT OF LAND USE CHANGE TAX

(a) Narrative Description of the Disqualification: HOUSE LOT	
(b) Actual Date of Change In Use (MM/DD/YYYY)	10/26/2023
(c) Full and True Market Value at Time of Change in Use	\$ 137,000.00
(d) Land Use Change Tax [Step 4(c) multiplied by 10%]	\$ 13,740.00

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

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

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

LAST NAME/CORPORATION/TRUST NAME BOLDUC		FIRST NAME/CORPORATION/TRUST NAME LISETTE	INITIAL
MAILING ADDRESS 958 FIRST NH TURNPIKE			
MUNICIPALITY NORTHWOOD	STATE NH	ZIP CODE 03261	
(b) Actual Date of Change In Use (MM/DD/YYYY)		10/26/2023	
(c) Date of Land Use Change Tax Bill (MM/DD/YYYY)			
(d) Full and True Market Value at Time of Change in Use		\$ 137,000.00	
(e) Land Use Change Tax Due		\$ 13,740.00	

FORM
A-5

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

(continued)

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

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

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

TYPE OR PRINT NAME (in black or dark blue ink)	SIGNATURE OF MUNICIPAL TAX COLLECTOR (in black or dark blue ink)	DATE OF PAYMENT
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TOWN ADMINISTRATOR'S REPORT

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

DATE: November 14, 2023

Staffing: Vacancies still exist within the Highway, Police and Executive departments, with no applications being received for any of the open positions. Additionally, as the year comes to an end, we are planning for the change in leadership of the Land Use Department which will require the hiring of administrative support as Ms. Smith reduces her hours and transitions out.

In addition to reviewing and approving payroll and AP per the bi-weekly schedule, progress was made this past week on:

Town Office: Mr. Schroth completed the stonework at the base of the Town message board of which he is justifiably proud, claiming "it's his best work yet". With the removal of the Center School building and the completion of the stonework we now need to consider the remaining structures, landscaping, and maintenance of the main building.

Fire Dept.: The cab & chassis for the ambulance remount was delivered this past week and arrangements are being made to get it to the vendor completing the remount work. Lease documents were received and reviewed and will be presented this evening for the Board's approval. Quotes were reviewed for the conversion of the old chassis to a forestry truck and final contracts sought to allow for the encumbering of the monies appropriated at the 2023 Town Meeting.

Budget Review: Based on the Board's budget work sessions with Department Heads adjustments were made to the draft budget to continue the work of the Board in delivering a budget to the Budget Committee on November 15th. Documents showing current Lease schedules, Cash Flow and Individual Warrant article impacts were produced to assist the Board with its deliberations.

Cable Franchise Consortium: A meeting of the consortium to discuss the ongoing negotiations and future strategy with counsel was attended. An invitation will be extended to representatives of Breezeline to a future meeting to try and move the matter forward.

Property Liability: A review of our current Property Liability Exposures highlighted some discrepancies which required a reconciliation between assets and reported exposures to our insurance carrier. The reconciliation was conducted with the assistance of the Police, Fire & Highway department heads, and is complete and accurate.

The next meeting of the Selectboard is scheduled for November 28th at 6pm

Schedule No. 04
EXHIBIT E

COPY

November 15, 2023

LESSEE RESOLUTION

RE: Master Lease Purchase Agreement dated as of April 23, 2018, between Tax-Exempt Leasing Corp. (Lessor) and Town of Northwood (Lessee) and Schedule No. 04 thereto dated as of November 15, 2023.

At a duly called meeting of the Governing Body of the Lessee (as defined in the Agreement) held on _____ the following resolution was introduced and adopted:

BE IT RESOLVED by the Governing Body of Lessee as follows:

1. **Determination of Need.** The Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the Equipment described on Exhibit A of Schedule No. 04 dated as of November 15, 2023 to the Master Lease Purchase Agreement dated as of April 23, 2018, between **Town of Northwood (Lessee)** and **Tax-Exempt Leasing Corp. (Lessor)**.
2. **Approval and Authorization.** The Governing Body of Lessee has determined that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the following person(s) to execute and deliver the Agreement and Schedule on Lessee's behalf with such changes thereto as such person(s) deem(s) appropriate, and any related documents, including any Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement and Schedule.

Authorized Individual(s): _____
(Printed or Typed Name and Title of individual(s) authorized to execute the Agreement)

In addition to the Authorized Individual(s) above, the Governing Body of Lessee further authorizes the following individual to sign any Payment Request and Partial Acceptance Certificate form and/or Final Acceptance Certificate:

Authorized Individual(s): _____
(Printed or Typed Name and Title of individual(s) authorized to execute any Payment Request and Partial Acceptance Certificate and/or Final Acceptance Certificate)

3. **Adoption of Resolution.** The signatures below from the designated individuals from the Governing Body of the Lessee evidence the adoption by the Governing Body of this Resolution.

By: _____
(Signature of Secretary, Board Chairman or other member of the Governing Body, who is not listed as "Authorized Individual" above)

Typed Name: _____ Title: _____
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

Attested By: _____
(Signature of one additional person who can witness the passage of this Resolution)

Typed Name: _____ Title: _____
(Typed name of individual who signed directly above) (Title of individual who signed directly above)

Fyi

Neil Irvine

From: donnalanebdbg@roadrunner.com
Sent: Wednesday, November 1, 2023 9:51 AM
To: 'Billie Tooley'; 'Brian Guptill'; 'Matthew Cordaro'; Neil Irvine
Subject: CDBG Ap-plication not being funded

The Northwood/One Sky CDBG application is not being recommended for funding (they ran out of money as there are so many applications this round)

So, no point in going to CDFA awards for this project.

Although disappointing, once we heard the number of applications in this round we expected this result.

Donna Lane
CDBG Consultant
60 Ragged Cove Lane
Conway, NH 03818
(603) 344-7505