



# Northwood, NH Board of Selectmen Agenda May 11, 2021

During this time, the Northwood Select Board will meet using Zoom. The public is welcome to log in using the web link or phone in using the number shown below.

You may also watch the meeting live on YouTube at this link:

<https://www.youtube.com/channel/UCmGaspKQLz1JuM0tX9BHxKQ>

## Join Zoom Meeting

<https://us02web.zoom.us/j/81149276508?pwd=U20wNTRLN25ZYk82ZmVjY3RpVzdHQT09>

**Meeting ID: 811 4927 6508**

**Passcode: 177116**

## Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

**6:00 pm Call to Order, Roll Call, Pledge of Allegiance**

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

## ONGOING BUSINESS

- **Approve Minutes**  
April 27, 2021
- **Consent Agenda**

**Second Review for Action: Proposed Cash Management Policy**

**Second Review for Action: Proposed Amendment to the Employee Health and Dental Buy-Out Policy**

**Review for Action: Review of Covid-19 Guidelines for Town Buildings and Facilities**

- **TA Reports / Items for Board Action**

## OLD BUSINESS

**Review for Action: Final Warrant Review and Preparations for Deliberative Session.**

**Review for Action: Harvey Lake Association Lake Host Funding Request**

## NEW BUSINESS

**Review for Action: Northwood Crankpullers Request for Permission for Grant in Aid Trail Project**

**Review for Action: Cable Franchise Agreement Renewal: Special Counsel Representation Agreement and Intermunicipal Agreement.**

**Review Board Tasker Manager**

**Board Committee Reports.**

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

**Nonpublic Session if needed RSA 91-A:3ii**

## Adjournment

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



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
April 27, 2021**

**ROLL CALL:** Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Tim Colby, Select Board Member Pam Sanderson

**ABSENT:** Select Board Member Beth Boudreau with prior notice.

**STAFF PRESENT:** TA Walter Johnson, Finance Director Cheryl Eastman, Deputy Financial Specialist Paul Allard, Public Works Foreman Chris Brown, Emergency Management Director Bob Young

**6:00 P.M. Chairman Kreider opened the Northwood Board of Selectmen meeting via Zoom and led the Pledge of Allegiance**

**As Chair of the Northwood Board of Selectmen, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.**

**Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:**

**a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;**

**We are utilizing the Zoom platform for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting by clicking on the following website address: [www.northwoodnh.org](http://www.northwoodnh.org) and then click on the meeting notice under the calendar section on the home page.**

**b) Providing public notice of the necessary information for accessing the meeting;**

**We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town's website at: [www.northwoodnh.org](http://www.northwoodnh.org).**

**c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;**

**If anybody has a problem, please call 603-340-5711 or email at: [pallard@town.northwood.nh.us](mailto:pallard@town.northwood.nh.us).**

**d) Adjourning the meeting if the public is unable to access the meeting.**

1 **Note that all votes will be done by Roll Call.**

2  
3 **Let's start the meeting by taking a Roll Call attendance. When each member states**  
4 **their presence, also please state whether there is anyone in the room with you**  
5 **during this meeting, which is required under the Right-to-Know law.**

6  
7  
8 **Citizen's Forum**

9  
10  
11 **Minutes**

12  
13 **Motion: "To approve the minutes of April 13, 2021, as amended."**

14 **Motion: M. Frye**

15 **Second: P. Sanderson**

16 **Discussion: On page 5, line 11, Select Board Member Pam Sanderson mentioned**  
17 **that "batter bid" should be corrected to "barter bid". Chairman Hal Kreider**  
18 **commented on page 2, lines 3-5, the paragraph referenced was repeating**  
19 **information that could be found on page 1 and suggested that it should be**  
20 **removed.**

21  
22 **Motion carried by roll call vote 4/0**

23  
24  
25 **CONSENT AGENDA**

26  
27 **Northwood NH Consent Agenda for April 27, 2021**

28  
29 Accounts Payable Manifest dated April 21, 2021:

30 Batch # 17538 for \$600.00

31 Accounts Payable Manifest dated April 28, 2021:

32 Batch # 17550 for \$38,529.25

33 Payroll Manifest dated April 21, 2021:

34 Batch # 17536 for \$75,562.76

35 Treasurer's Report – March

36 Abatement Recommendations: Approve or Deny per Assessor's Recommendations

37 Shirley Allen

38 Robert & Donna Beliveau

39 Michael & Kimberly Coumas

40 Anthony & Cynthia Courounis

41 Rebecca Dubois

42 Dana Reale

43 Paul Thiem

44 Michael & Susan Trudel

45 Claudia Williams

46  
47 Property Tax Exemptions: Approve or Deny per Assessor's Recommendations

48 Roger Blad – Veteran Credit

49  
50 Other

51 Robert Bennett – Intent to Cut

52 David Docko – Intent to Excavate

53 Paul Lennon Jr. – Cemetery Deed & Perpetual Care

1 **Motion: “To approve the consent agenda dated April 27, 2021”**

2 **Motion: T. Colby**

3 **Second: P. Sanderson**

4

5 **Motion carried by roll call vote 4/0**

6

7

8 **Proposed Cash Management Policy – First Review**

9 Finance Director Cheryl Eastman presented a new Cash Receipts Policy & Admin  
10 Rules to the Board regarding the procedures necessary for each department to follow  
11 to stay in compliance with general laws and accounting principles. Cheryl mentioned  
12 that the Tax Collector’s office has been granted the authority to make deposits to the  
13 bank on behalf of the Treasurer in accordance with RSA 41:29, due to their high  
14 volume of revenue being received in their office. Cheryl continued to state that all  
15 other departments that receive income will bring their deposits to the Finance  
16 Department on a weekly basis, or on a daily basis if the amount is more than \$500 to  
17 be deposited, in accordance with RSA 41:29. In the event that any of these payments  
18 are made in cash, the customer will receive a signed prenumbered receipt showing the  
19 amount, the date and the purpose regarding the payment. Cheryl commented that the  
20 Tax Collector’s office will have a \$100 cash box, the Town Hall and Police Department  
21 will have a \$30 cash box, and only those who are designated are allowed to access the  
22 cash box for each department, respectively. These cash boxes are subject to a random  
23 inspection of the Finance Director or the Town Administrator at any given time and a  
24 form will be kept on file for each inspection. The Finance Director will reconcile these  
25 deposits with the Treasurer on a monthly basis. Additionally, in the event a check is  
26 returned to the Town Hall, the Town will charge a fee of \$25 to recover the bank  
27 charges. Cheryl recommends that all checks should be subject to a penalty fee that is  
28 payable only by cash, a money order or a certified check, if the check does get  
29 returned to the Town. Regarding this, Cheryl also recommends that the returned  
30 checks be handled by the Finance Department in place of the Treasurer to expedite  
31 the process since the Finance Department is in the office full time versus the  
32 Treasurer. Cheryl advised these policies will replace and supersede all prior cash  
33 receipts, revenue or return checks policies that have been in place. Select Board  
34 Member Pam Sanderson asked how the policies will be shown with any updates that  
35 are made and Mr. Johnson clarified that these documents will be updated and given  
36 the date of the change before it is redistributed. Chairman Hal Kreider asked if any of  
37 the Department Head’s have reviewed this and Cheryl reported that she had sent it  
38 out to all departments but has only heard back from the Treasurer. Cheryl plans to  
39 discuss this further with each department in the future and Mr. Johnson will put this  
40 on the agenda for the next Board meeting for approval.

41

42

43 **Amendment for Employee Health & Dental Buy-out Policy – First Review**

44 Mr. Johnson presented an amendment regarding the Employee Health & Dental Buy-  
45 Out Policy to the Board, stating that the last amendment was approved in 1998 and  
46 found it necessary to update this policy to enhance the incentive for employees who  
47 may have the option for coverage from another person, such as a spouse. Mr. Johnson  
48 commented that the buy-out option will be based off of a percentage of the Towns  
49 avoided cost of a single person coverage premium plan, which will avoid the need to  
50 continuously amend this in the future. Based on the estimated premiums for July 1,  
51 2021, the annual amount will be approximately \$5,200. The Current policy amount is  
52 \$2,000 annually. Select Board Member Matt Frye asked if those who would like to  
53 chose the buy-out option would only need to provide a signature stating they have  
54 found another insurance provider and Mr. Johnson reported that they would have to

1 provide the Town with proof of insurance as per what is stated in the policy already.  
2 Mr. Johnson will present comparisons for the Northwood School's Policy at the next  
3 Board Meeting for the final reading and approval.  
4  
5

6 **Review of Covid-19 Guidelines for Town Buildings & Facilities**

7 Emergency Management Director Bob Young participated in the review of the  
8 guidelines for many of the Town facilities as more of the population is getting  
9 vaccinated. Bob Young stated that at least 25.7% of the population is fully vaccinated  
10 and reported that the CDC has created a recommendation for those who are fully  
11 vaccinated can go outdoors without a mask. The CDC also stated that the individuals  
12 who are fully vaccinated can go back to the workplace, even if they have been exposed  
13 to Covid-19, as long as they don't have or are showing any signs of symptoms. The  
14 Town of Northwood is still in an area of substantial risk as there are one to two new  
15 cases found daily. Since the population is leaving the "reaction period" and now  
16 entering the "recovery period", Bob Young recommends that the Town could lift the  
17 mask mandate for areas that are outdoors, such as the Transfer Station, the athletic  
18 fields, etc., and wait to lift the mask mandate for indoor areas once the new guidelines  
19 have been presented on May 7, 2021. After some discussion, there was a consensus to  
20 not lift the mask mandates for any of the Town facilities until the new guidelines have  
21 been reviewed during the next Board meeting. Mr. Johnson will work with Bob Young  
22 to create recommendations for these new guidelines and present them at the next  
23 Board meeting.  
24  
25

26 **TA Reports/Items for Board action**

27  
28 Staffing Update

29 Mr. Johnson continues to receive and review applications for the Building  
30 Inspector/Health & Code Enforcement Officer position. At this time, interviews are  
31 being scheduled for qualified applicants and potential candidates will be discussed  
32 during the Non-Public session. Mr. Johnson commented that there is a conditional  
33 offer that is pending for the Recreation Director position, as well.  
34  
35

36 4 Bow Street Drainage Matter

37 Mr. Johnson is waiting for call back from the NHDOT District office to further discuss  
38 this issue.  
39

40 American Rescue Plan Update

41 Mr. Johnson stated that the amount the Town will receive has been confirmed to be  
42 \$426,594.63. Mr. Johnson is still waiting for the guidelines on the use of the funds  
43 from the US Treasury Department and expects them to be available on or around May  
44 15, 2021. The funds will flow through the State and may be distributed over a two-  
45 year period.  
46

47 NH Lakes Request

48 Mr. Johnson provided a letter from NH Lakes requesting an additional \$500 in  
49 support of 2021 Lake Host Program on Harvey Lake. The \$500 will provide an  
50 additional 40 hours of locally hired individuals. After some discussion, the Board came  
51 to a consensus to have Mr. Johnson find more information regarding this topic to  
52 prepare for the next Board meeting.  
53  
54

1 Joint Loss Management Committee Update

2 Mr. Johnson reported that the Joint Loss Management Committee held its second  
3 quarter meet on April 19, 2021 and will be conducting a self-assessment inspection of  
4 all Town facilities at their next meeting in July.

5  
6 Current RFPs

7 Mr. Johnson stated that Request for Proposals are being posted for the repairs to the  
8 Town Hall Extension and the Community Center, as well as for the painting of the  
9 library trim and the Community Center.

10  
11 Financial Reports Follow Up

12 Mr. Johnson stated that Finance Director Cheryl Eastman will resume posting the  
13 monthly Revenue and Expenditure Reports to the Town website by the 15th of the  
14 following month.

15  
16 Former Bandstand

17 Mr. Johnson stated that the former concrete bandstand on the Community Center  
18 property has been deemed unsafe and will be removed by Public Works Foreman Chris  
19 Brown in the near future.

20  
21 Memorial Day Parade and Observance

22 Mr. Johnson stated that with the anticipated relaxation of outside Covid-19  
23 guidelines, the Memorial Day parade and observance plans are going forward, subject  
24 to obtaining the necessary State permits.

25  
26 Upcoming Meetings Schedule

27 Mr. Johnson mentioned that the upcoming meetings will be May 11, 2021 and May  
28 25, 2021, including the in person Deliberative Session on May 15, 2021 starting at  
29 9:00 am at the Northwood Elementary School and the Election on June 8, 2021,  
30 which will also be held at the Northwood Elementary School.

31  
32  
33 **OLD BUSINESS**

34  
35 Warrant Review & Preparations for Deliberative Session

36 Chairman Hal Kreider started the discussion for reviewing multiple Warrant Articles to  
37 prepare for the Deliberative Session on May 15, 2021. After a long discussion, the  
38 Board will have the Moderator read off the Warrant Articles as written and will answer  
39 any questions that arise for articles that have already been made familiar to the public  
40 based on similar Warrant Articles from past meetings, such as lease payments for  
41 equipment and contributions to capital reserve accounts. For the articles that are not  
42 as familiar to the public, the Board intends to have one Select Board Member give a  
43 more in-depth explanation in order to field any questions that come up. Mr. Johnson  
44 intends to have copies of the slide presentation on the Warrant Articles available for  
45 any individuals that would like to follow along at the Deliberative Session, as well.

46  
47  
48 **NEW BUSINESS**

49  
50 Roofing Projects Bid Results

51 Mr. Johnson reported that there were three bids that have been received for the large  
52 garage of the Town Parade Building. The apparent low bidder is Lane Roofing LLC with  
53 two separate bids regarding two types of shingles; The first being an IKO Cambridge  
54 shingle for \$9,225 and the second being an Owens Corning shingle for \$9,840. The

1 other companies that have presented bids were JJS Universal Construction Company  
2 for \$20,000 and MGS Construction for \$20,010. Public Works Foreman Chris Brown  
3 had reviewed these bids and after some discussion, gave the recommendation to  
4 accept the bid from Lane Roofing LLC using the IKO Cambridge shingles in the  
5 amount of \$9,225.

6  
7 **Motion: To accept the bid from Lane Roofing LLC for the IKO Cambridge shingles**  
8 **for \$9,225.**

9 **Motion: T. Colby**

10 **Second: F. Frye**

11  
12 **Motion carried by roll call vote 4/0**

13  
14 Emergency Continuation of Government Plan Update

15 Mr. Johnson stated that the Continuation of Government Plan that is currently in  
16 place hasn't been updated in a few years and advised the Board to amend the plan to  
17 be more current. This plan is to ensure that the hierarchy of who would continue the  
18 Government in the event of an emergency situation. Mr. Johnson stated that it is  
19 common to have the remaining members of the Board take up the necessary governing  
20 positions, followed by the Town Administrator, the Emergency Management Director  
21 and then the Deputy Emergency Management Director. After some discussion, the  
22 Board came to a consensus and created a motion.

23  
24 **Motion: To allow Chairman Hal Kreider, if he is not incapacitated or unavailable,**  
25 **to govern the Town of Northwood.**

26 **Motion: T. Colby**

27 **Second: P. Sanderson**

28  
29 **Motion carried by roll call vote 4/0**

30  
31 **Motion: To allow Mr. Johnson, Emergency Management Director Bob Young and**  
32 **Deputy Emergency Management Director Glen Drolet, if they are not**  
33 **incapacitated or unavailable, to govern the Town of Northwood in that order, in**  
34 **the event there is no quorum of the Board members available in an emergency.**

35 **Motion: T. Colby**

36 **Second: P. Sanderson**

37  
38 **Motion carried by roll call vote 4/0**

39  
40  
41 **BOARD COMMITTEE REPORTS**

42  
43 Recreation

44 Select Board Member Matt Frye reported that there was an issue with parking on both  
45 sides of Bow Lake Road by the Bow Lake Road recreation fields. Matt Frye has had  
46 several conversations with multiple individuals on how other people from out of town  
47 are parking on both sides of the road when the parking lot begins to overflow. Matt  
48 Frye suggested that the Board should post one side of the road as a no parking zone to  
49 help alleviate any traffic issues. After some discussion, the Board came to a consensus  
50 and created a motion.

51  
52 **Motion: To post the side of Bow Lake Road opposite the recreation fields as no**  
53 **parking from the intersection of Sherburne Hill Road to 100 yards past the gate**  
54 **heading towards Route 4.**

1 **Motion: M. Frye**

2 **Second: T. Colby**

3  
4 **Motion carried by roll call vote 4/0**

5  
6 Budget Committee

7 Select Board Member Pam Sanderson reported that the committee has received the  
8 2019 year-end budget report and auditor's letter, however they haven't been able to  
9 review them at this time. Included in her report, she noted that the Chair and Vice-  
10 Chair will be meeting with Mr. Johnson and Finance Director Cheryl Eastman later in  
11 the week to review these reports in depth and review the Committee's procedures. Pam  
12 Sanderson also reported that the Budget Committee has been reviewing and  
13 understanding the terminology for expenditures, encumbrances, etc. to ensure all are  
14 familiar to prevent confusion.

15  
16 School Deliberative Session

17 Chairman Hal Kreider reported that as Moderator of the School District, the  
18 Deliberative Session that had been held was flawless and had mentioned that the  
19 procedures used would be incorporated into the Town's Deliberative Session. Hal  
20 Kreider also reported that since the Election on June 8, 2021 will be held at the  
21 school, the school will be taking a day off to accommodate for the Elections.

22  
23  
24 **NON-PUBLIC SESSION**

25 **Motion: To enter non-public at 8:15 PM under RSA 91-A:3, II (b+c)**

26 **Motion: T. Colby**

27 **Second: M. Frye**

28 **Motion carried by roll call vote 4/0**

29  
30 ***The Select Board Member entered non-public at 8:16 PM.***

31  
32 **Public Session Reconvened at 9:09 PM**

33  
34 **Motion: To exit non-public.**

35 **Motion: M. Frye**

36 **Second: P. Sanderson**

37 **Motion carried by roll call vote 4/0**

38  
39 **During the non-public session, the Board voted on several abatements that were**  
40 **related to hardship. The individuals that were discussed regarding these**  
41 **hardships are as follows:**

42  
43 **Andrea Angwin & Douglas Dugway**

44 **Charles Blanchard**

45 **Catherine Cannizzaro**

46 **Terri Carlton**

47 **Wayne Caron**

48 **Flora Gardner**

49 **Andrew James**

50 **Walter Kurinko**

51 **Donna Lafond**

52 **Lionel Saunders**

53 **Charles Theriault**



DRAFT

1 **Motion: “To seal the balance of the session minutes because it is determined**  
2 **that divulgence of this information likely would affect adversely the reputation**  
3 **of any person other than a member of this board and render a proposed action**  
4 **ineffective.”**

5 **Motion: M. Frye**

6 **Second: T. Colby**

7

8 **Motion carried by Roll Call Vote 4/0**

9

10 **Motion: “To adjourn at 9:12 PM”**

11 **Motion: M. Frye**

12 **Second: P. Sanderson**

13

14 **Motion carried by Roll Call Vote 4/0**

15

16

17 ***Respectfully Submitted***

18 ***Paul Allard, Deputy Financial Specialist/BOS Admin Assistant***

# **Northwood NH Consent Agenda for May 11, 2021**

**Accounts Payable Manifest dated April 30, 2021:**

Batch # 17557 for \$25.00

**Accounts Payable Manifest dated May 12, 2021:**

Batch # 17583 for \$538,679.54

**Payroll Manifest dated May 5, 2021:**

Batch # 17560 for \$72,540.67

**Payroll Manifest dated May 5, 2021:**

Batch # 17577 for \$166.30

**Other**

Intent to Cut – Daniel Cothoir

Intent to Cut – Jeffrey Eames

Intent to Cut – Michael Bolduc

Approved by a vote of \_\_ – Yes, \_\_ – No on May 11, 2021

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

\_\_\_\_\_ Matt Frye

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

\_\_\_\_\_ Pam Sanderson

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

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

(Assigned by Municipality)

YR

TOWN

OP#

21 - 349 - 03 - T

For Tax Year April 1, \_\_\_\_\_ to March 31, \_\_\_\_\_

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.  
230 lot 82-1, 82-2, 82-3, 82-4

3. Intent Type: Original  Supplemental  \_\_\_\_\_  
(Original Intent Number)

4. Name of Access Road: BOW ST

5a. Acreage of Lot: 9 Acreage of Cut: 4

5b. Anticipated Start Date: 5-1-21

6. Type of ownership (check only one):
- a. Owner of Land and Stumpage (Sole Owner)
  - b. Owner of Land and Stumpage (Joint Tenants)
  - c. Owner of Land and Stumpage (Tenants in Common)
  - d. Previous owner retaining deeded timber rights
  - e. 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] 4-30-21  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

DANIEL CORNOIR  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

BMT CONSTRUCTION  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

[Signature]  
MAILING ADDRESS

P O BOX 1385 LOWOONDERLY NH 03053  
CITY OR TOWN STATE ZIP CODE

NH BUILDER41@G-MAIL.COM  
E-MAIL ADDRESS

603 494-2903  
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	20,000	MBF
Hemlock		MBF
Red Pine		MBF
Spruce & Fir		MBF
Hard Maple		MBF
White Birch		MBF
Yellow Birch		MBF
Oak	2	MBF
Ash		MBF
Soft Maple		MBF
Beech/Pallet/Tie & Mat Logs/ Pine Box		MBF
Other (Specify)		MBF
<b>Pulpwood</b>	<b>Tons</b>	
Spruce & Fir		
Hardwood & Aspen		
Pine		
Hemlock		
Biomass Chips	300	
<b>Miscellaneous</b>		<b>Tons</b>
High Grade Spruce/Fir		
Cordwood & Fuelwood	40	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.

[Signature] 4-30-21  
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Robert E Lee  
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

34 Birchwood DR  
MAILING ADDRESS

Rye NH 03275  
CITY OR TOWN STATE ZIP CODE

603 485-4026  
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

FORM

PA-7

(Assigned by Municipality)

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

YR

TOWN

OP#

20 - 349 - 11 - T

For Tax Year April 1, 2020 to March 31, 2021

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.
M108 L102

3. Intent Type: Original [ ] Supplemental [X] 20-349-11
(Original Intent Number)

4. Name of Access Road: ROUTE 4

5a. Acreage of Lot: 45.48 Acreage of Cut: 43

5b. Anticipated Start Date: Spring 2021

- 6. Type of ownership (check only one):
a. Owner of Land and Stumpage (Joint Tenants) [X]
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 [ ]

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.)

Timber Tax Information is Available at www.revenue.nh.gov
Questions?? Call (603) 230-5950
Signature: Jeffrey C Eames 4-22-21

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

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

168 GRANITE STREET PROPERTIES
168 GRANITE STREET
ALLENSTOWN NH 03275
jeff@nhforestry.com
603-485-4459 603-344-4459

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.
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.

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

8. Description of Wood or Timber To Be Cut

Table with columns: Species, Estimated Amount To Be Cut, Tons, Cords. Rows include White Pine, Hemlock, Red Pine, Spruce & Fir, Hard Maple, White Birch, Yellow Birch, Oak, Ash, Beech & Soft Maple, Pallet or Tie Logs, Other (Specify), Pulpwood, Spruce & Fir, Hardwood & Aspen, Pine, Hemlock, Whole Tree Chips, Miscellaneous, High Grade Spruce/Fir, Cordwood & Fuelwood.

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

Table with columns: 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. I have become familiar with RSA 227 - the timber harvest laws.

Signature: Jeffrey C Eames 4-22-21

SIGNATURE (In Ink) OF PERSON RESPONSIBLE FOR CUT DATE
JEFFREY C. EAMES PRES. FORT MTN. TRUCKING CO. INC
168 GRANITE STREET
ALLENSTOWN NH 03086
603-485-4459 cindy@nhforestry.com

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

(Assigned by Municipality)

YR

TOWN

OP#

21 - 349 - 02 - T

For Tax Year April 1, 2021 to March 31, 2022

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 000201 lot 000008
- 3. Intent Type: Original  Supplemental  (Original Intent Number)
- 4. Name of Access Road: Old Barnstead Rd.
- 5a. Acreage of Lot: 52.9 Acreage of Cut: 20
- 5b. Anticipated Start Date: May 14, 21
- 6. Type of ownership (check only one):
  - a. Owner of Land and Stumpage (Sole Owner)
  - b. Owner of Land and Stumpage (Joint Tenants)
  - c. Owner of Land and Stumpage (Tenants in Common)
  - d. Previous owner retaining deeded timber rights
  - e. 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.

Hercules Tsirovakas  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Hercules Tsirovakas ; Constance Tsirovakas  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

Constance Tsirovakas  
SIGNATURE (in ink) OF OWNER(S) OR CORPORATE OFFICER(S) DATE SIGNED

Hercules & Constance Tsirovakas  
PRINT CLEARLY OR TYPE NAME OF OWNER(S) OR CORPORATE OFFICER(S)

109 Lord's Mill Rd.  
MAILING ADDRESS

Epsom NH 03234  
CITY OR TOWN STATE ZIPCODE

yiyia1953@yahoo.com  
E-MAIL ADDRESS

603-736-5555  
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.  
\$ \_\_\_\_\_ 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 within 30 days.

8. Description of Wood or Timber To Be Cut

Species	Estimated Amount To Be Cut
White Pine	MBF
Hemlock	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)	MBF
<b>Pulpwood</b>	<b>Tons</b>
Spruce & Fir	
Hardwood & Aspen	
Pine	
Hemlock	
Biomass Chips	
<b>Miscellaneous</b>	
High Grade Spruce/Fir	Tons
Cordwood & Fuelwood	40 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.

Michael Bolduc 4/25/21  
SIGNATURE (in ink) OF PERSON RESPONSIBLE FOR CUT DATE

Michael Bolduc  
PRINT CLEARLY OR TYPE NAME OF PERSON RESPONSIBLE FOR CUT

73 Third St.  
MAILING ADDRESS

Barrington NH 03825  
CITY OR TOWN STATE ZIPCODE

664-7904  
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 Cash Receipts Policy**

### **Section 1. Purpose**

To provide a procedure for the processing of all revenue into the town to ensure that operations are carried out efficiently, expeditiously, and in compliance with all applicable laws and Generally Accepted Accounting Principles.

### **Section 2. Objectives**

- 2.1 Strike a balance between the need for departmental operating efficiency and flexibility, and the need for financial control and accountability.
- 2.2 Implement uniform procedures for depositing funds that will provide guidance and achieve operational efficiency.

This policy shall be known as the "Town of Northwood Cash Receipts Policy" and may be cited as such. This policy is applicable to all departments that collect revenue for the Town of Northwood.

### **Section 3. Authority**

This policy is adopted by the Board of Selectmen in accordance with RSA 31:39; "Powers and Duties of Towns" and in accordance with RSA 41:8 and RSA 41:9 "Choice and Duties of Town Officers" as it relates to their management of the Town's prudential affairs.

### **Section 4 General Policy**

- 4.1 Collections received through the Town Clerk/Tax Collector office will be processed and deposited daily. Deposit functions have been delegated to the Town Clerk/Tax Collector and Deputy from the Treasurer in accordance with RSA 41:29 VII.
- 4.2 Collections from all other departments of the town shall be brought to the Finance Office on at least a weekly basis, or daily if more than \$500 in value, in accordance with RSA 41:29 VII.
- 4.3 All customers with cash transactions shall be given a signed, pre-numbered receipt that shows the amount, date received, and the purpose of the payment.
- 4.4 All cash accounts shall be reconciled by the Treasurer and the Finance Director monthly.

### **Section 5 Cash Box**

Departments permitted to have Cash Boxes for the purpose of making change for payments are required to keep the cash box in a secure location and locked at all times. The key will be kept in a secure location. Only the Department Head and their designee will have access to the locked cash box and key.

**Section 6 Return Check Procedure**

- 6.1 All checks returned from the bank will be assessed a penalty charge of \$25.00.
- 6.2 Payment of a returned check must be either in the form of cash, money order, or bank certified check.

**Section 7 Amendments**

These policies may from time to time be amended by the vote of the Board of Selectmen at a properly scheduled Selectmen's meeting

**Section 8. Cash Receipts Administrative Rules**

The Town Administrator has authority over Cash Receipts Administrative Rules for the purpose of outlining the processes and procedures in place to ensure compliance with all aspects of the Town of Northwood Cash Receipts Policy adopted by the Board of Selectmen. Administrative Rules shall be revised and updated by the Town Administrator, as necessary.

**Section 9. Implementation**

To facilitate conduct in accordance with this policy, a copy of this policy and related Administrative Rules shall be made available to town officials, employees, volunteers, boards and commissions upon hiring, appointment, or election to office and at such other times as may be necessary.

This policy will take effect upon approval.

Adopted by vote of the Board of Selectmen on this date, the     of     .

Hal Kreider, Chairman

Matthew Frye, Vice Chair

Beth Boudreau

Timothy Colby

Pamela Sanderson



## Town of Northwood Cash Receipts Administrative Rules

### **Section 1. Purpose**

To outline procedures and provide guidance for compliance with the Town of Northwood Cash Receipts Policy as adopted by the Board of Selectmen on XXXX XX, XXXX and should be used in conjunction with the above-mentioned policy.

### **Section 2. Deposits**

- 2.1 Deposits of revenue from all town departments except Town Clerk/Tax Collector shall be brought to the Finance Office daily, or whenever the accumulated value is over \$500.
- 2.2 The Finance Office will complete a deposit detail sheet which includes the following information:
  - 2.2.1 Date the revenue was received
  - 2.2.2 Revenue account to be credited
  - 2.2.3 Amount
  - 2.2.4 Form of payment (check, cash, credit card)
  - 2.2.5 If paid by check, the name on the check and check number
  - 2.2.6 Purpose of the payment (For Example, Planning Board fees, copy fees, disposal of TV...)
  - 2.2.7 Sub-total amount of cash and checks
  - 2.2.8 Sub-total of credit cards processed
  - 2.2.9 Grand total
- 2.3 The prepared deposit detail sheet, checks, cash, credit card receipts, and any related backup is secured in the safe until the Treasurer retrieves it, verifies the amounts, and takes it to the bank.
- 2.4 Once deposited, a copy of the deposit detail sheet will be returned to the Finance Office with a copy of the deposit receipt from the bank.

### **Section 3. Cash Box Procedures**

- 3.1 No department is to establish a cash box system without consent from the Town Administrator and start up instructions from the Finance Director.
- 3.2 A base cash box amount must be determined by the Town Administrator, Department Head, and Finance Director.
- 3.3 Departments authorized to have cash boxes and the amounts of the boxes are:
  - 3.3.1 Town Clerk/Tax Collector \$ 100.00
  - 3.3.2 Police Department \$ 30.00
  - 3.3.3 Town Hall \$ 30.00



- 3.5 The Finance Director may, at any time, perform random audits of any cash box while in the presence of the Department Head. An audit form will be available to perform the audit. (See Addendum A).
- 3.6 Any discrepancies found must be explained in writing and in detail to the Finance Director and Town Administrator within 24 hours of discovery.

**Section 4 Return Check Procedure**

- 4.1 Returned check documentation from the bank is forwarded to the Finance Director.
- 4.2 The Finance Director updates the Returned Check Log to include the following information:
  - 4.2.1 Customer Name
  - 4.2.2 Check Number
  - 4.2.3 Amount
  - 4.2.4 Date check was returned
  - 4.2.5 Reason for return
- 4.3 The Finance Director will assign the next consecutive number on the Return Check Log and write it on the returned check documentation, along with the department that originally received the check. Copies of the return check documentation will then be distributed as follows:
  - 4.3.1 One copy to the Treasurer
  - 4.3.2 One copy to the department that originally received the check.
  - 4.3.3 One copy stays with the Finance Office.
- 4.4 The Department Head will notify the Finance Office what the original payment was for (motor vehicle registrations, taxes, disposal of demo materials, copies of reports, etc.).
- 4.5 The Finance Office will record the reversal of the revenue in the General Ledger.
- 4.6 The Finance Director contacts the customer by mail and gives 2 weeks to make payment, plus a \$25.00 penalty. Replacement payment must be in the form of a bank check, money order, or cash. A copy of this notice is forwarded to the Department Head to await repayment.
- 4.7 If there is no response from the original contact, a certified letter is sent giving an additional 2 weeks for repayment and notification that the certified mailing fees will be added to the penalty amount. A copy of this notice is forwarded to the Department Head to await repayment.
- 4.8 If there is no response to the certified letter, the check is turned over to the Northwood Police Department for collection.
- 4.9 When payment is made, a separate, single deposit will be processed. The affected accounts in the General Ledger will be credited. Any penalty amounts received will be recorded in a separate revenue account.
- 4.10 The Department notifies the Treasurer and the Finance Office the check has been satisfied. The Finance Director updates the Return Check Log with the date the check was repaid.

**Section 5 Reconciliation of accounts**

The following accounts shall be reconciled each month between the following departments:

- 5.1 Finance Director and Treasurer balance the bank statements for ALL cash accounts to the municipal accounting system.
- 5.2 Finance Director and Tax Collector balance all levies for taxes.
- 5.3 Finance Director and Town Clerk balance all accounts used for Town Clerk revenues.
- 5.4 Finance Director and Building Inspector balance monthly year-to-date revenues for building permits.
- 5.5 Finance Director, Fire/Rescue Department, and Treasurer balance the Ambulance Fund receipts.
- 5.6 Finance Director and Recreation Director balance recreation receipts received during applicable seasons.

**Section 6 Departmental Responsibilities**

It is the responsibility of each department to supply all back-up information in detail for any transactions that will affect the municipal accounting system. All end of month reports supplied to the Finance Administrator should include year-to-date totals.

This policy will take effect upon approval and supersedes all prior Cash Receipts, Deposits, Revenue, and NSF Check Policies.

Adopted by vote of the Board of Selectmen on this date, the     of     .

Hal Kreider, Chairman

Matthew Frye, Vice Chair

Beth Boudreau

Timothy Colby

Pamela Sanderson

Addendum A  
Audit Form

Cash Box Audit

Date: \_\_\_\_\_ Department: \_\_\_\_\_

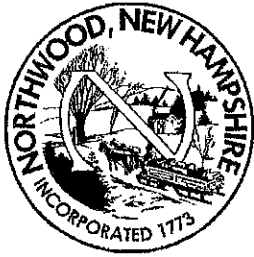
Authorized Base Cash Amount: \_\_\_\_\_

Audited Cash Amount: \_\_\_\_\_

\_\_\_\_\_  
Signature – Finance Director

\_\_\_\_\_  
Signature – Department Head

Proposed



**TOWN OF NORTHWOOD, NEW HAMPSHIRE  
Administration Office**

818 First New Hampshire Turnpike, Northwood NH 03261  
(603)942-5586 Facsimile: (603)942-9107  
wjohanson@town.northwood.nh.us

**Employee Health and Dental Insurance Buy-Out Option Policy**

Effective May \_\_\_\_\_, 2021, the Northwood Select Board amended the employee Buy-Out option for Health and Dental Insurance. The Buy-Out option is for qualified Northwood employees only. To be a qualified employee the following requirements must be met:

1. Employee and all dependents must provide evidence of being enrolled and actively covered by a health and dental insurance provider.
2. The employee must be a full-time employee occupying a benefited position.

The attached terms and conditions must be agreed upon and signed by the Town Administrator or Finance Director and the employee opting to choose the Buy-Out plan during the annual open enrollment period. Employees may apply for the Buy-out for Health, Dental or both.

Northwood Select Board

\_\_\_\_\_  
Date Approved

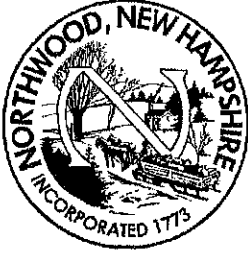
\_\_\_\_\_  
Hal Kreider

\_\_\_\_\_  
Matt Frye

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

\_\_\_\_\_  
Pam Sanderson

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



## TOWN OF NORTHWOOD, NEW HAMPSHIRE

### Administration Office

818 First New Hampshire Turnpike, Northwood NH 03261

(603)942-5586 Facsimile: (603)942-9107

wjohnson@town.northwood.nh.us

### Employee Health and Dental Insurance Buy-Out Option Agreement

The Health and Dental Insurance Buy-Out for the coverage year from July 1, 202\_\_ to June 30, 202\_\_ is calculated as 50% of the Town's share of the annual premium for a single person coverage. I, \_\_\_\_\_ hereby certify that I and any dependents currently covered under my Health and Dental insurance have Health and Dental insurance coverage for the coverage year noted above from a creditable insurance source other than the Town of Northwood or the Northwood School District. I also understand that under the Buy-Out Option, payments will be made through regular payroll. This stipend will be considered income for tax purposes but not for base wage, retirement or overtime pay calculations and is subject to all applicable taxes. All such payments shall be made as a weekly stipend equal to 1/52 of the total amount due. Employees who lose outside coverage due to divorce, death of a spouse or spouse's termination will be allowed back into the Town's insurance plan in accordance with the terms of the carrier, provided that such coverage is not retroactively applied at Town expense.

In election of the Buy-Out Option, I agree to defend, indemnify, and hold harmless the Town of Northwood, its officers, directors and employees from any claim I, my spouse or dependents may have to health and dental insurance coverage or benefits except as to my right to rejoin during the current coverage year.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

Town of Northwood  
Town Administrator's Report  
May 11, 2021

**Staffing Update:** We continue to receive and review applications for the building inspector, health and code enforcement officer. I'm pleased to report Scott Blewitt has been hired as our new Rec Director.

**4 Bow Street Drainage Matter:** I talked with the NHDOT District engineer and explained the issue and our concern. He is planning to visit the site and get back to me to discuss further.

**American Rescue Plan Update:** The amount the Town will receive has been confirmed as \$426,594.63. We are still waiting for the guidelines on the use of the funds from the US Treasury Department. The funds will flow through the State and may be distributed over a two-year period. The guidelines must be available on or about May 15<sup>th</sup>.

**Current RFPs:** Request for Proposals are posted for the repairs to the Town Hall Extension and the Community Center and for the painting of the library trim and the community center. Bids are due on May 20<sup>th</sup> for both.

**Memorial Day Parade and Observance:** With the anticipated relaxation of outside Covid guidelines, Memorial Day parade and observance plans are going forward subject to obtaining the necessary State permits.

**Rockingham County Budget:** Your packet contained a letter from the county commissioner's office regarding the Commissioner's FY22 budget. If you would like a copy of the budget, please let me know.

**Conservation Commission Member Resignation:** A letter of resignation has been received from Commission member Fred Borman effective May 31, 2021.

**New Postings:** No parking signs have been placed along the west side of Bow Lake Road from Sherburne Hill Road to 100 yards beyond the entrance to the sports fields and a facility closed from dusk until dawn sign has been posted at the Rt 4 athletics fields.

**Board Request:** An application for Liquor License for Off-Premises Sales of Alcohol, 546 First NH Turnpike requires a letter from the Board approving the transfer of the license at the Mobile Station due to a transfer of ownership of the business.

**Ambulance Revenue:** Ambulance revenue continues to trend higher year to date and the April revenue is the highest monthly revenue in two year.

**Lake Water Testing:** The State is no longer doing monthly testing of lake water in July and August and the Rec Commission is requesting the Town assume the testing. I believe the cost to be about \$350-\$400 for the summer and could be expensed to the rec or health budgets.

**Upcoming Meetings Schedule:** Regular Board Meetings: May 25<sup>th</sup>. The in person Deliberative Session: May 15<sup>th</sup>, 9:00am at the Northwood Elementary School and voting day June 8, 2021 also at the elementary school.

TA Report.



# State of New Hampshire Department of Revenue Administration

109 Pleasant Street  
PO Box 487, Concord, NH 03302-0487  
Telephone (603) 230-5000  
www.revenue.nh.gov



MUNICIPAL & PROPERTY  
DIVISION  
James P. Gerry  
Director

Samuel T. Greene  
Assistant Director

Lindsey M. Stepp  
Commissioner

Carollyn J. Lear  
Assistant Commissioner

April 21, 2021

TOWN OF NORTHWOOD  
OFFICE OF SELECTMEN  
818 FIRST NH TURNPIKE  
NORTHWOOD, NH 03261

Dear Selectmen/Assessing Officials,

This is your official notification of the 2020 Total Equalized Valuations. We used your municipality's weighted mean ratio to calculate these valuations.

We calculated two equalized figures for your municipality. The "Total Equalized Valuation Including Utilities and Railroads" is used for your portion of the county tax and your portion of any cooperative school district taxes. The "Total Equalized Valuation Not Including Utilities and Railroad" is used to calculate your portion of the state education property tax. We adjusted your modified assessed valuation as reported on your 2020 MS-1 to bring the valuation to fair market value.

Town Name: Northwood	Including Utility Valuation and Railroad Monies Reimbursement	Not Including Utility Valuation and Railroad Monies Reimbursement
2020 Modified Local Assessed Valuation	\$691,945,642	\$685,607,242
+ D.R.A. Inventory Adjustment	\$2,775,645	\$2,750,190
= 2020 Equalized Assessed Valuation	\$694,721,287	\$688,357,432
+ Equalized Payment in Lieu of Taxes	\$562,153	\$562,153
+ Equalized Railroad Tax	\$0	\$0
<b>= 2020 Total Equalized Valuation</b>	<b>\$695,283,440</b>	<b>\$688,919,585</b>
2020 Equalized Assessed Valuation	\$694,721,287	
+ Adjustment RSA 31-A (Shared Revenues)	\$0	
<b>= Base Valuation for Debt Limits</b>	<b>\$694,721,287</b>	

You have the right to appeal these valuations to the N.H. Board of Tax and Land Appeals within 30 days of the date of this letter. Call our office to discuss any concerns or questions you may have at (603) 230-5950. We will continue working with you to resolve any issues but please be advised that the appeal period will not be extended.

We have enclosed informational sheets that show how each of the figures were calculated.

Sincerely,

Linda C. Kennedy, Manager  
Equalization Bureau

**NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION  
2020 EQUALIZATION INFORMATION SHEET**

This informational sheet has been provided to explain and summarize the information contained in each municipality's notification of "Total Equalized Valuations," the appeal process, Assessing Standards Board, etc.

The following is a brief explanation of how each municipality's "Total Equalized Valuations" were calculated:

**MODIFIED ASSESSED VALUATION:** It may be helpful to refer to page 2 of the MS-1 report provided by your municipality to the Department of Revenue Administration in the fall of 2020.

**"GROSS LOCAL ASSESSED VALUATION"** - Sum of all assessed values in the municipality

- Certain Disabled Veteran's: RSA 72:36-a
- Improvements to Assist Persons who are Deaf: RSA 72:38-b V
- Improvements to Assist Persons with Disabilities Exemption: RSA 72:37-a
- School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (\$150,000 max per exemption)
- Water & Air Pollution Control Exemption: RSA 72:12-a

= **"MODIFIED ASSESSED VALUATION"**

- Blind Exemption: RSA 72:37
- Elderly Exemption: RSA 72:39-a & b
- Deaf Exemption: RSA 72:38-b
- Disabled Exemption: RSA 72:37-b
- Wood-Heating Energy System Exemption: RSA 72:70
- Solar Energy System Exemption: RSA 72:62
- Wind Powered Energy System Exemption: RSA 72:66
- Electric Energy Storage Systems: RSA 72:85
- Additional School Dining/Dormitory/Kitchen Exemption: RSA 72:23 IV (exemption amount > \$150,000).

= **"NET LOCAL ASSESSED VALUATION"** - The municipal, county, and local school tax rates are computed using the net local assessed valuation.

**TAX INCREMENT FINANCE DISTRICTS (TIFs):** RSA 162-K:10 III - The retained captured assessed value is added to the modified assessed value and will be equalized for all TIF districts created after 4/29/99. The original assessed value is used to set a municipality's tax rates.

**DRA INVENTORY ADJUSTMENT:** The sum of the adjustments of the modified local assessed valuation is divided into three categories.

- Category 1: The total modified local assessed value of land (excluding land in current use, conservation restriction assessment, discretionary easements, and utilities), buildings and manufactured housing is equalized by the 2020 equalization ratio. This category includes discretionary preservation easements, taxation of farm structures and land under farm structures. The difference between the modified local assessed valuation of land, buildings and manufactured housing and the equalized value equals the DRA adjustment for land, buildings, and manufactured housing.
- Category 2: An adjustment for land assessed at current use, conservation restriction assessment, and discretionary easement values is made. This adjustment is calculated by dividing the total net local assessed valuation for land in these two categories by the 2019 equalization ratio to obtain the equalized value of current use, conservation restriction assessments and discretionary easements. If a municipality has had a full revaluation, cyclical revaluation or statistical update as defined by Rev 601.16, 601.24 or 601.40, a ratio of 100.0 is used.



The difference between the local assessed value of the land and the equalized value equals the DRA adjustment for current use, conservation restriction assessments and discretionary easements.

Category 3: The total modified local assessed value of public utilities, as defined by RSA 83-F is equalized by the 2020 equalization ratio. The value of public utilities is not added into the "Total Equalized Value Not Including Utility Value or Equalized Railroad Taxes."

**EQUALIZED ASSESSED VALUATION:** The sum of the "modified local assessed valuation" plus the inventory adjustment. The equalized assessed valuation represents the equalized value of all "taxable" properties in a municipality.

**PAYMENT IN LIEU OF TAXES:** The equalized value for payments received in lieu of taxes includes State & Federal Forest Land Reimbursements, Recreation Land Reimbursements, Flood Land Reimbursements, and others.

**RAILROAD TAX:** The equalized value for monies received from the railroad tax. This figure is not included in the "Total Equalized Valuation Not Including Utility Values and Equalized Railroad Taxes."

**TOTAL EQUALIZED VALUATIONS INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES:** The sum of the equalized assessed valuation, the equalized value of payments in lieu of taxes and the equalized value of the railroad tax monies.

The Total Equalized Valuation including the value of utilities and equalized value of railroad monies reimbursed to municipalities represents the equalized value of all property in a municipality including utilities and will be used to:

- Apportion county taxes for the 2021 tax year;
- Calculate state reimbursements, and;
- Apportion cooperative school taxes for the 2021 tax year;

**TOTAL EQUALIZED VALUATIONS NOT INCLUDING UTILITY VALUE AND EQUALIZED RAILROAD TAXES:** The sum of the equalized assessed valuation and the equalized value of payments in lieu of taxes.

The 2020 "total equalized valuation not including utility and equalized value of railroad monies reimbursed to municipalities" will be used to apportion the state education property tax for the tax year 2022. The 2019 total equalized valuation not including utilities and the value of railroad monies reimbursed to municipalities will be used to apportion the state education property tax for the tax year 2021.

**ADJUSTMENT RSA 31-A SHARED REVENUES:** The equalized value of monies received from the shared revenues distributed pursuant to RSA 31-A. These values are NOT part of the "Total Equalized Valuation" of a municipality (RSA 21-J:3 XIII change eff. 2002). Meals and Rooms Tax revenues distributed to municipalities pursuant to RSA 78-A:26 are not equalized and, therefore, are not included in this amount. *RSA 31-A has been suspended for the biennium ending June 30, 2021 as provided by Chapter Law, 2017, 156:86) Therefore, no monies were equalized.*

**BASE VALUATION FOR DEBT LIMITS - RSA 33:4-b:** The sum of the equalized assessed valuation plus the equalized valuation of the shared revenues. The base valuation for debt limits is used to determine a municipality's, school district, or village district's bonding capacity. This figure is provided to municipalities, banks, bonding companies, and other interested parties who request a "Base Valuation for Debt Limit Certificate."

**TOTAL EQUALIZED VALUATION:** The total equalized valuation for each municipality does not include the equalized value of monies received from shared revenues. The base valuation for debt limit, however, does include the equalized value of monies received from shared revenues.

**% PROPORTION TO COUNTY TAX:** The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the county comparing each municipality's total equalized value to the total equalized value of the county.

**% PROPORTION TO STATE TAX:** The percentage of proportion to \$1,000 of tax that is to be allocated to each town within the state by comparing the town's total equalized value to the total equalized value of the state.

**LOCAL TAX RATE:** The actual tax rate as calculated by the Department of Revenue Administration, Municipal and Property Division. The tax rate includes the municipal, county, local school and state education property tax rates.

**EQUALIZATION RATIO:** The 2020 equalization ratio as determined by a ratio study conducted by the Department of Revenue Administration's equalization staff. As a rule, the municipality's weighted mean ratio point estimate calculated to a tenth of 1% will be used to adjust the municipality's modified local assessed valuation.

If there were insufficient sales and/or it is determined that the weighted mean does not accurately reflect the level of assessment in a municipality, another ratio may be used.

**FULL VALUE TAX RATE:** The 2020 gross local property taxes to be raised as reported by the Department of Revenue Administration, Municipal & Property Division, divided by the total equalized valuation including utility values and equalized railroad taxes. This figure represents the estimated tax rate for a municipality if all the taxable property was assessed at 100% and includes the equalized value of properties for which a payment in lieu of property taxes is made.

### **APPEAL OF TOTAL EQUALIZED VALUATION**

Municipalities were sent their 2020 Notification of Total Equalized Valuations on **April 21, 2021**.

Per RSA 71-B:5, II, any municipality aggrieved by the total equalized valuation as determined by the DRA must appeal to the Board of Tax and Land Appeals in writing **within 30 days of the town's notification** of the municipality's total equalized valuation.

The appeal period is not extended due to any communication, either verbal or written, between the DRA and a municipality regarding the total equalized valuation.

### **ASSESSING STANDARDS BOARD – RSA 21-J:14-a**

The duties of the Assessing Standards Board (ASB) included:

- Review the procedures of the prior year's ratio studies conducted by the Department of Revenue Administration;
- Establish procedures for improving the ratio studies for the forthcoming property tax year;
- Develop standards for equalization; and
- Review, revise and approve the equalization manual published by the Department of Revenue Administration.

### **MUNICIPAL & PROPERTY DIVISION MONITORING STAFF**

The Municipal & Property Division staff plays an active role working with towns on their ratio studies. Some of the services they provide include:

- Training municipal officials to data enter the assessment information electronically;
- Reviewing the sales information with municipalities prior to the ratio setting process; and
- Explaining the meaning and significance of the statistics resulting from the ratio study process.

### **“STATEWIDE EDUCATION PROPERTY TAX” WARRANT - RSA 76:8**

Each municipality was sent a “statewide enhanced education tax” warrant for the tax year 2021 before December 15, 2020. The new 2020 total equalized valuation figures do not affect the warrant amounts because they were calculated using the 2019 total equalized values without utilities.

**DRA WEBSITE** - <http://www.nh.gov/revenue> Subcategories: NH Icon, Municipal & Property Division, Equalization, and choose Tax Year

The following items are available on the DRA website:

- Assessment Report - exemptions & tax credits for each municipality
- Blind Exemption Report
- Coefficient of Dispersion (COD) List
- Comparison of Full Value Tax Rates
- Current Use Report
- Debt Limit
- Elderly Exemption Report – Taxes Lost
- Equalization Survey including Utilities
- Equalization Survey not including Utilities
- Equalization Manual
- Median Ratio List
- Price Related Differential (PRD) List
- Property and Exclusion Codes
- Equalization Ratio List (Weighted Mean)
- Tables by County
- Veteran's Tax Credit Report

The 2020 Equalization Survey and associated reports should be completed and placed on the web by June 15, 2021. We invite you to take the opportunity to browse the website. Please let us know if you have any suggestions for documents you would like put on the website.

**THANK YOU**

I would like to take this opportunity to thank you for your cooperation with this year's equalization study and to invite you to make suggestions or express concerns regarding the equalization process. Questions regarding the equalization process in general or how specific numbers were calculated; please feel free to contact this office at 230-5950.



**TOWN OF NORTHWOOD, NEW HAMPSHIRE**

**Board of Selectmen**

818 First New Hampshire Turnpike, Northwood NH 03261  
(603)942-5586 Ext. 2020 Facsimile: (603)942-9107  
wjohnson@town.northwood.nh.us

May 11, 2021

**Merideth Petz**

Paralegal  
Global Partners LP  
800 South Street, Suite 500  
Waltham, MA 02453

Re: Application for Liquor License for Off-Premises Sales of Alcohol, 546 First NH Turnpike

The use is permitted by zoning and the current site plan; the Board of Selectmen supports the issuance of the license.

Hal Kreider, Chairman  
Northwood Board of Selectmen

# Town of Northwood Deliberative Session (2021)

## Moderator: Keith McGuigan

Unless changed by the voters present at the meeting, the following processes / procedures will be used in our deliberative sessions:

### I. COVID Contingencies

1. All who enter the building must pass a health screening and a temperature check prior to entering.
2. Cloth or surgical masks are required to be worn over the mouth and nose for the entire duration of the meeting, even when speaking.
  - a. Bandanas, neck-gaiters and vented masks are not sufficient.
  - b. Disposable surgical masks will be available for use if a participant does not have one.
3. All members (other than household members) must be seated at least 6 feet apart from other members.
4. An alternative area will be available for those who do not pass the health screening or cannot wear a mask.
5. Due to capacity issues, secondary locations in the building will be available for members to attend the meeting.
6. Members in all secondary or alternative areas will be able to view and participate in the meeting by voting and commenting, though through a proxy assigned by the moderator.
  - a. Consider being prepared with comments in writing

### II. Participants

1. Every person who wishes to participate in the meeting must be a registered voter, be checked in and have a ballot sheet.
2. If requested by a registered voter, Individuals who are not registered voters may also speak, but only to provide information / expertise.

### III. Participant Interaction

1. No one speaks unless he / she has the floor
2. No one may have the floor without being recognized by the moderator
  - a. The ONLY exception to the above is to raise a Point of Order
3. Every speaker must use a microphone when he / she speaks
4. For the benefit of the Moderator and the Body, the Speaker must clearly state name before speaking
5. All speakers must remain "on topic" and address comments to the Moderator
6. Everyone gets a chance to speak before someone gets to speak a second time
  - a. When speaking a second time, you are expected to raise new points / provide new info
    - i. You will lose the floor if needlessly repetitive
7. One may not make comments AND move to end discussion on the same turn
8. All speakers must be courteous
  - a. Personal attacks or inappropriate language will not be tolerated
9. The Moderator will have disorderly people be removed from the meeting

## Town of Northwood Deliberative Session (2021)

### Moderator: Keith McGuigan

#### IV. Meeting Agenda and General Process

1. Primary purpose of the meeting is to consider all the Articles on the Warrant
2. Order of consideration is based on the order of the Articles in the Warrant, unless modified by the body
3. We will follow a simplified meeting process – Move, Discuss, (Amend), and Vote
  - a. One amendment at a time; no amendments to amendments or other complications

#### V. Other Meeting Rules / Procedures

1. Voting will be by show of the full ballot sheet
  - a. On close votes Moderator will request a count
2. Voting by secret ballot may be requested on any vote
  - a. Request must be in writing and signed by 5 voters who are present
  - b. Request must be received prior to the end of discussion
3. So there is no perception that the Moderator might be favoring one side or another, the Moderator will not vote on any non-secret ballots and will only vote as part of the body if there are secret ballots, or to make or break a tie.
4. By majority vote, the body can overrule any decision by the Moderator
  - a. Begin process to do so by raising a Point of Order
5. If there is something you do not understand about how the meeting is being conducted, please ask
6. If there is something you want to accomplish but do not know how, please ask

#### VI. Process for each Article

1. Moderator will announce each Article and then read the Article
2. Moderator will recognize the Party responsible for the article
  - a. Responsible Party will make motion to “Place article on ballot as written / read”
  - b. Expect Responsible Party to second the motion
3. Maker of the motion will have first opportunity to speak / make presentation (3 minute limit waived)
4. Article will then be open for discussion to all
  - a. All questions / comments directed to the Moderator
  - b. The Moderator will identify who responds to questions
  - c. If requested by a registered voter, non-resident officials / experts will be allowed to speak
    - i. However, they are only to provide information / expertise – no opinions
  - d. Unless specified by the Moderator, speaking time will be limited to ~ 3 minutes
    - i. If speaking a second time, you are expected to make new point / raise new question
5. Similar process for Amendments
6. At end of discussion / amendments, Moderator will call for a vote
  - a. Vote will be to place Article on the ballot *as written / read OR as amended*

## **Town of Northwood Deliberative Session (2021)**

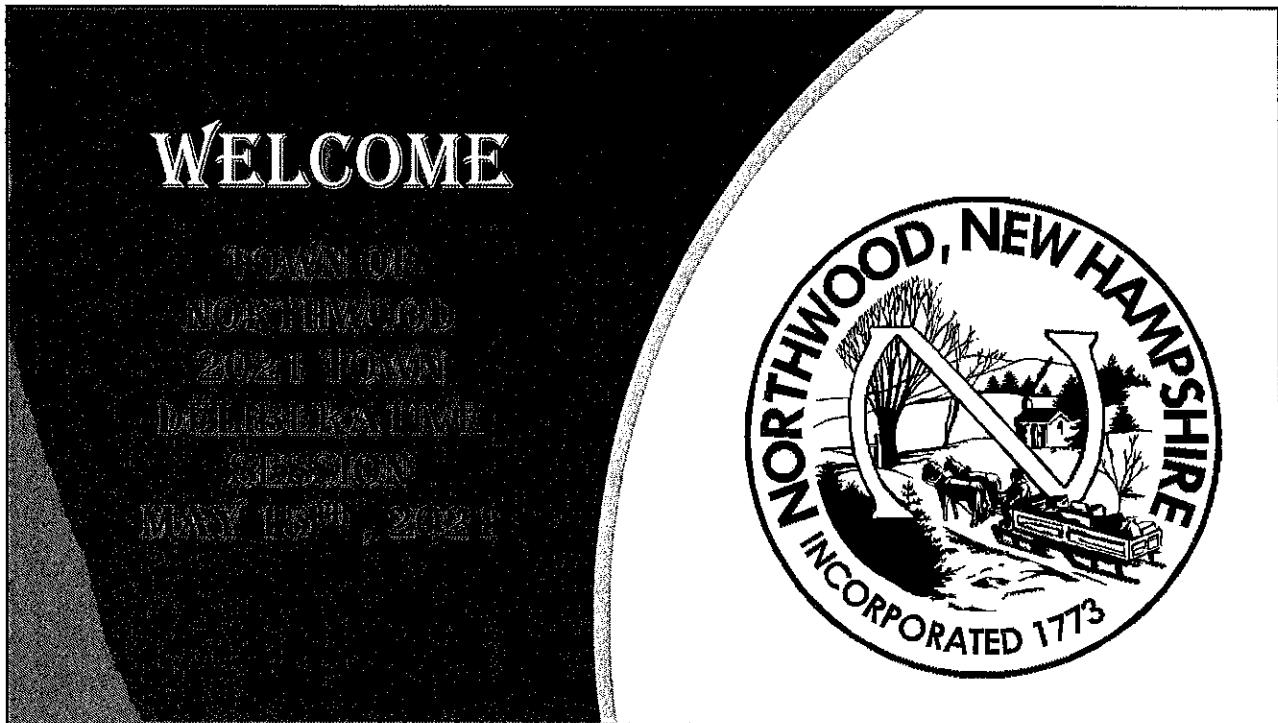
**Moderator: Keith McGuigan**

### **VII. Other Points Regarding Articles**

1. Motions regarding reconsideration of an Article can only be made after the final vote on an Article
2. RSA's that restrict amendments to articles
  - a. Fair notice to voters; cannot add, change eliminate purpose of an Article - RSA 39:2
  - b. Can amend \$ amount – RSA 40:13 IVc
  - c. DRA has authority to delete an appropriation not made in accordance to State statutes
3. Secret ballots may be requested on any article while the article is in process
  - a. Request must be in writing and signed by at least 5 petitioners who are physically present

### **VIII. Additional Meeting Information / Requirements**

1. Meeting Presentations by Voters
  - a. Some meetings will equipped for the projection of Articles,
  - b. If so, Voters may also use projector for presenting their information when speaking
    - i. Presentations must be submitted to the Moderator at least 7 days in advance
    - ii. Presentations must be compatible with all meeting equipment and software
  - c. Unless voted by the body, standard time limits for speaking will apply
2. Literature / Handouts may be provided at the meeting by Voters
  - a. Handouts from voters cannot be placed in the same area as the Governing Body's information
  - b. The Voter(s) responsible for the literature must be clearly identified on the handout
  - c. Personal attacks or inappropriate language / info will not be tolerated
  - d. Handouts not meeting the criteria above will be removed by the Moderator



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## 2020 TOWN REPORT DEDICATION ROBERT E. "BOB" YOUNG

Whether you have known Bob for many years or are new to town, we want to share with you a glimpse into Bob's past public service:

- Selectman from 1989-1991 and 1993-1995.
- Assistant moderator both in the past and again in recent years.
- As Emergency Management Director along with town officials designed safe facilities and procedures for safe voting during the pandemic and has provided vital covid information and guidance to town officials and the public daily throughout the pandemic.
- With John Jacobsmeyer and Arthur Slade formed the Village of Northwood Ridge Water District in 1986 and because of their efforts over 50 homes, Northwood School, and the Ridge Fire Station are currently supplied with clean and safe water.
- Taught Chemistry at Coe-Brown Academy for 30 years and served as department head at the time as Science Curriculum Coordinator.
- Coached the Math Team
- Formed the C-Best club for students interested in law enforcement, firefighting and ambulance service.
- AND MUCH MORE!

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## ARTICLE 4: OPERATING BUDGET

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **Three Million Nine Hundred Sixty-Two Thousand and Sixty Dollars (\$3,962,060)**. Should this article be defeated, the default budget shall be **Three million seven hundred three thousand sixty-six dollars (\$3,703,066)** which is the same as last year, with certain adjustments required by previous action of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. **(Tax Impact Net of estimated revenue \$3.54.) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget Committee 14 - 0)**

*This article is the operating budget for the town. It contains funding for all departments and services. The FY21 budgets represents an approximately 7% increase over the previously adopted budget from 2020 with certain adjustments. It reflects the need to play catch-up following two years of default budgets. Item included in the increase include higher benefit costs for town employees including a significant increase in the employee's share of the retirement system contribution and health insurance as well as increases in wages to be competitive in the workforce marketplace. There are also significant increases due to solid waste disposal, changes in employee positions and additional hours for part-time firefighters.*

3

## 2020 VERSUS 2021 APPROPRIATIONS

YEAR OVER YEAR APPROPRIATIONS ANALYSIS					
			2020 Actual		2021 Proposed
Total Appropriations			\$ 4,702,677.00	*	\$ 4,926,933.00
Net Revenue			\$ (1,937,566.00)		\$ (1,807,212.00)
Fund Balance Voted			\$ (79,505.00)		\$ (278,391.00)
Fund Balance to Reduce taxes			\$ -		\$ (295,000.00)
Net Appropriations			\$ 2,685,606.00		\$ 2,546,330.00
* Includes operating budget and approved warrant articles					
** Includes proposed operating budget and warrant articles					

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## 6 YEAR FUND BALANCE MANAGEMENT PLAN

4/21/2021							
Town of Northwood							
Unrestricted Fund Balance Management Plan 2021 - 2027							
Policy: 6% of the total of the town, school, and county appropriations							
Fiscal Year	Est. Appropriations	Est. UFB as of 12/31	Est. Policy Amount	Est. UFB Available **		Estimated Retained Earnings ***	
2020	\$ 13,960,647.00 (actual)	\$ 2,522,051.00 (actual)	\$ 837,632.00	\$ 1,684,429.00		\$ 2,522,061.00	
2021	\$ 14,658,679.35 (+5%)	\$ 2,522,061.00	\$ 879,520.76	\$ 1,642,540.24	\$ 477,000.00 *	\$ 2,045,061.00	\$ 150,000.00
2022	\$ 15,391,613.32 (+5%)	\$ 2,195,061.00	\$ 923,496.80	\$ 1,271,564.20	\$ 350,000.00	\$ 1,845,061.00	\$ 150,000.00
2023	\$ 16,161,193.98 (+5%)	\$ 1,995,061.00	\$ 959,671.64	\$ 1,025,389.36	\$ 350,000.00	\$ 1,645,061.00	\$ 150,000.00
2024	\$ 16,969,253.68 (+5%)	\$ 1,795,061.00	\$ 1,018,155.22	\$ 776,905.78	\$ 300,000.00	\$ 1,495,061.00	\$ 150,000.00
2025	\$ 17,817,716.37 (+5%)	\$ 1,645,061.00	\$ 1,059,052.98	\$ 575,998.02	\$ 300,000.00	\$ 1,345,061.00	\$ 100,000.00
2026	\$ 18,708,602.19 (+5%)	\$ 1,445,061.00	\$ 1,122,516.13	\$ 322,544.87	\$ 300,000.00	\$ 1,245,061.00	\$ 100,000.00
2027	\$ 19,644,032.29 (+5%)	\$ 1,345,061.00	\$ 1,178,641.94	\$ 166,419.06	\$ 150,000.00	\$ 1,195,061.00	\$ 100,000.00

Notes: \* Includes actual amounts plus the public safety land funds  
 \*\* Estimated Unrestricted Fund Balance delta between actual and policy amount.  
 \*\*\* Estimated total of unexpended funds and excess budgeted revenue

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## ARTICLE 4: OPERATING BUDGET

Shall the Town raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling **Three Million Nine Hundred Sixty-Two Thousand and Sixty Dollars (\$3,962,060)**. Should this article be defeated, the default budget shall be **Three million seven hundred three thousand sixty-six dollars (\$3,703,066)** which is the same as last year, with certain adjustments required by previous action of the town or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. **(Tax Impact Net of estimated revenue \$3.54.) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget Committee 14 - 0)**

*This article is the operating budget for the town. It contains funding for all departments and services. The FY21 budgets represents an approximately 7% increase over the previously adopted budget from 2020 with certain adjustments. It reflects the need to play catch-up following two years of default budgets. Item included in the increase include higher benefit costs for town employees including a significant increase in the employee's share of the retirement system contribution and health insurance as well as increases in wages to be competitive in the workforce marketplace. There are also significant increases due to solid waste disposal, changes in employee positions and additional hours for part-time firefighters.*

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## **ARTICLE 5: FIRE APPARATUS LEASE/PURCHASE**

To see if the Town will vote to raise and appropriate **Fifty-six thousand six hundred seventy-two dollars (\$56,672)** as the first payment on a 5-year lease/purchase agreement for a Tanker Truck with said funds to come from the Fire Rescue Vehicle Replacement Special Revenue Fund established for this purpose. If this article is defeated the vehicle must be returned and the town loses the \$300,000 down payment it has committed to spend. This purchase is in accordance with the Town's Capital Improvement Plan. **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This purchase was approved by the voters in 2020 in accordance with the Town's Capital Improvement Plan. Based on historical ambulance revenues, it is anticipated that on-going lease payments could be made using the Special Revenue Fund. If this article is defeated the vehicle must be returned and the town loses the \$300,000 down payment it has committed to spend.*

7

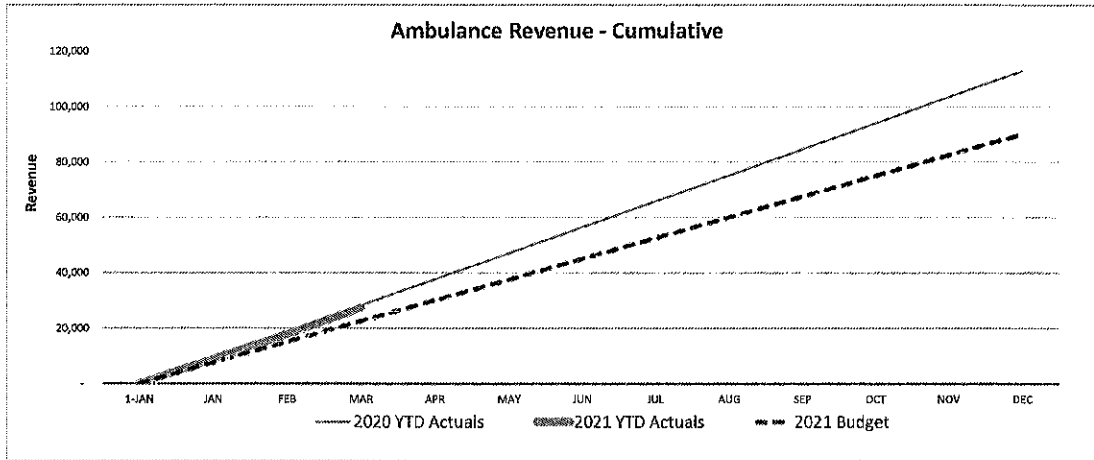
## **ARTICLE 6: AMBULANCE LEASE/PURCHASE**

To see if the Town will vote to raise and appropriate **twenty-six thousand two hundred twenty-five dollars (\$26,225)**, as the first payment on a 7 year lease/purchase agreement for an Ambulance with said funds to come from the Fire Rescue Vehicle Replacement Special Revenue Fund established for this purpose. If this article is defeated the vehicle must be returned and the town loses the \$100,000 down payment it has spent on it. This purchase is in accordance with the Town's Capital Improvement Plan. **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This purchase was approved by the voters in 2020 in accordance with the Town's Capital Improvement Plan. Based on historical ambulance revenues, it is anticipated that on-going lease payments could be made using the Special Revenue Fund. If this article is defeated the vehicle must be returned and the town loses the \$100,000 down payment it has spent on it.*

8

## AMBULANCE REVENUE - CUMULATIVE



9

## ARTICLE 7: COMMUNICATIONS EQUIPMENT PURCHASE

To see if the Town will raise and appropriate the sum of **thirty-three thousand dollars (\$33,000)** for the acquisition of communication equipment pursuant to the second year of the three-year Fire Department Mobile Communications Equipment Replacement Plan. The plan will replace all our portable and mobile radios over the three-year period. This purchase is in accordance with the Town's Capital Improvement Plan. **(Tax Impact \$0.05) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This is the second year of a three plan to replace all outdate portable and mobile radios for the police and fire departments. Year one of the plan was funded in 2020. This purchase is in accordance with the Town's Capital Improvement Plan*

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## NFD 3 YEAR MOBILE COMMUNICATIONS REPLACEMENT PLAN

NORTHWOOD FIRE DEPARTMENT RADIO COMMUNICATIONS 3 YEAR REPLACEMENT PLAN								
Item	Year	QTY	Cost Each	Total	Year	Qty	Cost Each	Total
Duel Head Radios	2020	2	\$2,737	\$5,474	2021	2	\$2,873	\$5,746
Single Head Radios	2020	2	\$2,124	\$4,248	2021	0	0	0
Vehicle Repeaters	2020	3	\$2,032	\$6,096	2021	2	\$2,134	\$4,268
Portable Radios	2020	8	\$1,416	\$11,328	2021	10	\$1,487	\$14,870
Pagers	2020	14	\$436	\$6,104	2021	6	\$458	\$2,748
Bank Chargers	2020	0	0		2021	2	\$1,200	\$2,400
Base Alerting	2020	0	0		2021	1		\$3,000
<b>Total</b>				<b>\$33,250</b>				<b>\$33,032</b>
Item	Year	QTY	Cost Each	Total				
Duel Head Radio	2022	2	\$3,017	\$6,034				
Single Head Radio	2022	0	0	0				
Vehicle Repeaters	2022	2	\$2,241	\$4,482				
Portable Radios	2022	12	\$1,561	\$18,732				
Pagers	2022	8	\$481	\$3,848				
Bank Chargers	2022	0	\$0	\$0				
Base Alerting	2022	0	\$0	\$0				
<b>Total</b>				<b>\$33,096</b>				

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## ARTICLE 8: EXPENDABLE TRUST FUND DEPOSITS

To see if the Town will vote to raise and appropriate the sum of **Ninety-six thousand three hundred and ninety-one dollars (96,391.00)**, to be placed in the following existing expendable trust funds created under RSA 31:19 - a. These amounts represent the amount of user fees deposited in the general fund in 2020 for these purposes, and the appropriation shall be funded by the withdrawal of the sum from the unexpended fund balance as of December 31, 2020. Current balance as of December 31, 2020: Cable \$63,478, Transfer Station \$98,291, and Cemetery: \$57,633.

<b>Cable</b>	<b>Transfer Station</b>	<b>Cemetery</b>
<b>Expendable Trust Fund</b>	<b>Expendable Trust Fund</b>	<b>Expendable Trust Fund</b>
<b>\$40,617.00</b>	<b>\$53,674.00</b>	<b>\$2,100.00</b>

**(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0)  
(Recommended by the Budget committee (14-0))**

*This article requests approval to deposit the 2020 proceeds from the above listed services into the expendable trust funds set up for their individual operation and maintenance.*

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## ARTICLE 9: VESTED BENEFIT EXPENDABLE TRUST FUND DEPOSIT

To see if the Town will vote to raise and appropriate the sum of **ten thousand dollars (\$10,000)** to be added to the Benefit Vested Time Expendable Trust Fund previously established. Current balance as of December 31, 2020: \$40,394. **(Tax Impact \$0.02) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*Vested Benefit Expendable Trust is for the accrued time earned by long term employees. When an employee leaves, their accrued time will get paid from the trust fund so as not to impact the operating budget. As of Dec. 31, 2020, the town's liability was \$88,400.*

13

## ARTICLE 10: HIGHWAY DUMP TRUCK LEASE/PURCHASE

To see if the Town will vote to raise and appropriate a sum of **Twenty-six thousand one hundred six dollars (\$26,106)** for the third year's lease payment of the seven-year lease/purchase agreement of a highway dump truck that was approved at the 2019 Town Meeting. If this is defeated the vehicle must be returned and the town loses all the money it has spent in prior years. The lease agreement contains an escape clause. **(Tax impact \$0.04) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article is for the third payment of the 7-year lease/purchase of the town's highway dump truck purchased in 2019. If this is defeated the vehicle must be returned and the town loses all the money it has spent in prior years.*

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## ARTICLE 11: HIGHWAY EQUIPMENT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **Eighteen thousand five hundred dollars (\$18,500)** to be deposited into the previously established Highway Equipment Capital Reserve Fund. Current balance as of December 31, 2020: \$107,417. **(Tax Impact \$0.03) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article deposits funds into the Highway Capital Reserve Fund. This fund is used for payment of equipment and/or vehicle leases and is intended to accrue until needed to avoid fluctuations in the annual appropriations and reduce the amount of funds that need to be financed at the time of purchase.*

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## ARTICLE 12: POLICE EQUIPMENT CAPITAL RESERVE FUND

To see if the Town will vote to raise and appropriate the sum of **Six thousand dollars (\$6,000)** to be deposited into the previously established Police Equipment Capital Reserve Fund. Current balance as of December 31, 2020: \$17,125. **(Tax Impact \$\$0.01) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article deposits funds into the Police Equipment Capital Reserve Fund. This fund is used to offset costs to purchase police equipment which helps to minimize operating budget spikes.*

16

## ARTICLE 13: LAGOON MAINTENANCE AND REPAIR EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **five thousand six hundred and eighty-one dollars (\$5,681)**. to be placed in the Lagoon Maintenance and Repair Expendable Trust Fund and to fund this appropriation by authorizing the withdrawal of that amount from the Lagoon Special Revenue Fund held by the Northwood Treasurer. Current balance as of December 31, 2020: \$118,027 **(No Tax Impact) (Majority vote required) (Recommended by the Board of Selectmen 4-0) (Recommended by the Budget Committee 14-0)**

*This article is to allow the deposit of user fees into the Lagoon Expendable Trust fund. These funds are used for state licensing and monitoring of the lagoon, as well as the fees for the consultant to do the required testing of the lagoon.*

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## ARTICLE 14: DISCONTINUE BICENTENNIAL COMMITTEE TRUST FUND

To see if the Town will vote to discontinue the Bicentennial Committee Trust Fund created in 1974 since the purpose was accomplished and the funds cannot be used for any other purpose. Said funds, with accumulated interest to date of withdrawal are to be transferred to the municipality's general fund. Estimated balance \$8,400 as of December 31, 2020. (Majority vote required) **(Recommended by the Board of Selectmen 5-0)**

Since the posting of the warrant it's been discovered this trust fund was intended to be perpetual for the benefit of improvements to the Town Parade including repair and maintenance of flagpole, yearly replacement of trees, shrubbery, and the repair and maintenance of furniture and fixtures in Town Hall. This fund was created by the Bicentennial Committee with funds raised from the Bicentennial and therefore so named. We propose the following amendment to the article:

**Amendment:** To see if the Town will vote to continue the Bicentennial Committee Trust Fund and not transfer the said funds with accumulated interest to the municipalities general fund. **(Recommended by the Board of Selectmen 5-0)**

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## ARTICLE 15: NORTHWOOD'S 250TH ANNIVERSARY EXPENDABLE TRUST

To see if the Town will vote to raise and appropriate the sum of **eight thousand four hundred dollars \$8400 see prior article**) to be deposited into the 250th Anniversary Expendable Trust Fund to support efforts to recognize the Town's 250th Anniversary in 2023, said funds to come from the unassigned fund balance as of December 31, 2020. **(Tax Impact zero) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

**Amendment:** To see if the Town will vote to raise and appropriate the sum of **eight thousand four hundred dollars \$8400 see prior article**) to be deposited into the 250th Anniversary Expendable Trust Fund to support efforts to recognize the Town's 250th Anniversary in 2023, said funds to come from the unassigned fund balance as of December 31, 2020. **(Tax Impact zero) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*Deposits into this trust fund will be used for the town to recognize our 250<sup>th</sup> anniversary in year 2023. By making deposits each year, the cost for the celebration will not impact our future budgets when needed.*

19

## ARTICLE 16: HIGHWAY DEPARTMENT BACKHOE LEASE/PURCHASE

To see if the Town will raise and appropriate the sum of **twenty thousand two hundred ninety-seven dollars and seventy-nine cents (\$20,297.79)** for the fourth of five yearly payments for the lease/purchase of the backhoe. This lease agreement was approved in 2018 and does contain an escape clause so if the article is defeated the vehicle must be returned and all prior expenditures will be lost. **(Tax Impact \$0.03) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article is for the fourth payment of the five-year lease/purchase of the town's highway backhoe purchased in 2018. If the article is defeated the equipment must be returned and all prior expenditures will be lost.*

20

## **ARTICLE 17: ROAD RECONSTRUCTION & RESURFACING/PAVING AND DITCHING**

To see if the Town will vote to raise and appropriate the sum of **One Hundred Fifty Thousand Dollars (\$150,000)** to be used for the construction, reconstruction, paving, and ditching and/or resurfacing of town roads, and the refurbishing of ditches and culverts as recommended by the Highway Advisory Committee. This would include Town Road Projects including paving Bigelow Road, culvert work on Harmony Hill, etc. **(Tax Impact \$0.22) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget committee 12-0)**

*These funds enable the town to complete road projects including paving Bigelow Road, culvert work on Harmony Hill. Due to concerns with the economy and minimizing the impact to property taxes, this amount versus higher amounts raised in prior years will be a step backwards in terms of staying on schedule with the Town's road plan.*

21

## **ARTICLE 18: AQUATIC INVASIVE SPECIES PREVENTION EXPENDABLE TRUST FUND**

To see if the Town will raise and appropriate the sum of **seven thousand dollars (\$7,000)** to be deposited into the previously established Aquatic Invasive Species Prevention Expendable Trust Fund. Current balance as of December 31, 2020, is \$3,260. **(Tax Impact \$0.01) (Majority vote required) (Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article deposits funds into an expendable trust fund used to help prevent invasive species from entering our lakes and ponds that currently do not have invasive species.*

22

## ARTICLE 19: AQUATIC INVASIVE SPECIES TREATMENT AND CONTROL

To see if the Town will vote to raise and appropriate the sum of **Twelve Thousand Dollars (\$12,000)** to be deposited into the previously established Aquatic Invasive Species Treatment and Control Expendable Trust Fund. Current balance as of December 31, 2020 is \$300. **(Tax Impact \$0.02) (Majority vote required)**  
**(Recommended by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article deposits funds into an expendable trust fund used to control and treat lakes and ponds that currently have an invasive species problem.*

23

## ARTICLE 20: TERRESTRIAL INVASIVE SPECIES EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of **Five Thousand (\$5,000)** to be deposited into the previously established Terrestrial Invasive Species Expendable Trust Fund. Current balance as of December 31, 2020 is \$1. **(Majority vote required) (Tax Impact \$0.01) (Recommended by the Board of Selectmen 5-0)**  
**(Recommended by the Budget Committee 14-0)**

*This article deposits funds into an expendable trust fund that will be used to control and treat invasive species on land such as the Emerald Ash Borer.*

24

## ARTICLE 22 CONTINUED

*This article is the first important step in addressing the significant deficiencies at the existing police station and both the Narrows and Rt. 4 Ridge fire stations. By establishing this fund, the Select Board, with guidance from the public safety facility committee, will have the opportunity to explore the suitability of potential available building sites as they become available and purchase any site that meets the needs of the department members and the community. An open house tour of the existing facilities is not possible at this time due to Covid 19 pandemic, but a video tour has been created and is available in the Town website and Facebook page. Please take a moment to view it.*

27

## ARTICLE 23: ESTABLISH AN INFORMATION TECHNOLOGY CAPITAL RESERVE ACCOUNT

To see if the Town will vote to establish a capital reserve fund for the purpose of purchasing information technology equipment both hardware and software for town departments, and to raise and appropriate the sum of **Twenty-three Thousand Six Hundred Dollars (\$23,600)** to be deposited in said fund and further to appoint the Board of Selectmen as agents to expend from said account without further authorization. Said amount to come from the unassigned fund balance as of December 31, 2020. 9 **(No tax impact). Majority vote required. (Recommend by the Board of Selectmen 5-0) (Recommended by the Budget Committee 14-0)**

*This article will establish a capital reserve account with the Selectmen as agents to expend that will allow for the management of annual upgrades to the Town's hardware equipment and software and prepare the Town to cover unforeseen emergency repairs and replacement of equipment and software without impacting the annual operating budgets.*

28

## ARTICLE 24: CABLE EXPENDABLE TRUST FUND

To see if the Town will vote to expand the purposes of the Cable Expendable Trust Fund established in 2000 from "creating, maintaining, and upgrading a broadcast system" to include paying costs for improving communications to Town citizens from Town's Boards, Committees, and Departments. Said improvements to include but not limited to e-mail communications, message signage, newsletters, etc. **2/3 vote required. Recommended by the Board of Selectmen (5/0)**

*This article will allow the Selectmen the ability to better utilize the revenue received from the cable franchise fees by allowing for the funds be used to expand and improve the communications with the community by more contemporary options available today including virtual means and traditional means.*

29

## ARTICLE 25: ESTABLISH A ROAD IMPROVEMENT EXPENDABLE TRUST FUND

To see if the Town will vote to establish a Road Improvements Expendable Trust Fund for improvements to Town roads including but not limited to paving, installing, and replacing culverts, ditching, grading, and full reconstruction, etc. and to raise and appropriate the sum of **One Hundred and Fifty Thousand Dollars (\$150,000)** to be placed in said fund and further to name the Board of Selectmen as agents to expend from said fund without further authorization. Said amount to come from the unassigned fund balance as of December 31, 2020. Said funds will be used for road improvement projects as outlined in the Town's Road Surface Management Plan and for emergency road repairs as they arise. **(No Tax Impact) (Recommended by the Board of Selectmen (5-0) (Recommended by the Budget Committee (13-1)**

*The creation of a road improvement expendable trust fund will provide the supplementing the annual appropriation from taxation which will allow for additional road projects to be completed during financially difficult budget years. This fund will also be available to cover the cost of unanticipated emergency road repairs without impacting the scheduled capital projects or the operating budget. Funding for this account will come from the unexpended highway funds in the unrestricted fund balance so there will be no tax impact.*

30

## ARTICLE 26: MODIFY THE ELDERLY EXEMPTIONS FROM PROPERTY TAXES

Shall the town, in accordance with RSA 72:39-a and 72:39-b, modify the elderly exemptions from property taxes, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 75 years, \$113,620; for a person 75 years of age up to 80 years \$162,500; for a person 80 years of age or older \$211,250. If approved, these amounts will be effective as of April 1, 2021. **(Majority vote required).**  
**Recommended by the Board of Selectmen**

**Amendment:** Shall the town, in accordance with RSA 72:39-a and 72:39-b, modify the elderly exemptions from property taxes, based on assessed value, for qualified taxpayers, to be as follows: for a person 65 years of age up to 74 years, \$113,620; for a person 75 years of age up to 79 years \$162,500; for a person 80 years of age or older \$211,250. If approved, these amounts will be effective as of April 1, 2021. **(Majority vote required).**  
**Recommended by the Board of Selectmen**

*In order to keep our elderly exemptions relevant with today's significant increase in property values, the Select Board is proposing to increase the elderly exemptions for qualified property owners. If approved, this change will impact slightly the property taxes of other property owners. The current exemptions are as follows: age 65 to 74 is \$87,400, age 75 to 79 is \$125,000 and age 80+ is \$162,500.*

31

## ARTICLE 27: OTHER BUSINESS

To transact any other business that can legally come before this meeting.

32

## SESSION 2 - VOTING DAY

- DATE: TUESDAY JUNE 8, 2021
- TIME: 7AM TO 7PM
- LOCATION: NORTHWOOD ELEMENTARY SCHOOL

Thank you!

**Walter Johnson**

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**From:** Kim Mitzel <kmitzel61@gmail.com> on behalf of Kim Mitzel  
**Sent:** Thursday, April 29, 2021 10:04 AM  
**To:** wjohnson@town.northwood.nh.us  
**Subject:** Harvey Lake Lake Host Program  
**Attachments:** lake host report 2020.docx

Dear Mr. Johnson:

I would like to introduce myself as the Lake Host Coordinator and secretary of the Harvey Lake Watershed Association. Our group was founded in 2003 by former Lake resident Doris Entwisle with the mission of preserving the water quality of Harvey Lake. Throughout the years, our membership has grown to about 50 households representing the various neighborhoods around the lake. This includes Coe Brown Academy and residents, both year-round and seasonal, on First N.H. Turnpike, Harmony Road, and the private roads that comprised the former Harvey Lake Estates.

Our association maintains a web page at [www.harveylake.com](http://www.harveylake.com) and a Facebook page at <https://www.facebook.com/Harvey-Lake-Watershed-Association-267180680055183>.

The Harvey Lake Watershed Association has been a member of the NH LAKES since our founding in 2003. This year makes the 18<sup>th</sup> year that the association will participate in the Lake Host Program. We have employed many town residents, including many students from Coe Brown Academy, during those years as we protect Harvey Lake from aquatic invasive species and mentor the next generation of lake stewards.

Our watershed association has not asked the town for funds for the Lake Host program in the past because we made do with the annual grant received from NH Lakes. We have also, in some years, supplemented the program with our volunteer labor and money from own treasury.

Last year, we received \$1,750 from NH Lakes for our program. This year, NH LAKES grant money eligibility - which is linked to the number of boat inspections done at the launch in 2020 – has been reduced to \$1,000. Many New Hampshire lakes experienced an increase in use last year, and our hosts were on a normal tract with about 70 inspections. (see attached annual report)

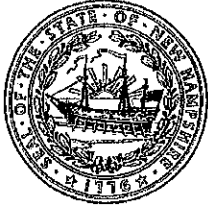
Because the number of inspections was under 100 at Harvey Lake, we qualified for \$1,000 in 2021. The deterioration of the town-owned launch is a major reason why the boat traffic is so low. I encourage you to take a ride down to view it. Take Harvey Lake Road to the second left on Ash Street. Then turn right at the end, and bear to the left at the fork. The launch will be on your left.

This year, we have decreased grant money to work with, an increase in hourly wages, and three Lake Hosts ready to get started before Memorial Day. Given our close proximity to two milfoil-infested waterbodies, Northwood Lake and Lake Pawtuckaway, this is a cause for concern. The most boat traffic occurs from May to the end of July. By the middle of August, the water level is so low due to the dam breach that usage slows to mostly kayaks and canoes. They still require inspections, but these watercraft are less apt to carry invasive species.

Krystal Costa Balanoff is in a unique position in that she is a member of our association and serves as the NH LAKES Conservation Program Coordinator in charge of the Lake Host program for the entire state. Her letter to you requesting assistance was greatly appreciated.

Had I known Selectmen were to discuss her letter and request for financial assistance, I would have joined the Zoom meeting on April 27 to clarify any misunderstandings. I sincerely hope that you are able to offer us assistance this year and in the future to preserve our little gem of a lake. Thank you for your consideration.





STATE OF NEW HAMPSHIRE  
 Department of Natural and Cultural Resources  
 Division of Parks and Recreation  
 Bureau of Trails

**GRANT-IN-AID PROJECT PERMISSION FORM**

In order to receive Grant-In-Aid funding from the Bureau of Trails, all projects proposed on State of New Hampshire, United States Government, Town, or private property must have approval by the landowner or land manager.  
 This form is to be completed and submitted WITH a club's GIA Application for grant funding for proposed projects.  
 Grant approval by the Bureau of Trails DOES NOT constitute consent by a landowner/land manager for any work to be done.

Club Name: NORTHWOOD CRANKPULLERS Current Date:      /      /       
 GIA Proposed Project Number:            (P1, P2, P3, etc.)

STATE OF NEW HAMPSHIRE PROPERTY       UNITED STATES GOVERNMENT PROPERTY  
 TOWN PROPERTY (attach minutes of approval meeting)

LANDOWNER: \_\_\_\_\_

LANDOWNER examples: NH Forest and Lands, NH Parks and Recreation, NH Water Resources, NH Fish and Game, US Forest Service, US Army Corps of Engineers, Town of Millsfield, City of Concord.

CONTACT PERSON: \_\_\_\_\_  
 CONTACT PHONE #: \_\_\_\_\_  
 CONTACT EMAIL: \_\_\_\_\_  
 PROJECT PROPERTY ADDRESS: \_\_\_\_\_

I hereby give permission to the above named club to perform work related to the above project on this property.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Signature Date

**PRIVATE PROPERTY**

LANDOWNER: \_\_\_\_\_

CONTACT PERSON (if not landowner): \_\_\_\_\_  
 LANDOWNER/CONTACT PHONE #: \_\_\_\_\_  
 LANDOWNER/CONTACT EMAIL: \_\_\_\_\_  
 PROJECT PROPERTY ADDRESS: \_\_\_\_\_

I hereby give permission to the above named club to perform work related to the above project on this property.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Signature Date

NEW HAMPSHIRE CODE OF ADMINISTRATIVE RULES -#7238, eff 5-1-00

**Res 8403.03 Landowner Permission.**  
 All political subdivisions and clubs seeking Grant-In-Aid for trail construction or maintenance shall obtain written landowner permission. Written permission shall not be required for winter grooming projects, provided that the trail administrator verifies by signing the grant application, that permission has been received.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Town of Northwood													Updated 05/07/2021
2	Select Board and Administration Task Manager													
3			Priority			Due		Revised						
4	Date Listed	Task	Level	Assignee(s)	Date	Date	Status	Notes						
5														
6	12/15/2020	Deliberative Session	High	WJ/BoS/Mod	1/30/2021	5/15/2021	in process	to be held in person at Elementary School						
7														
8	1/5/2021	Review of Town Policies and Ordinances	Medium	BoS/WJ	9/1/2021		in process	review during each BoS meetings beginning 03/15/2020 until complete						
9														
10	1/5/2021	Sale or Auction of Available Town Owned Property	High	WJ/BoS	6/15/2021		in process	determine status and confirm list w/BoS, ConCom, Rec Commission						
11														
12	1/15/2021	Hire New Rec Director	Medium	WJ/BoS/Rec Com	5/15/2021		Completed	search to begin prior Town Meeting and subject to status of pandemic						
13														
14	1/15/2021	FY 20 Audit	Medium	WJ/CE	7/1/2021	6/1/2021	in process	field work completed						
15														
16	1/15/2021	Update and Improve Town Website	Medium	WJ	7/1/2021		in process	meeting scheduled with host/design company on 4/29						
17														
18	1/15/2021	Cable TV Franchise Agreement Renewal Process	low	WJ/Bos/Atlantic	12/31/2023		in process	joined consortium to negotiate, first meeting 3/31/21						
19														
20	1/15/2021	Review and Update Personnel Policy	High	WJ/BoS	4/15/2021	6/1/2021		Have current policy reviewed by legal for compliance & w/BoS for updates						
21														
22	1/25/2021	Update Wage Scale	High	WJ/BoS/CE	4/15/2021	6/1/2021		Update wage Grade and Step scale						
23														
24	2/3/2021	Review/ Update Internal Control Polices for Finance	High	WJ/CE/PA	3/8/2021	5/15/2021	in process	adjust as needed with auditors input						
25														
26	2/4/2021	Hire Building Inspector/Code Enforcement Officer	High	WJ/BoS	4/1/2021	5/1/2021	in process	begin posting notice to hire by 02/12/2021						
27														
28	2/4/2021	Complete New Road Surface Management System	High	WJ/CB/SCRPC	10/31/2021			process to begin in late spring/summer						
29														
30	2/18/2021	Renovate the Center School	Medium	WJ/Facility Com	10/31/2021			research grant funding, assess improvements needed, prepare for 2022						
31														
32	2/18/2021	Review Voter Guide and Deliberative Session Info	High	WJ/BoS	4/27/2021		in process	Revist and Update Warrant and Voter Guide						
33														
34	3/15/2021	Issue RFPs for Mowing, Building Repairs, Roads	High	WJ/CB/BoS	3/26/2021		in process	drafts to BoS on 3/23, bids due 4/09/21						
35														
36	3/9/2021	Annual Review of Town Investment Policy	High	WJ/SP/BoS	4/27/2021	5/25/2021		Review existing policy						
37														
38	3/9/2021	Public Hearing on New Building Permit Fees	Medium	WJ/CS/BoS	5/25/2021	6/22/2021		Proposed effective date of 9/1/2021						
39														
40	3/9/2021	Review and Update Cyber Security Protection	High	WJ/CE/Mainstay	4/15/2021	6/15/2021	in process	Review policies and practices, program protection, hardware status						
41														
42	3/9/2021	Review and Select New Financial Software Package	Medium	WJ/CE	8/1/2021		in process	subject to funding at TM, plan to convert 01/01/22						
43														
44	3/23/2021	Board Review of All Committees and Their Charges	High	WJ/BoS	5/30/2021	6/22/2021		determine if still needed, is charge/mission clear and accurate						
45														
46	4/13/2021	Organize a Conference of Committees	Medium	WJ/BoS	TBD			organize a meeting of all boards and committees to discuss mission, etc.						

# Rockingham County

FYI

**Thomas Tombarello, Chair**  
**Brian Chirichiello, Vice Chair**  
**Kate Coyle, Clerk**

commissioners@co.rockingham.nh.us



## Board of Commissioners

119 North Road  
Brentwood, NH 03833  
Telephone: 603-679-9350  
Facsimile: 603-679-9354  
www.co.rockingham.nh.us

April 23, 2021

### Commissioners Proposed FY2022 Budget

The Board of Commissioners proudly presents a budget reflective of the economy with a minimal tax increase while maintaining superior service to Rockingham County. The COVID-19 crisis has adversely impacted everyone, and the county was no different. Though we faced financial repercussions, we proudly report that the health and wellness of our residents at our long term care facility remained at the highest standard of excellence. We did not have a single COVID-19 related death at our nursing home and assisted living facility. Our team worked hard to hold the line and pause projects to balance the revenue shortfall.

As we look to fiscal year 2022, our team has worked hard to hold the line and balance revenue shortfall. As you review this proposed budget, which represents a 0.60% tax increase, you will note:

- Investment in recruitment and retention to ensure a quality workforce maintaining our high standard of excellence.
- Long Term Care initiatives to enhance care and increase our presence in the market to ensure maximum capacity.
- Corrections programs that continue treatment and training to reduce recidivism and assist in being a productive member of society.
- Capital improvement projects in the complex with a keen eye on the future, which is managed by an in-house projects director.

We are pleased with our departments' plans for the upcoming year.

Finally, enclosed is a flyer that we would like you to share. The county is hosting a Licensed Nursing Assistant (LNA) certification program, which is a great opportunity to start a career in healthcare. The program is at no cost to the student and after licensure provides a full time job at the county with a competitive benefits package. This is just one example of the creative programs the county is implementing to fulfill our goals of quality and care for the citizens of Rockingham County.

A public hearing is scheduled for May 7, 2021, 8:30 am - 9:30 am. Access is electronic (only) by video: [www.zoom.us](http://www.zoom.us), join meeting, mtg ID 5808918771, or by telephone: 646-558-8656, mtg ID 5808918771.

Sincerely,

  
Thomas Tombarello, Chair

  
Brian Chirichiello, Vice Chair

  
Kate Coyle, Clerk

Rockingham County Commissioners

F.Y.E

May 3, 2021

Mr. Hal Kreider, Chairman  
Board of Selectmen  
Town of Northwood  
818 First NH Turnpike  
Northwood, NH 03261

Re: Resignation from Conservation Commission

Dear Hal,

I regret that I must tend this resignation from the Conservation Commission to be in effect as of May 31, 2021.

Nancy and I have purchased a home in Virginia in order to be closer to our daughter, Noelle.

I have enjoyed my time on the commission and will miss working with the other commission members and Linda Smith. I hope that I have contributed to the workings of the Town. I will also miss exploring the Town Forests and other conservation lands.

Sincerely,



Fred Borman III  
Vice-Chair, Conservation Commission

Cc: Linda Smith, Land Use Specialist



## Pittsfield Fire Department

33 Catamount Road, Pittsfield, NH 03263  
(603) 435-6807 fax: (603)435-6983  
*Peter J. Pszonowsky, Fire Chief/Health Officer*

---

F7 E

April 19, 2021

Chief Mark Tetreault  
Northwood Fire Department  
499 First NH Turnpike  
Northwood, NH 03261

Dear Chief Tetreault,

I would like to recognize your Fire and Rescue personnel for their coverage of our station so that the Pittsfield Fire department members could attend Captain Fred Okrent's memorial visitation and funeral services.

The station coverage was greatly appreciated by my department, we were thankful to be able to attend the services to support Captain Okrent's family and be able to include the on-duty staff in our attendance.

Yours in fire safety,

Chief Peter J. Pszonowsky  
Fire Chief / Health Officer  
Pittsfield Fire Department

cc. Northwood Board of Selectmen



2 Batterymarch Park, Suite 205  
Quincy, MA 02169

atlanticbb.com  
617.786.8800

April 20, 2021

Kathryn Lafond  
Town Administrator  
Town of Northwood  
818 First NH Turnpike  
Northwood, NH 03261

Atlantic Broadband carries a number of channels within the MoviePlex(es) family. Specifically, MoviePlex, RetroPlex, and IndiePlex. These channels will no longer be included on More TV, Digital Basic, or Digital Value video tiers. Customers who currently have these channels included in their Starz or Encore premium packages will continue to have it. Removal of these channels from existing video tier packages will go into effect on 5/4/21. Moving forward, Movieplex(es) will be available as an add-on option to all ABB video customers.

Communications will be made to all customers within 30 days, on their upcoming bill statement.

We are proud to serve as a leading telecommunications provider within your area and will strive to continue to provide the very best technology and telecommunication products for the future.

Please contact me if you have any questions.

Sincerely,

*Nadine Heinen*

Nadine Heinen  
Regional Director of Northeast Operations