



Northwood, NH Board of Selectmen Agenda November 28th, 2023

You may also watch the meeting live on the Town Website here:

<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)

APPOINTMENTS

- 6:15pm** Grace Levergood, Northwood Conservation Commission
- 6:30pm** Dan Tatem
- 7:00pm** Linda Smith **(NON-PUBLIC RSA 91-A:3 II(a) - personnel)**

Approve Minutes

- November 14th, 2023**
- Consent Agenda**

ONGOING BUSINESS

- TA Report**

NEW BUSINESS

- Approve disposal of obsolete equipment.**
- Approve sale of surplus equipment.**
- Approve Land Use Admin Asst. job description.**
- Certificate of Recognition – FF Johnson**
- fyi – One-time supplemental Hwy Block Grant rec'd**
- fyi – ARPA Balance update**

+++++

Board Committee Reports.

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

Nonpublic Session: RSA 91-A:3 II(b) - hiring

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.**

SELECTMEN'S AGENDA REQUEST FORM

6:15

11/14/2023

11/28/2023

DATE OF REQUEST

REQUESTED AGENDA DATE

#1 AGENDA

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

NOTE: Supporting documents are required for the agenda.

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

#2 NON-PUBLIC SESSION

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

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

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

Conservation Commission Chair Grace Levergood would like to meet with the BOS to discuss a waiver request for timber tax for the upcoming timber harvest through Town Forester Bryan Comeau of Dalton Mountain Forestry, LLC. RSA 79:3-b.

Grace Levergood, CC Chair

PRINT NAME

TEL. NUMBER

CELL PHONE

ADDRESS

TOWN, STATE, ZIP

SIGNATURE:

TITLE V TAXATION

CHAPTER 79 FOREST CONSERVATION AND TAXATION

Section 79:3-b

79:3-b Waiver of Yield Tax by Municipality in Certain Cases. – When timber harvesting is conducted on land owned by, and located in, a municipality, the municipality may waive the yield tax, but shall report the location, species, and volume of wood and timber cut to the commissioner of revenue administration, who shall send one copy of the report to the division of forests and lands of the department of natural and cultural resources.

Source. 2018, 182:1, eff. Sept. 1, 2018.

SELECTMEN'S AGENDA REQUEST FORM

6:30

10/19/2023
DATE OF REQUEST

11/14/2023 RESCHEDULE TO
REQUESTED AGENDA DATE 11/28/23

#1 AGENDA

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

NOTE: Supporting documents are required for the agenda.

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

#2 NON-PUBLIC SESSION

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

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

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

Follow up to previous appointment to receive
Board response.

DAN TATEM
PRINT NAME

603 491 8132
TEL. NUMBER CELL PHONE

ADDRESS

NORTHWOODS NH 03261
TOWN, STATE, ZIP

SIGNATURE: [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
November 14, 2023**

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

STAFF PRESENT: Town Administrator Neil Irvine and Finance Director Cheryl Eastman.

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

250th Committee Time Capsule:

Johanna Chase and Mark Lord were present. J. Chase read the following: "...I have invited Mark Lord to formally present the gift of his handmade wooden time capsule to the Board as representatives of the Town of Northwood, to be used in perpetuity for as long as it shall last. Earlier this year it was agreed that Mark would mount the time capsule somewhere in this meeting hall, there to be seen by all and kept safe for the next 25 years, at which time it will be opened, and its contents viewed by all. Then the capsule will be refilled with souvenirs, town books, and papers, and any other remembrances of that time, to be safely stored for another 25 years. And so on... It's been a delight to have Mark so enthusiastically take on my request, since I've known him to be a talented woodworker and builder for many years. He became a juried member of the League of NH Craftsmen in the 1990's. He and his wife Kit have owned and operated their own building company Mark E. Lord Carpentry LLC for 42 years. He and Kit have lived in Northwood for 38 years..." Mark Lord said he was inspired to get involved with the time capsule project. He has made several Shaker lap desks, and this is a smaller model of those. It has a Walnut top with Cherry edging and Maple sides with dovetailed corners. He said he and his wife Kit have been here for 38 years and love it here in Northwood. Chair Kreider thanked Mark and Johanna on behalf of the Board and added it is a very impressive work of art. TA Irvine said it was a beautiful piece of work and he will work with Mark to find the right place in the Town Office to display it.

Northwood Congregational Church:

Shelley Frost from the Congregational Church is here to get feedback on the information provided in response to questions raised about the church's offer. She wants to get a sense of the interest of the Board and information on the deadline for a warrant article. There was clarifying discussion under the "specific groups" and the arrangement for parking in Coe Brown's lot. S. Frost said the town would need

43 to make arrangements directly with the school for parking for each event. H. Kreider said this was not
44 included in the operating budget and will have to be a warrant article if the church wants to pursue this
45 rental option. He said his opinion is that the town's first priority in spending any money is to get our safety
46 facilities in place. He will personally not support a town warrant article for this. The needs of the police
47 and fire are dire and if we spend another dollar on anything, it should be for that. Space for meetings and
48 gatherings is important, but not his top priority. Shelley Frost said the safety facilities are very important
49 but will cost a lot more than the \$40,000 for a five year lease the church is offering to the town. She was
50 informed the deadline for petition warrant articles is Tuesday, January 9, 2024. The Board asked if the
51 church would offer rental space of their facility on an individual basis. Shelley Frost said they already do
52 that.

53

54 **Dan Tatem:**

55 H. Kreider informed the Board that Mr. Tatem requested a rescheduling of his appointment as he was
56 unable to appear this evening.

57

58 **Citizen's Forum:**

59 Jim Hadley of Old Mountain Road and volunteer to the Northwood Community Power Committee, asked
60 if the Board has decided to renew the membership with Clean Energy – NH. He was told the Board had
61 decided to do that. H. Kreider asked Jim to speak to TA Irvine about what we should have for a committee
62 charge or charter. He stated we need to post and publicize for additional members to serve on the
63 Northwood Community Power Committee. J. Hadley said if Rockingham County Commissioners vote to
64 approve a power committee on December 7, it will make the process a lot easier for all the towns in
65 Rockingham County to participate.

66

67 Pat Savage, 1253 Lower Deerfield Road asked if the community garden has been approved. She was told
68 a community garden is proposed in the first draft of a plan for the improvements at the recreation athletic
69 fields. B. Boudreau said the plan has not been finalized yet and until it is, the Recreation Commission
70 doesn't want to put anything new there until there is a plan to determine where everything will go. H.
71 Kreider advised her to talk to the Recreation Commission.

72

73 Jim Guzofski said he objects to Jim Hadley's comment in his handout saying "...to the two Selectmen who
74 voted not to join Clean Energy – NH and save Northwood families about \$700,000 on their electricity costs
75 per year, I ask that you put the community's best interest firsts and not your own self interests." J.
76 Guzofski said the reason he voted no is because he does not believe the Board of Selectmen should tell
77 anyone who their electric provider should be, that there is no "self-interest". It should be left up to the
78 individual. H. Kreider said the Board needs to hear from people if there is an interest in this in Northwood.
79 TA Irvine said if the municipality participates in the program, anyone not wanting to do so will have the
80 option to opt out of the program. Anyone in the program will be purchasing their power through the
81 program, but it is still delivered by Eversource and Eversource will still be maintaining the infrastructure
82 and issuing the bills.

83

84 **Approve Minutes:**

85 **October 24, 2023**

86 **Motion: "To approve the minutes of 10-24-23 as written."**

87 **Motion: P. Sanderson**

88 **Second: J. Guzofski**

89 **Motion carried by vote of 3 - 0 - 1 with B. Boudreau abstaining as she was not present for this meeting.**

90

91 **October 31, 2023**

92 **Motion: "To approve the minutes of 10-31-23 as written."**

93 **Motion: P. Sanderson**

94 **Second: B. Boudreau**

95 **Motion carried by vote of 3 -0-1 with J. Guzofski abstaining as he was not present for this meeting.**

96

97 **Consent Agenda:**

98 Accounts Payable Manifest dated October 25, 2023, Batch #137 for \$1,350.74.

99 Payroll Manifest dated November 1, 2023, Batch # 110123 for \$62,288.83.

100 Accounts Payable Manifest dated November 1, 2023, Batch # 138 for \$15.00.

101 Accounts Payable Manifest dated November 8, 2023, Batch #139 for \$762,118.04. Payments included for
102 Prosecution services for \$4,500, Assessing services for \$4,500, Fire Department radios purchase for
103 \$10,606, which will be reimbursed from the Fire/Ambulance Special Revenue Fund, the IRS for \$13,005,
104 NH Retirement Services for \$33,860, Northwood SAU for \$600,000, the Boy Scouts for \$55,514 for a
105 previously approved abatement refund, and Tax-Exempt Leasing for \$6,609 for the lease for the dump
106 truck. All the other payments total \$33,530.

107 Payroll Manifest dated November 15, 2023, Batch #111523 for \$59,016.30.

108 Others:

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

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

111 Yield Tax, Map 230, Lots 40 & 38 – Schwartz

112 LUCT Tax, Map 218, Lot 44-1 – Bolduc

113 **Motion: "To approve the consent agenda as presented."**

114 **Motion: J. Guzofski**

115 **Second: P. Sanderson**

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

117

118 **Town Administrators Report:**

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

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

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

132 Budget Review: Based on the Board's budget work sessions with Department heads adjustments were
133 made to the draft budget to continue the work of the Board in delivering a budget to the Budget
134 Committee on November 15th. Documents showing current lease schedules, cash flow and individual
135 warrant article impact were produced to assist the Board with its deliberations.

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

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

143 Upcoming Meetings: the next Board meeting is scheduled for November 28th at 6 p.m.
144

145 **Lessee Resolution for Ambulance Remount:**

146 TA Irvine presented a quote for the financing for the ambulance remount. The Board needs to adopt a
147 resolution and approval of authorization. H. Kreider read the following determination of need: "The
148 Governing Body of Lessee has determined that a true and very real need exists for the acquisition of the
149 Equipment described on Exhibit A of Schedule No. 04 dated as of November 15, 2023 to the Master Lease
150 Purchase Agreement dated as of April 23, 2018, between the Town of Northwood (Lessee) and Tax-
151 Exempt Leasing Corp (Lessor)."

152 **Motion: "To accept the determination of need."**

153 **Motion: P. Sanderson**

154 **Second: J. Guzofski**

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

156 H. Kreider read the following approval and authorization: "The Governing Body of Lessee has determined
157 that the Agreement and Schedule, substantially in the form presented to this meeting, are in the best
158 interests of the Lessee for the acquisition of such Equipment, and the Governing Body hereby approves
159 the entering into of the Agreement and Schedule by the Lessee and hereby designates and authorizes the
160 following person (TA Neil Irvine) to execute and deliver the Agreement and Schedule on Lessee's behalf
161 with such changes thereto as such person deems appropriate, and any related documents, including any
162 Escrow Agreement, necessary to the consummation of the transaction contemplated by the Agreement
163 and Schedule."

164 **Motion: "To accept the approval of authorization and authorize TA Irvine to sign on behalf of the Town
165 of Northwood."**

166 **Motion: P. Sanderson**

167 **Second: B. Boudreau**

168 **Motion carried by vote of 4 to 0.**
169

170 **CDBG Application Update:**

171 The application from SkyOne for a Community Development Block Grant was not awarded. It was
172 qualified, but there were more applications that scored higher for the amount of funding available.
173

174 **Land Use Administrative Support:**

175 TA Irvine outlined the transition plan in the Land Use office. The full-time employee will become the
176 Department Head. The current Department Head will become a part-time employee for 12 hours a week.
177 There will be a need for an additional part-time employee for additional administrative support. The Land
178 Use department wants to do this as soon as possible and not wait until January to hire so that they can
179 begin training. One person cannot deliver everything that is needed in that department. There are funds
180 in the operating budget due to vacancies that can support this through the end of the year. If we get a
181 default budget for 2024, we will have to figure out how to make this work because we cannot afford to
182 have this department collapse. This is a priority. P. Sanderson said we need to support the recruitment
183 process now and to have the new Department Head involved in the hiring process.

184 **Motion: "To go ahead and advertise now for an Administrative Assistant and hire for 20 hours a week."**

185 **Motion: P. Sanderson**

186 **Second: B. Boudreau**

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

188 **2024 Draft Budget:**

189 Records Retention: TA Irvine said the Records Retention line can be reduced to \$1 because there is still a
190 PO outstanding for this from the end of 2022 for \$11,800. B. Boudreau wants to leave \$5,000 in that line
191 in case there is a default budget. After discussion, the Board agreed to leave \$4,000 in that line.

192 Planning and Zoning: Wage numbers will be adjusted for the part-time position budget with 12
193 hours/week and the new Administrative Assistant position for 20 hours/week.

194 Library: J. Guzofski feels the bottom line should be reduced based on the amount that has been expended
195 so far this year. He also said the library's rule of needing at least two people working at all times is
196 hampering their ability to have the library open more hours. The Library Trustees have said that they will
197 not be open any more hours if the Assistant Librarian position is changed to a full-time position. J. Guzofski
198 said we need to set priorities because we don't want to go back to default budgets. B. Boudreau said the
199 Assistant Librarian makes less money per hour than some of the people she is charged with supervising
200 when the Director is out. Also, the Library Trustees were advised to increase the building maintenance
201 budget due to the MOU with the Board of Selectmen for maintenance items. The library needs to pay the
202 first \$500 for each maintenance issue.

203 Recreation: J. Guzofski would be more comfortable if the increase in the Recreation budget was under
204 10%. He feels some minor things can be cut. H. Kreider said he is not in favor of trimming the budget
205 more. There was discussion around the newly proposed maintenance person in the Recreation budget.
206 The Board agreed to remove the Facilities Maintenance payroll line from the Recreation budget and adjust
207 the tax lines down accordingly and add a new part-time position under the General Government Buildings
208 account for Building/Facilities/Grounds maintenance for 20 hours per week at \$18.18 per hour. This new
209 position will be under the PW Foreman Chris Brown's supervision.

210 Highway – Snow: This line will be reduced to \$60,000 because of the warrant article to create a new
211 Expendable Trust Fund for excess winter road maintenance costs.

212 **Warrant Articles:**

- 213 1. Create and fund a "Fire Hydrant Maintenance & Replacement ETF" with \$7,500 coming from the
214 12/31/23 unassigned fund balance.
- 215 2. Create and fund an "Excess Plowing and Winter Road Maintenance ETF" with \$20,000 coming
216 from the unassigned fund balance.
- 217 3. Close out the Highway Safety Capital Reserve Fund and transfer the \$731 balance into the General
218 Fund.
- 219 4. Ambulance lease payment from the Special Revenue Fund.
- 220 5. Tanker truck lease payment from the Special Revenue Fund.
- 221 6. Highway dump truck lease payment coming from taxation.
- 222 7. Replace Engine 3. This is included in the CIP. A new ladder truck is over \$1,000,000 and the Chief
223 feels it is not a good return on investment for Northwood. He feels he can get one for around
224 \$600,000. We can put \$250,000 down on a lease out of the Special Revenue Fund and still have
225 enough cushion in the Special Revenue Fund for the lease payments in the future.
- 226 8. CPR Machine. A quote of \$35,000 was used in the CIP, but we have a quote for \$21,000. The
227 Board decided to purchase the machine now if the funds are available in the budget or use ARPA
228 funds if not.
- 229 9. Replace the roof on the Narrows Fire Station. Since the Safety Facilities Committee is
230 recommending a two-facility option because it is cheaper and affects home-owners insurance
231 rates, this building will still be used. Taxation will be the source for these funds.
- 232 10. Storage building at the recreation field. This was on the CIP. The Board removed this for 2024
233 until a plan for the rec fields is officially accepted.
- 234 11. Recreation Field Improvements for \$30,000 to come from taxation.

235 12. Library stand by generator will be removed. A Homeland Security grant will be sought to purchase
236 a generator.

237 13. Library lift replacement. This was included in the CIP and funded out of the unassigned fund
238 balance.

239 14. Highway mini excavator, included in the CIP, to come from taxation.

240 Expendable Trust Funds funding:

241 1. Change the purpose of the Lagoon Maintenance ETF to include the development of a closure plan,
242 using unassigned fund balance.

243 2. Aquatic Invasive Species Treatment – no funding in 2024. There were no expenses in 2023.

244 3. Grant Match ETF – no funding in 2024.

245 4. Vested Benefit ETF with \$20,000 to replenish the 2023 draw down to come from unassigned fund
246 balance.

247 5. Building Maintenance ETF for \$15,000.

248 6. Change the 250th ETF to a 275th Anniversary Celebration.

249 7. Terrestrial Invasive Species for \$6,000 to replenish what was used in 2023.

250 8. Aquatic Invasive Species Prevention for \$12,500.

251 9. Road Improvement ETF for paving work for \$250,000 coming from taxation.

252 10. Cable, Transfer Station, and Cemetery ETF funded with the 12/31/23 balances of revenue
253 received.

254 Capital Reserve Funds Funding:

255 The Board wants to focus on the Recreation and Transfer Station facilities.

256 1. Recreation Facilities CRF with \$20,000 coming from the unassigned fund balance.

257 2. Transfer Facility CRF with \$10,000 coming from the unassigned fund balance.

258 Other:

259 1. Architectural/engineering for the safely facility with \$100,000 from taxation.

260 2. COLA – The Board wants to see what other municipalities are granting for a COLA this year and
261 what they gave last year. This would be for all employees that do not receive an increase another
262 way (Police Commission, Library Trustees).

263 **Motion: “To send the budget to the Budget Committee as amended tonight.”**

264 **Motion: P. Sanderson**

265 **Second: B. Boudreau.**

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

267

268 **Citizen’s Forum:**

269 Matt Frye, Strafford Road, as a member of the Recreation Commission, said the commission had approved
270 the recommendations for the Recreation Facility plan back in September. Since the Recreation
271 Commission is advisory only, they cannot make any decisions regarding the plan. It needs to go to the
272 Board of Selectmen. Matt wanted to get clarification for the 2023 approval for \$30,000 for recreation
273 field improvements because he would like to use it to pay someone to make a final draft plan. The Board
274 told Matt the \$30,000 has been earmarked for rock crushing at the fields, which is set to start soon. He
275 feels rock crushing is not defined for the use of the warrant article funds. He reminded the Board that if
276 duties were delegated to the Commission, this lack of communication about the plan recommendations
277 wouldn’t have happened.

278

279 At 8:44,

280 **Motion: “To adjourn.”**

281 **Motion: P. Sanderson**

282 **Second: J. Guzofski**

DRAFT

283 **Motion carried by vote of 4 to 0.**
284
285 Minutes respectfully submitted by
286 Cheryl Eastman
287

Northwood NH Consent Agenda for November 28, 2023

Accounts Payable Manifest dated November 22, 2023

Batch #140 for \$143,190.95

Payroll Manifest dated November 29, 2023

Batch #112923 for \$62,520.12

Accounts Payable Manifest dated November 27, 2023

Batch #142 for \$13,979.05

Others:

Intent to Cut Supplemental - Map 216 Lots 74-1 &74-2 – Adam Sprague

<u>FUND</u>	<u>AMOUNT</u>	<u>REASON</u>
Benefit Vested Time ETF	2,018.76	Timothy Richardson payout
Cable Franchise Fees ETF	18.10	Donahue, Tucker & Ciandrella
	35.00	Donahue, Tucker & Ciandrella
	550.00	SOS Tech
	3,158.74	Tom Morgan
	375.00	Connected Services
	573.75	Tom Morgan
	21.45	Donahue, Tucker & Ciandrella
	360.00	Connected Services
	<hr/>	
Total	5,092.04	
Transfer Station ETF	2,975.00	Lee Harris Enterprises
Lagoon Maintenance ETF	3,160.71	CMA Engineers
	1,192.34	CMA Engineers
	1,622.18	CMA Engineers
	4,250.00	Round Pond Soil Survey
	<hr/>	
Total	10,225.23	
250 th Anniversary ETF	618.59	Lisha Nelson
Police Equipment CRF	2,502.00	AAA Police Supply
<hr/>	<hr/>	
Total Reimbursements Requested	23,431.62	

Approved by a vote of ____ **Yes**, ____ **No** on November 28, 2023

_____ Hal Kreider

_____ Tim Colby

_____ Beth Boudreau

_____ James Guzofski

_____ Pamela Sanderson



TOWN ADMINISTRATOR'S REPORT

TO: Board of Selectmen
FROM: Neil Irvine, Town Administrator
DATE: November 28, 2023

In addition to reviewing and approving payroll and AP per the bi-weekly schedule, I attended the NHMA conference during the week of November 13th, focusing my time on Municipal Law updates, the Housing Crisis, Community Power, and guidance from counsel on topics related to municipal administration.

Staffing: Vacancies still exist within the Highway, Police and Executive departments, fortunately I can report that we have received applications for the vacancies at the Transfer Station and Building Inspector/Code Enforcement. The Job Description for the previously approved Land Use Admin is being finalized and will be presented to the Board for its approval shortly.

2024 Budget: The Board's 2024 Budget was referred to the Budget Committee and work has commenced on drafting the language for the individual warrant questions. I remind the Board that the Budget Committee meets on Saturday, December 2nd at 09:00am.

The next meeting of the Selectboard is scheduled for December 12th at 6pm

(Assigned by Municipality)

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

YR TOWN OP#
23 - 349 - 09 - 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)

- Town/City of: Northwood
- Tax Map/Block/Lot or USFS Sale Name & Unit No.
Map 216 Lot 74-1, Lot 74-2
- Intent Type: Original Supplemental 23-349-09-T
(Original Intent Number)
- Name of Access Road: Olde Canterbury Road
- 5a. Acreage of Lot: 4.75 Acreage of Cut: 4.75
- 5b. Anticipated Start Date: 11/7/23
- 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.

[Signature] 11/10/2023
 SIGNATURE (In Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
Adam Sprague, Pineview Properties LLC
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (In Ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED
Adam Sprague, Pineview Properties LLC
 PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)
13 Pineview Proper Drive
 MAILING ADDRESS
Northwood NH 03261
 CITY OR TOWN STATE ZIPCODE
Adam.H.Sprague@gmail.com
 E-MAIL ADDRESS
603-608-5959
 HOME PHONE (Enter number without dashes) CELL PHONE (Enter number without dashes)

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut
White Pine	_____ MBF
Hemlock	<u>1</u> MBF
Red Pine	_____ MBF
Spruce & Fir	_____ MBF
Hard Maple	_____ MBF
White Birch	_____ MBF
Yellow Birch	_____ MBF
Oak	_____ MBF
Ash	_____ MBF
Soft Maple	_____ MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box	_____ MBF
Other (Specify) <u>Cherry</u>	<u>1</u> MBF
Pulpwood	Tons
Spruce & Fir	_____
Hardwood & Aspen	_____
Pine	_____
Hemlock	_____
Biomass Chips	_____
Miscellaneous	
High Grade Spruce/Fir	_____ Tons
Cordwood & Fuelwood	_____ 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] 11/7/23
 SIGNATURE (In Ink) OF PERSON RESPONSIBLE FOR CUT DATE
Timothy Riel
 PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT
P.O. Box 489
 MAILING ADDRESS
Hamker NH 03242
 CITY OR TOWN STATE ZIPCODE
603-491-2685 TRiel@HHP-inc.com
 PHONE NUMBER E-MAIL ADDRESS

FOR MUNICIPAL ASSESSING OFFICIALS ONLY

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

4. Any timber tax bond required has been received.
 \$ _____ Date: _____
 5. The tax collector will be notified within 30 days of receipt pursuant to RSA 79:10.
 6. This form to be forwarded to DRA immediately after signing.

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

Assorted Obsolete AV Equipment to dispose of:



Assorted AV Equipment to sell:





Land Use Administrative Assistant

Review Date:

11/21/2023

JOB TITLE: Land Use Administrative Assistant

POSITION CLASSIFICATION: (Part-time) Non-Exempt

JOB SUMMARY: The Administrative Assistant performs highly responsible administrative work in support of the Land Use Boards (Planning, ZBA, and Conservation Commission), taking and transcribing minutes of scheduled meetings and assisting the public with routine inquiries. The Administrative Assistant advises residents, board members, builder/contractors, and the general public regarding community planning processes and procedure. The administrative assistant is the first department contact to engage residents in the community planning processes.

ACCOUNTABILITY: Immediate supervision provided by the Land Use Supervisor. Reports to the Town Administrator.

SUPERVISORY / MANAGEMENT RESPONSIBILITY: None

ESSENTIAL DUTIES, RESPONSIBILITIES & FUNCTIONS: The following job duties are illustrative, but not exhaustive. The Land Use Administrative Assistant may perform such other related duties as may be directed by the Town Administrator or Land Use Supervisor.

1. Land Use Boards

- Assists residents, board members, contractors, and the general public with questions regarding property files, planning and zoning processes and procedures.
- Assists applicants in preparing applications for zoning variances, special exceptions, subdivisions, site plan reviews, boundary line adjustments and excavations.
- Receives telephone calls and researches requests for information relating to planning and zoning; provides detailed, accurate information and refers communications to proper authorities or department as necessary.
- Reviews incoming correspondence: answers department mail or directs to appropriate body for action.
- Schedules and prepares agenda for Boards and Commissions public hearings and meetings in coordination with Land Use Supervisor.
- Perform computer data entry. Type a variety of correspondence, memoranda, forms, notices, and reports. Generate materials in final form assuring correct spelling, grammar, and punctuation.
- Prepares packets for Board members in advance to prepare members for meetings and public hearings.



Land Use Administrative Assistant

Review Date:

11/21/2023

- Attends meetings as required. Record, transcribes, distributes, files and posts minutes from meetings.
- Responsible for maintenance of department web page.
- Maintains department files and filing of correspondence.

2. General

- Has, or has the ability to obtain, knowledge of and the ability to interpret NH Statutes/Regulations/Administrative Rules and Town Policies & Procedure/Ordinances.
- Familiarity with state laws pertaining to municipalities, and the development and administration of local ordinances preferred.
- Required to attend evening meetings of the various Land Use Boards as required.

Job Qualifications:

Level of competency commonly associated with a completed high school education or Associate Degree **OR**

Minimum three years of administrative experience in a municipal government **OR**

An equivalent combination of education and experience which demonstrates an ability to be successful in the position.

This position requires attention to detail, with excellent oral, written, and interpersonal skills; a disciplined ability to be to work independently, effectively prioritizing multiple duties; Punctuality and the ability to maintain confidentiality is critical to this position. The position requires the use of the traditional office environment packages of Word, Excel and Powerpoint, demonstrable experience is required.

Physical Demands: While performing the essential duties of this job, the employee is frequently required to stand, walk; sit; use hands to handle, feel or manipulate; reach with hands and arms and talk, see and hear. The employee must occasionally lift/move up to 25 pounds, bend, stoop, or crouch.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

WORK ENVIRONMENT: Work is primarily performed in office setting. Some evening/weekend hours may be required and attendance at other meetings as deemed necessary by supervisor. Some travel to offsite locations may be required.

Certificate of Recognition

Be it known to all that:

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

Regan Johnson

In recognition of her successful completion of

Firefighter – Level 1

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



Hal Kreider

Tim Colby

Beth Boudreau

Pamela Sanderson

Jim Guzofski



THE STATE OF NEW HAMPSHIRE
DEPARTMENT OF TRANSPORTATION



William Cass, P.E.
Commissioner

November 9, 2023

David Rodrigue, P.E.
Assistant Commissioner
Andre Briere, Colonel, USAF (RET)
Deputy Commissioner

Hal Kreider, Chair of Selectboard
Town of Northwood
818 First Nh Turnpike
Northwood, NH 03261

**Re: Northwood Special One Time Highway Payment – in Accordance with House Bill 2
Payment for Maintenance, Construction and Reconstruction of Class IV and V Highways**

Dear Mr. Kreider:

The following is notification of a one time highway payment being made available to your town in State Fiscal Year 2024 based on the passage of House Bill 2 (HB 2) effective in June 2023. HB 2 directs the department to divide and distribute a \$10 million one time payment between all New Hampshire municipalities based on the distribution methods of Block Grant Aid Apportionment A. This one time payment is separate from your regular quarterly payments.

This one time payment is anticipated to be available to the Town of Northwood during the month of November 2023 as follows:

November 2023 Actual Payment: \$30,200.10

In generalized terms and in accordance with statutory provisions for distribution of Block Grant Aid “Apportionment A” funds, this one time highway payment is based on the municipalities’ mileage of Class IV and Class V highways, as well as the municipalities’ population.

Please contact us at 271-3344 if you have any questions.

Sincerely,

C. R. Willeke

C. R. Willeke, PE
Municipal Highways Engineer
Bureau of Planning and Community Assistance

CRW/dmp

