

# **Northwood, NH Board of Selectmen Agenda October 26, 2021**

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

<https://livestream.com/accounts/28706232/events/8784532/player?width=640&height=360&enableInfoAndActivity=true&defaultDrawer=&autoplay=true&mute=false>

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

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

## **ONGOING BUSINESS**

- **Approve Minutes  
October 12, 2021**
- **Consent Agenda**
- **TA Reports / Items for Board Action**

## **OLD BUSINESS**

**Review for Action: Town Owned Property Sale Update**

## **NEW BUSINESS**

**Review for Action: Deputy Health Officer Recommendation – Adam Schaub**

**Review for Action: Proposed Complaint Against a Town Employee Policy**

**Review for Action: Review Proposed Inclement Weather Maintenance Policy**

**Review Board Tasker Manager**

**Board Committee Reports.**

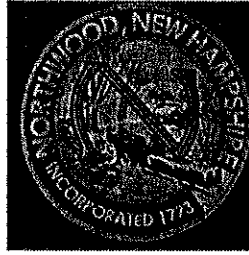
**Citizen's Forum (15-minute limit, 3 minutes/speaker)**

- **Continue Review of Department Head FY22 Budget Requests – Voter Registration, Elections, Audit Services, Assessing, Treasurer, Legal Services.**

**Nonpublic Session if needed RSA 91-A:311 (a)**

**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  
5586**

**(603) 942-**

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**Board of Selectmen Meeting Minutes  
October 12, 2021**

**ROLL CALL:** Chairman Hal Kreider, Vice-Chair Matt Frye, Select Board Member Beth Boudreau, Select Board Member Tim Colby, Select Board Member Jim Guzowski

**STAFF PRESENT:** TA Walter Johnson, Finance Director Cheryl Eastman, Land Use Assistant Susan Austin

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

**CITIZEN FORUM**

**3<sup>rd</sup> Quarter Financials**

Cheryl Eastman was present to discuss the 3<sup>rd</sup> quarter financials. She stated that the revenues from September 30, 2021 are up by \$322,773 over the prior year, which is a 27.12% increase. They should be receiving the rooms and meals tax in December, so the revenues look good and the expenditure report shows the remaining balance of 30.73% as of September 30 and the projected expenditures with all known encumbrances included through December 31, 2021 shows a remaining balance of \$183,310. The last three months of the year are going to be kind of the tipping point if there is one. Everything that they know about has been included in the expenditures but then there are the things that they don't know, like snow or unexpected repairs. She stated that they will continue to run the numbers weekly throughout the rest of the year. Walter noted the revenues do include the \$225,000 ARPA funds received in September which accounts for a large amount of the revenue increase over 2020.

**CIP**

Bob Strobel and Tim Jandebaur from the Planning Board were present to discuss the CIP.

Selectman Kreider stated that at the last Planning Board meeting the Planning Board officially adopted the CIP that Bob Strobel developed.

Mr. Strobel stated that he'd like to briefly talk about the purpose of the CIP. Primarily why they started it was for a record of planned upcoming expenditures for maintenance of SCBA gear going out of certification at the fire department or the school roof needing to be replaced at a certain point in time at a cost of half a million dollars or whatever it was. Those kinds of things are what he found as a resident looking at town reports and budgeted budgets was wanting to know next year what's what. What's going to happen or what are they going to get hit with, because the warrant articles and the budgeting process are not forward thinking beyond one year from town meeting which is the whole purpose of a CIP. That being said, there are

other aspects to it in the current process in that the Planning Board are beholden to town departments for what they feel is needed in terms of capital purchase to run their departments. What he was emphatic about on this second round was, and prior town staff and he had some disagreements about the filtering process. What does it take to get on the CIP? because if the Planning Board goes through the process developing it and adopts the CIP that gives a bit of in an imprimatur and is saying this is a legit purchase because the Planning Board has added it to the CIP, it has some validity, which is true in some extent. It still has to go through the filters of the warrant articles through the Select Board and the Budget Committee and that ultimately gets to the voters. In this process, he found there was an item called "priority" that was interpreted differently by every person he asked in terms of "what's this? What's the priority for this project? Can your department function with or without this capital purchase? Where is it ranked with the rest of the items that you're asking for?" The final aspect of this and really the whole purpose of it, is the idea of smoothing out what would you call the mountains and valleys and the waves. For example, if a safety complex concept in some sense is not on the ballot by 2025, or they haven't made progress with it, The Fire Chief is requesting two million dollars to refit the Narrows Station. Tax year total request for 2024 are \$452,000 the next year it's at 2.4 million. That's a big swing from the last year. The whole idea of the CIP is to say "yes, we can move that two-million-dollar request over different funding mechanisms so they don't have to raise an additional two million dollars in one year. The Planning Board hands it off to the Board of Selectmen or the Town administration. It's up to the Board of Selectmen to figure out "yes we are going to propose this in a warrant article, or we're not going to propose it, how we're going to fund it, drafting the language, etc." He stated that he'd like to think of the CIP as a next year project, ideally. Nothing on the CIP, that's in the CIP should be in the current year's funding budget. We should not have 2022 on this line, it should be 2023 because it's then at the point where it's either in the town budget or its own warrant article or petition or something else. He stated that the Planning Board has been very gracious in giving him credit for this project. He stated that he will be happy to not take all the credit for it, because there are a lot of other people such as town staff, who did a lot of the leg work and getting the requests out. The back and forth between Planning Board or the town departments was very helpful but he couldn't devote the amount of time needed to answer questions and do some other things to this. He stated that going forward he'd be happy to crunch numbers, but they need to have some more help, whether it's from town departments or town staff as far as getting some of the leg work done." Selectman Kreider asked if Mr. Strobel's comments are based on the assumption that they stick with the current process? Mr. Strobel stated that some of Ms. Dole's points, for instance, about looking at the revenue of existing funds are very good points, but that is something they should be doing regardless the process. It should include information about past purchases that are on payment three of five for a tanker truck or what have you. This is information that he has in the back of his head, but it takes longer to incorporate because he has to look through town reports to get the information. It's those kinds of things that should be fairly straightforward to get with a little bit of work from town staff, but there are other aspects in the refit of the purpose and the procedures that we can talk about at a later date.

Mr. Jandebeur stated that when CIP process started, he made it pretty clear to the board how he felt about CIPs and that his feelings were predicated on the fact that he has been in business all his life but he hasn't seen many CIPs. He stated that a CIP, if it really is implemented and used by all parties, it can be a wonderful thing. Looking at the process that they have now and looking at the fact that Mr. Strobel would like to and he is being honest with us and would like to have some relief, they need to look at how they are doing the CIP now, and how the system is wrong where all of the prioritizing is done at the end of the process. They've done all of this work and the Planning Board is not allowed to question whether this item or that item is truly needed. It was explained to the Planning Board that in no uncertain terms that that's the Planning Board's job. He stated that he thinks that confused some of them a little bit. Regardless of that their job was simply to take what was given to them by the town department heads and put it into a spreadsheet. Now it moves on to the next step, in this case the Select Board, and then hopefully the Select Board takes a look and decides what is or isn't a priority. The Planning Board's job was to organize it all. He stated that he was given a study done by Dave Stack, a former Town Administrator in Northwood. It's an excellent article that explains how Mr. Stack changed the system first in Pembroke and then in Bow.

With Mr. Stacks system, there is a committee that is compromised of a few people, but not Planning Board exclusive. The example Mr. Stack gave had Budget Committee members on it as well as Planning Board members and Select Board members. The Planning Board plans to discuss this at a meeting soon. Discussion continued about the next steps and how to go forward.

### **Minutes**

**Motion: "To approve the minutes of September 28, 2021, as amended."**

**Motion: M. Frye**

**Second: T. Colby**

**Motion carried by roll call vote 4/0/1 B. Boudreau abstained.**

### **CONSENT AGENDA**

**Northwood NH Consent Agenda for September 28, 2021**

**Payroll Manifest dated September 22, 2021:**

Batch # 17903 for \$77,218.37

**Accounts Payable Manifest dated September 27, 2021:**

Batch # 17919 for \$100,037.72

**Treasurer's Report - N/A**

**Administrative Abatements - N/A**

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

N/A

**Motion: To approve the Consent agenda for September 28, 2021 as presented.**

**Motion: M. Frye**

**Second: B. Boudreau**

**Motion carried 5/0**

### **Town Administrator Report:**

Staffing update: the position of a Deputy Finance Director/Administrative Assistant remains vacant for now and those duties have been divided amongst other staff and, but for people that had scheduled time off, it seems to be working out okay. We are going to continue to search for someone to prepare board meeting minutes but fortunately Susan has agreed to help us out in the interim and in the Assessing and Building Department Administrative Assistant Carol Manter has been reclassified now to full-time, and will be picking up a number of the duties that Paul was previously doing under the Select Board's Administrative Assistant position. So far, they have been able to meet the demands and that position will just remain vacant for the time being until we find that the workload can't be handled by current staff.

Building and repairs: Work repairs to the Community Center entrance have been completed. That includes the new deck and handicapped ramp and some work on some paving for the handicap ramp. Additional work will be completed on the Town Hall, which is the replacement of a couple of rotted windows on the east side of the building that should be completed within the next couple of weeks. It was originally decided that we would do just a portion of the siding on the east side of the Community Hall, but because of the deterioration of the clapboards and so forth over the last few months it was realized that it's continued to deteriorate in in other areas above what was originally planned to be replaced. There's a recommendation to go ahead and replace the entire east side. We have a quote from a contractor to do the entire side. It's \$11,628 dollars to replace that siding. His initial quote for doing the lower section was right around six thousand dollars. It's an additional five thousand plus to replace that. Mr. Johnson stated that he would recommend that the board authorize that the work be done. Hopefully the contractor is going to be on schedule to get that done this fall. This will bring the total work done on the Community Center and the Town Hall to approximately forty thousand dollars which will be withdrawn from the facilities committee expendable trust fund which, after adding the 2021 appropriation, was approximately \$64,565, plus whatever interest may have been accrued. It should leave a balance in that account of about \$24,565 at the end of 2021.

Painting quotes are still being pursued, but now that's been put off for the spring, so we're going to secure a contract this winter and get the painting done on both the Library and the Community Center as soon as the weather is appropriate this spring. Discussion continues, and the board decided to make the approved amount for the siding replacement to \$15,000 in case there is more deterioration found behind the siding.

**Motion: To accept the proposal from Home Repairs Plus by Nate Smith in the amount \$11,628 to replace all the siding on the School Street side of the Community Center, expending up to \$15,000 if needed.**

**Motion: M. Frye**

**Second B. Boudreau**

**Motion carried 5/0**

Town facilities lighting upgrade: They are still working with Eversource on the lighting upgrade Program they promised two weeks ago.

Road paving schedule: reclaiming and paving began last week on the sixth and all the work was completed today on portions of Bow Street, Harmony and Bigelow. There was a problem that was discovered on Harmony which is going to require the road crew to go in and do some structural work on the subsurface of the road towards the end of where the paving project was done. Mr. Johnson talked to Chris Brown about it and he's worked out an arrangement with the paving company to get that section repaired within the next week or so. It was something that was unforeseen. The weight of the heavy equipment actually created a failure in the subsurface so, it needs to be dug out put in suitable material drainage addressed and then repaired so we don't anticipate that it's going to be an additional cost to the town to do that as far as the paving company is concerned. Those discussions will take place tomorrow.

Japanese Knotweed: We did complete the Japanese Knotweed treatment in the six locations that were authorized by the board. It's a two-step process, so they'll be back next year and hopefully we can expand the areas of treatment for next year as well. This should be an ongoing expense to stay ahead of it and address it as it pops up from year to year. We have a two-year contract with Vermont Mowers, so they'll be back, and they may be able to provide treatment as well.

Building and Repairs: The Transfer Station Improvement: As authorized the new waste oil heater has been installed in the DPW building which is now handling all the waste oil that's being collected at the at the transfer station. It's win-win situation in terms of cutting our heating cost basically down to almost nothing depending on the flow of waste oil. It also eliminates the expense of having to dispose of the waste oil. It should have a very positive rate of return over the next few years and be something that's going to benefit the facility in the long run. The additional paving that was approved has been completed and that certainly is going to help operations as well.

#### **Old Business:**

Town auction of Town owned property: The town auction of town owned property is coming up this Saturday at the Northwood Elementary School. There's been a lot of interest in a number of different properties both here in the office as well as to the auctioneer. They are hoping that means there will be a good turnout that will create an environment for getting good prices for the properties, but the goal is getting them back on the tax roll, as many as possible. Obviously if the properties don't sell, there is a window that they would entertain offers now that they have offered them to the public and they didn't sell. Then of course, he would recommend that they look at a similar process next spring to go ahead and see if they can't move some of the other properties that may not sell. There's approximately 30 properties that are on the list and he is hoping that that's going to help bring them some fair dollars and also get those properties back on the tax roll.

Town facilities policy: The Select Board was presented with an updated version of the Town Facilities policy.

**Motion: To accept the Town Facilities Policy as written.**

**Motion: T. Colby**

**Second: M. Frye**

**Motion carried 5/0**

Facilities/Highway committee status: There have been some resignations on the committee including Chair Betsy Colburn's recent resignation, which the board was provided a copy of both on this committee as well as the oversight of the Community Hall. We certainly want to thank Betsy for her efforts. With a couple of other resignations last spring, that really only leaves Beth and Tim and a representative from the library trustees, Betty Smith and also the Public Works Foreman, Chris Brown and volunteer Bob Strobel. It had been discussing with the committee chair back in the early summer about coming up with a more defined mission for the committee. Walter stated had drafted up something and submitted it to the committee chair for discussion and I think because of the way things were going, there hadn't been a meeting to review it since then so I pulled that up out of the archives and for the Board's review and create a discussion about whether or not the committee should go forward as is or should be charged with a new mission or disbanded.

Selectman Boudreau asked if they still need the committee now that the town has hired someone full time that is in charge of facilities and highway. The committee hasn't met since the beginning of summer. The committee had a lot of pushback which is why some people resigned in the spring. The pushback was in terms of the things that they had discussed last year during budgeting and then the board chose to go differently. Some people on the committee felt that they were putting in all this time effort and then the Select Board chose to do differently, or the department had chosen to do differently and they were concerned in terms of the advisory Selectman Frye stated that he thought it was good document. He stated that he would want to make sure they wouldn't run into any turf battles since it does say facilities and grounds. With things like recreation fields the new field and playground development there what committee does it fall under? Recreation or Facilities? Both of those committees are advisory so it might be a moot point.

Mr. Johnson stated that as far as highways are concerned, if they have a solid adopted road management plan and the committee would simply endorse that and make sure that that plan got updated regularly, that would be valuable but he doesn't necessarily think it would need to go any deeper than just supporting that plan and supporting the appropriations going forward with the Select Board and the Budget Committee and stick to the plan. Facilities can be valuable, especially when you're talking about historical buildings and things like that people that have been involved in the community for many years obviously can be valuable to those types of committees in terms of making recommendations other than basic repairs. For example, in terms of maintaining expanding grounds or looking at what facilities the community might benefit from in the future.

Selectman Boudreau stated that she had been on this committee for four years. The first two years she would go to the meeting on the first Wednesday of the month and no one ever showed up. Then a year or two ago, they merged the Facilities and Highway Committees, because no one ever came, not anyone from the Town departments. We started meeting two years ago and that's when they decided to do the siding and paint the library because the library got mixed up with not being painted the year before and then people got upset because of all the work we put into it and then this year they have only met once or twice.

Mr. Johnson stated that certainly getting volunteers to either serve on elected or appointed committees is a struggle.

**Motion: To accept Betsy Colburn's resignation with regret. We appreciate her dedication and time she gave to the town.**

**Motion: B. Boudreau**

**Second: M. Frye**

**Motion carried 5/0.**

#### EOP Grant

Mr. Johnson stated that the grant has been accepted and approved for four thousand dollars. Selectman Kreider stated that the Board acknowledges this, and thanks to Mr. Young for his hard work.

#### Budget FY2022

Mr. Johnson distributed the budget spreadsheet and discussed it in general terms with the Board. Department heads will begin reviewing their proposed budgets with Board on October 19<sup>th</sup>.

#### **Citizen's Forum**

Tim Jandebeur: "I wanted to mention that I'm looking into the excavator that was rented by the Town. As you know, it was rented for a month and then re-rented for at least a second month and as near as I could tell the lease was up. I've done some right to know, and the lease was up on 9/2, it wasn't picked up till 9/7. However, in that interim, that excavator was over at Chuck Brown's Alignment and was used to clean up the yard. I'm not clear yet and I've submitted another long list of queries to the Town Administrator regarding this issue. Whether the Select Board knew that it was being used privately or whether the company that leased it knew that it was being used privately, was it paid for by the person using it to use it for those four or five days. I'm looking into it because there's only one good answer and that is that the person using it paid for it for those four or five days. I don't believe that happened but, I'm going to find out. If it's just that he used his position in order to get three or four days or five days of free use of it, that would be a real ethics issue for me. Unfortunately, this gentleman has a small army watching him in this town and unfortunately for me, they call me and want me to look into it. I have submitted another list of issues to the Town Administrator, which I'm sure you'll get in the next day or so. I also wrote to the company that leased it to the town to see if they were aware that this was going on. I just want to find out, and I hope I get some better answers than some I've gotten in the past. I particularly want to comment on one of them and that's the trailer that was given away. That trailer was worth several hundreds of dollars easily there's one just like it on Route 43 in Deerfield almost identical but a little smaller. \$1,200 dollars. It's there today if you want to go look at it tomorrow. The answer I got on that issue was that the Foreman judged that the trailer had nominal if any scrap value. Now, that alone is ridiculous if you took a look at the fact that metal is so high. If you looked at your financials you will see as of the last Budget Committee meeting, where you had budgeted to have made fifteen thousand dollars, so far in metals we've made twenty-nine thousand. That's how valuable metal is right now. It's a big deal if a trailer that was worth certainly hundreds of dollars if not a thousand was taken away by an employee. You know that I have already told you that that violates an RSA. There's an RSA that says if it's over a two dollar value it's got to go out to bid, and it didn't so anyway, those kinds of answers are just giving me ammunition. I hope on this issue with the excavator I can get some honest answers. I just want to know, did we know? If we didn't know, was it paid for by him for those four or five days? It's fair questions and I'm going to keep looking into this stuff as long as it keeps coming up because I think there's a real issue. Second thing, we had a pretty good meeting at the Planning Board. At the end it got a little testy and I'm sorry that happened. I felt that Hal was a little irritated and made the statement that picking on and I think most of the picking was that some of the department heads weren't very well prepared to explain where the money or whatever was going to come from. Hal made the statement that these are reasons we lose people, and I took umbrage at that and I'll tell you why. One employee that hired by this Select Board, and some of you weren't here at that time, by the select cost us six

1 employees at minimum. Three town finance directors, a town clerk and the best road person  
2 we've ever had here all left because of that one employee. In the end, she left here. I think we  
3 need to look at why we're losing people. Lastly, I would love to get about 20 people in here  
4 that five years or ten years ago were all members of all of these boards and they've all gone  
5 away and they've all come back to go away for the same reason and it would be great fun to  
6 have them tell you that reason. "  
7

8  
9  
10 **NON-PUBLIC SESSION**

11 **Motion: To enter non-public at 8:06 PM under RSA 91-A:3, II (a&d)**

12 **Motion: M. Frye**

13 **Second: J. Guzowski**

14  
15 **Motion carried by roll call vote 5/0**

16  
17 *The Select Board Members entered non-public at 8:06 PM.*

18  
19 *Public Session Reconvened at 8:40*

20  
21 **Motion: "To seal the minutes because it is determined that divulgence of this**  
22 **information likely would affect adversely the reputation of any person other than a**  
23 **member of this board."**

24 **Motion: M. Frye**

25 **Second T. Colby**

26  
27 **Motion carried by Roll Call Vote 5/0**

28  
29 **Motion: "To adjourn at 8:45 PM"**

30 **Motion: M. Frye**

31  
32 **Motion carried by Roll Call Vote 5/0**

33  
34  
35 ***Respectfully Submitted***

36 ***Susan Austin, Land Use Assistant***

## **Northwood NH Consent Agenda for October 26, 2021**

### **Payroll Manifest dated October 20, 2021:**

Batch # 17967 for \$78,750.37

### **Accounts Payable Manifest dated October 20, 2021:**

Batch # 17971 for \$1760.00

### **Accounts Payable Manifest dated October 27, 2021:**

Batch # 18004 for \$68,697.95

**Treasurer's Report – N/A**

**Administrative Abatements – N/A**

### **Property Tax Exemptions: Approve or Deny per Assessor's Recommendations**

N/A

### **Other**

N/A

Approved by a vote of \_\_ – Yes, \_\_ – No on October 26, 2021

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

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

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

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

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

Property #	Property Location/ID	Winning Bidder #	Winning Bid	Back up Bidder #	Back up Bid	Notes
1	Blaisdell 104-21	76	80,000			1 & 2 Sold Together
2	Blaisdell 104-22					1 & 2 Sold Together
3	Tasker Shore 110-20	4	30,000			
4	Tasker Shore 110-21	33	50,000			
5	Tasker Shore 111-42	33	9,000			
6	Lynn Grove 113-6	40	90,000			6 & 7 Sold together
7	Lynn Grove 113-23-2					6 & 7 Sold Together
8	Rita's Circle 117-8	65	35,000			
9	Rita's Circle 117-10	8	30,000			
10	54 Rita's Circle 117-12	10	27,500			
11	Rita's Circle 117-13	58	30,000			
12	Harvey Lake Rd 122-63	65	4,000			
13	PING ST 122/52 Harvey Lake Rd 122-63	67	13,000			
14	24 Oak Street 122-94	32	25,000			October 1, 2022, the cottage must either be: (1) razed, or (2) restored such that the Town considers it habitable
15	24 Ash St 122-102	16	15,000			
16	REMOVED FROM AUCTION					
17	Elm Street 123-45	80	8,000			
18	8 Elm Street 123-51	51	20,000			
19	Quimby Drive 205-16	11	5,000			
20	Quimby Drive 205-18	36	6,000			Not a tax deeded property
21	55 Main St 216-18	58	155,000			
22	170 Sherburne 218-34	7	80,000			

Property #	Property Location/ID	Winning Bidder #	Winning Bid	Back up Bidder #	Back up Bid	Notes
23	Upper Camp Rd244-43	7	39,000			
24	Upper Camp Rd244-44	7	32,500			
25	Upper Camp Rd 244-52	39	20,000			
26	59 Lower Camp 125-57	41	40,000			Building must be razed by October 1, 2022.
27	Glenwood Ln 109-75	16	15,000			
28	79 Lower Camp 125-62	71	27,500			
	<del>Bow Lake Road 211-22</del>					
29	Bow Lake Road 211-22	3	6,500			
30	Bow Lake Road 218-50	87	3,000			
31	Nottingham Town Line 232-23	87	500			

4/7

Town of Northwood  
Town Administrator's Report  
October 26, 2021

**Staffing Update:** PD is working two Patrolman candidates through the hiring process.

**Building Repairs and Painting:** Work repairs to the community center east side siding will be done later this fall according to the contractor's schedule.

**Town Facilities Lighting Upgrade:** We finally have a proposal for the lighting upgrade package for all facilities and the cost is in line with the budgeted encumbered amount of \$28,000. A copy of the breakdown is included in your packet. These funds are encumbered in the restricted fund balance from 2019.

**Road Paving Schedule:** Reclaiming and is completed for a portion of Bow Street, Harmony and Bigelow Rd. The repair to a small section of Harmony Rd will be completed this fall.

**FY 22 TA/Department Head Budgets:** Budget review will continue on 11/2 at 6:30. If time allows some of the smaller budgets remaining can be reviewed at the end of tonight's meeting. I expect we can wrap up the review of the operating on that date on 11/2 and then move on to the warrant articles.

**Road Surface Management Program (RSMS) Update:** Work continues on the final version of the plan.

**Household Hazardous Waste Day 2023:** The City of Rochester is requesting our conditional commitment to participate in the 2023 regional household hazardous waste day. They are aware of the condition that the participation is subject to budget funding approval. A grant application to NHDES for the 2023 event is being submitted in January of 2022 so a commitment is needed before then. Northwood's share is \$ 2,28.81. A motion to commit subject to funding is required.

**Resident Winter Sand Shed:** Chris and Jeff have constructed a shelter for winter sand to be used by residents at their homes. The shelter will protect the sand from freezing. Resident may take up to two 5 gallon buckets at a time. The sand is not available to commercial contractor 'sanders etc.

**RT. 107/Main Street Bridge Construction:** Construction began yesterday on the culvert replacement project by NHDOT. There will be one way traffic during the project with several complete detours when necessary. A small amount of parking at the Community Hall may be affected during the construction.

**Upcoming Meetings Schedule:** Board Meeting Schedule: Budget work session on 11/2, and 11/16<sup>th</sup> if necessary, regular meeting on 11/9 and 11/23.



October 19, 2021

Town of Northwood  
Cost Savings Summary



Location	Savings KW	KWH	Energy Savings	Maint Savings	Total Savings	Project Cost	Eversource Incentive	Net Project Cost	Payback	ROI
Fire Department (Narrows)	2	4,512	\$ 992.64	\$ 169.00	\$ 1,161.64	\$ 4,430.00	\$ 2,215.00	\$ 2,215.00	1.91	52.4%
Fire Department (Ridge)	2	4,698	\$ 1,033.56	\$ 194.00	\$ 1,227.56	\$ 4,664.00	\$ 2,332.00	\$ 2,332.00	1.90	52.6%
Highway Garage	4	8,305	\$ 1,577.95	\$ 119.00	\$ 1,696.95	\$ 8,235.00	\$ 4,117.50	\$ 4,117.50	2.43	41.2%
Library	3	4,951	\$ 1,089.22	\$ 344.00	\$ 1,433.22	\$ 5,558.00	\$ 2,779.00	\$ 2,779.00	1.94	51.6%
Police Department	3	6,826	\$ 1,160.42	\$ 219.00	\$ 1,379.42	\$ 6,600.00	\$ 3,300.00	\$ 3,300.00	2.39	41.8%
Salt Garage*	1	2,031	\$ 446.82	\$ 19.00	\$ 465.82	\$ 1,208.00	\$ 122.00	\$ 1,086.00	2.33	42.9%
Town Hall	4	9,425	\$ 1,508.00	\$ 582.00	\$ 2,090.00	\$ 11,599.00	\$ 5,799.50	\$ 5,799.50	2.77	36.0%
Town Hall Garage*	1	721	\$ 158.62	\$ 6.00	\$ 164.62	\$ 1,094.00	\$ 50.00	\$ 1,034.00	6.28	15.9%
Transfer Station	2	5,818	\$ 1,279.96	\$ 50.00	\$ 1,329.96	\$ 5,050.00	\$ 2,525.00	\$ 2,525.00	1.90	52.7%
VFW*	1	1,588	\$ 349.36	\$ 175.00	\$ 524.36	\$ 3,051.00	\$ 201.00	\$ 2,850.00	5.45	18.3%
TOTAL										
9,586.55 \$ 1,877.00 \$ 11,923.55 \$ 57,483.00 \$ 2,215.00 \$ 28,048.00 \$ 2.44 40.5%										
Notes:										
1. Estimated blended rate varies between \$16-\$22/KWh										
2. * Indicates eligible for upstream incentive only, all other buildings reflect 50% incentive.										
3. Incentives have been pre-approved.										



TA Report



## City of Rochester, New Hampshire

PUBLIC WORKS DEPARTMENT

[www.rochesternh.net](http://www.rochesternh.net)

45 Old Dover Road • Rochester, NH 038 67

(603) 332-4096 Fax (603) 335-4352

September 27, 2021

Walter Johnson  
Northwood Town Administrator  
818 First NH Turnpike  
Northwood, NH 03261

Dear Mr. Johnson,

The City of Rochester is hosting a Spring Household Hazardous Waste Day Collection in 2023. The grant application is due in at the NHDES prior to February 1, 2022 for the Spring 2023 event. It is our hope that you join us and we will need you to sign and return the "Letter of Commitment". Kindly complete and forward it to Rochester DPW as soon as possible, but no later than January 4, 2022. **The City of Rochester is aware that this commitment will be contingent on funding in each municipalities annual budgeting process.**

Thank you again for your cooperation and if you have any questions, please feel free to contact Laura McDormand at the Department of Public Works at 332-4096.

Sincerely,

Peter C. Nourse  
Director of City Services  
City of Rochester, NH

Enclosures:  
Letter of Commitment

# **TOWN OF NORTHWOOD, NH**

## **EMPLOYEE COMPLAINT POLICY**

### **COMPLAINTS REGARDING THE PERFORMANCE OF A TOWN EMPLOYEE**

The Select Board, Town of Northwood, hereby enacts this COMPLAINT POLICY in instances where performance is at issue. Any individual, whether or not a resident of the Town, aggrieved by the performance of a Town employee can appeal to the Board of Selectmen for relief. Where employee performance aggrieves any individual, resident or nonresident, the Select Board enact the following Complaint Resolution process.

1. The Town of Northwood created a specific form upon which to register a complaint, entitled, "Town of Northwood, Employee Complaint Form." The aggrieved individual shall complete this form to the best of their ability. An incomplete form may restrict the Select Board's ability to respond to the complaint filed. The complaint form is available from the Administrative Office and from the Town Administrator. A copy of the Complaint Form referred to in this Policy is here and attached labeled, "Attachment 1."
2. The aggrieved individual shall return the completed form to the Administrative Office, to the Town Administrator or to a Selectman currently seated on the Board of Selectmen.
3. The aggrieved individual will receive in return a receipt that documents the date and time that the Administrative Office, the Town Administrator or a Selectman receives the completed complaint form.
4. The Select Board as a whole shall receive the complaint filed at the next regularly scheduled Select Board Meeting. The complaint (including the name of

the individual lodging the complaint, the department named in the complaint and the actual date and time received in Section 3. above) will be duly noted in the Select Board Meeting Minutes.

5. The Select Board are responsible to conduct an investigation into the grievance charged. The Select Board may choose the appropriate vehicle through which to investigate the grievance, but they must specify the method chosen for the Minutes.

6. The individual or group performing the investigation must provide a complete report of findings at the third subsequent Select Board Meeting. The individual or group will also report one or more recommendations for administrative or disciplinary action to the Select Board. Administrative action can include, but is not limited to, a recommended change in policy. It can also result in a finding that no infraction of policy, misuse of authority or other impropriety occurred. A recommendation for disciplinary action shall result in a separate hearing at which the employee is present to respond to allegations. Pursuant to the appropriate NH RSAs and Administrative Rules, the disciplinary hearing may, at the request of the employee, be a nonpublic session.

7. The Select Board will provide a written response to every complaint thus filed with and investigated by the Select Board.

8. If the Select Board determine that a complaint received is superfluous in nature, harassing or directly and intentionally abusive of the process, they may waive any and all actions under this policy. If they choose to do so, they must make their reasoning and resulting actions a matter of record in the appropriate Select Board Meeting Minutes. This waiver action requires a unanimous vote of

all five Selectmen.

This policy shall be effective immediately upon adoption and shall remain in effect until superseded or replaced.

Date of Adoption:

November \_\_\_\_\_, 2021

#### NORTHWOOD SELECT BOARD

---

Hal Kreider., Chairman

---

Matt Frye, Vice Chairman

---

Beth Boudreau

---

Tim Colby

---

Jim Guzofski

**TOWN OF NORTHWOOD**

**COMPLAINT FORM:  
EMPLOYEE PERFORMANCE**

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

STREET ADDRESS: \_\_\_\_\_

NATURE OF COMPLAINT: \_\_\_\_\_

Details: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reply Requested:      Yes \_\_\_\_\_      No \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Phone Number

**BOARD OF SELECTMEN REVIEW**

Referred to: \_\_\_\_\_

Action

Taken: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reply Prepared: \_\_\_\_\_

Date

Name

## **TOWN OF NORTHWOOD**

### **Winter and Inclement Weather Policy and Priorities**

Pursuant to RSA 41:11, 47:17, 231:92-a and 507-B:2-b, the Northwood Board of Selectmen hereby establishes the following policy and procedure for winter and inclement weather road maintenance.

#### **Part A: Policy Objectives.**

**1. Objective.** The Town of Northwood seeks to provide timely, efficient and cost-effective winter maintenance, snow removal, and ice control on the roadways of the municipality for the safety and benefit of the Town's residents and the general motoring and pedestrian public.

**2. Procedure.** The objective stated in Part A will be achieved by implementation and execution of the procedures and tasks outlined in Part B of this Policy, the Town's Winter Operations Snow Removal and Ice Control Procedures. Due to the many variables that are inherent in New England weather, each storm or weather event may require slightly different effort and/or emphasis on any number of maintenance tasks which, together, determine the overall winter maintenance, snow removal or ice control strategy.

**3. Level of Service.** It is not reasonably possible to maintain a snow and ice-free road or sidewalk during a storm. It is the intention of the Town of Northwood to provide practical, safe access to homes, businesses, and municipal facilities during and winter storms within the confines of budget limitations.

**4. Command.** Direction of all winter maintenance activities for the Town of Northwood is vested with the Highway Agent/Public Works Director or his/her designee (i.e., foreman) under the fiscal direction of the Board of Selectmen.

**5. Execution.** This policy, including the standard operating procedures set forth in Part B, is intended to serve as the normal operation procedure for winter maintenance, snow removal and/or ice control for the Town of Northwood. One or more of the following events or circumstances, may delay or prevent the implementation of all or any part of this policy:

- Equipment Breakdown
- Snow Accumulation in Excess of one inch per hour
- Traffic Congestion
- Emergencies
- Illness or Absence of Personnel
- Extensive Operations with an Exhausted Crew

**6. Adoption.** The Town of Northwood has adopted the Winter Operations Snow Removal and Ice Control Policy effective November 2021. All residents are encouraged to familiarize themselves with the contents as it describes conditions that one might expect to encounter before, during and after a winter storm event.

## **Part B: Winter Operations Snow Removal and Ice Control Procedures**

**1. Equipment and Personnel.** The Highway Department utilizes all the assets needed to address snow emergencies.

**2. Routes.** Currently, the Town is divided into 8 plow routes. The Town's two (2) 35,000+ gross vehicle weight trucks, and two (1) one-ton trucks with plow and mounted sanders, and one (1) pickup truck with plows. Major arteries and school bus routes are prioritized as much as possible. The Town also hires approximately 5 private contractors, which utilize approximately 5 plow trucks (some equipped with sanders) to plow approximately 63 lane-miles of road in the Town. (See priority list in #8 Plow Route Priorities)

**3. Manpower:** Two full time and two on call part time personnel are assigned to winter maintenance operations for various aspects of winter road maintenance. In addition, private contractors under contractual agreement with the Town of Northwood are used to plow and treat some Town roads and parking lots.

**4. Materials.** The Highway Department uses approximately 600 tons of salt and 400 tons of sand each season. On paved roads salt is dribbled in the middle of the road (where traffic allows) creating a liquid salt (brine) effect. The Town's sand supply is trucked to the Town's storage shed throughout the winter season. Rock salt is purchased as needed from suppliers through state bid pricing. A limited quantity of approximately 120 tons of salt is stockpiled under cover at the Highway Department's storage area.

**5. Communications.** The Public Works rolling stock is equipped with two-way radios capable of transmitting and receiving. Most private contractors working for the Town communicate with the Department of Public Works using cell phones. The Highway Department maintains communications from our garage, Police Department dispatch, and the on-call personnel cell phones during winter emergencies.

**6. Schools:** The Highway Department is responsible for the clearing of snow and winter treatment of elementary school access roads and parking lots. This is accomplished with one of our private winter maintenance contractors, which are assisted as needed by the DPW staff and equipment. On days when school is in session, winter maintenance efforts must be timed to coincide with bus routing and delivery.

**7. The Superintendent of Schools** or designated official representative shall contact the Public Works Department to determine the condition of the municipality's roads to determine the safety of students using school buses prior to 4:30 A.M. The school and bus company representative shall make the decision to cancel or postpone school for that day.

**8. Plow Route Priorities.** With a total of approximately 63 lane-miles of Town roads and public facilities from which to remove snow and ice and 9 pieces of equipment to handle these responsibilities, the Highway Department must assign priorities for winter maintenance route activity to maximize the effectiveness of their efforts for the motoring public.

**A. School bus routes** will be given the “first priority” during school days. Each plow route will ensure that the best possible snow clearance will be completed within one half hour of bus route time.

**B. Town, Roadways and Emergency Lanes**, are “second priority.”

**C. Public parking areas** at the Schools, Town Hall, Library, Transfer Station, Community Hall, Police and Fire Station are a “second and third priorities,” and will be maintained by plowing during the winter storm. The application of deicing materials will be applied during and after the storm as determined by the Highway Agent or his designee.

**D. Transfer Station Facility** personnel may be required to assist with the Town’s general winter maintenance operations. If the facility is open during the snow or ice storm, DPW personnel will plow this area prior to opening for public use. Public areas shall be kept as clear as possible to provide safe access as is reasonably possible. Deicing materials shall be used in public areas. Often it will not be possible to maintain clear ground, but a reasonable effort will be made during storms.

**9. Roads Not Receiving Winter Maintenance.** The Town of Northwood does not maintain some roadways as part of its ongoing winter maintenance activities. The areas not maintained by the Town includes:

**A.** Town roads classified as Class VI roads, and no dwellings.

**B.** Emergency Lanes deemed as generally impassable year-round by the Highway Agent.

**10. Damage to Private Property.** It should be noted that the municipality isn’t held responsible for damage to private property that is located within the public right of way. The right of way (ROW) is often 50 feet wide, and is often confused by property owners as their own property. In most cases, the ROW extends to 10 - 20 feet on either side of the paved or gravel road. Property owners that cultivate extensions of their lawns, place mailboxes, erect fences or stone walls in this area, improves the appearance of the road greatly, however is obstructive to good maintenance from being conducted on the roadway. Property owners should not put bark mulch, crushed rock, stone walls, fences (visible and invisible), irrigation systems, trees or lawns in the Town’s right of way. The Town is not liable for damage that may occur to property in its right of way. Many items interfere with heavy equipment and become a hazard for vehicles and pedestrians, causing drainage failures, and thereby road deterioration. Location of mailboxes are allowed at the owner’s risk within the right of way for purposes of convenience. The United States Postal bulletin #22102 states: “The Postal Service suggests using a semi-arch or extended arm support which allows snowplows to sweep near or under mailboxes without damaging supports and provides easy access to the mailboxes by carriers and customers.”

**A.** Mailboxes should be installed at least 3 feet from the edge of the pavement and 42” above the surface of the roadway.

**B.** Installations should be sufficiently sturdy to withstand the weight of heavy snow resulting from plowing operations.

**11. Placement of Snow upon Streets and Roads.** No snow is to be shoveled, blown, plowed or placed, by any means, onto Town streets or sidewalks or across roadways to the opposite side snowbanks, unless it is immediately cleaned up and removed to eliminate any hazard or danger to the public or to Town.

**12. Post Storm Operations.** As determined by the Public Works Foreman or his designee, snowbanks resulting from previous accumulations shall be pushed back, or shelved, using the plow and wings of dump trucks, or other suitable equipment to make space for future snowstorms. Gravel roads will be treated with sand as deemed necessary by the Public Works Foreman or his designee.

**Date of Adoption:**

November \_\_\_\_, 2021

**NORTHWOOD SELECT BOARD**

\_\_\_\_\_  
Hal Kreider, Chairman

\_\_\_\_\_  
Matt Frye, Vice Chairman

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

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

\_\_\_\_\_  
Jim Guzofski

# **TITLE III**

## **TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES**

### **CHAPTER 41**

#### **CHOICE AND DUTIES OF TOWN OFFICERS**

##### **Selectmen**

##### **Section 41:11**

**41:11 Regulation of Use of Highways, Etc.** – Unless regulated by the commissioner of the department of transportation as provided in RSA 236:1, the selectmen may regulate the use of all public highways, sidewalks, and commons in their respective towns and for this purpose may exercise all the powers conferred on city councils by RSA 47:17, VII, VIII, and XVIII, and by any other provisions of the laws upon the subject.

**Source.** 1885, 44:1. PS 43:9. 1915, 98:2. PL 47:15. 1927, 83:1. 1933, 119:1. 1935, 117:3. RL 59:15. 1945, 188:3. RSA 41:11. 1993, 183:2, eff. Aug. 8, 1993.

# **TITLE III**

# **TOWNS, CITIES, VILLAGE DISTRICTS, AND**

# **UNINCORPORATED PLACES**

## **CHAPTER 47**

## **POWERS OF CITY COUNCILS**

### **Bylaws and Ordinances**

#### **Section 47:17**

##### **47:17 Bylaws and Ordinances. –**

The city councils shall have power to make all such salutary and needful bylaws as towns and the police officers of towns and engineers or firewards by law have power to make and to annex penalties, not exceeding \$1,000, for the breach thereof; and may make, establish, publish, alter, modify, amend and repeal ordinances, rules, regulations, and bylaws for the purposes stated in this section. Provisions in this section granting authority to establish and collect fines for certain violations shall not be interpreted to limit the authority hereunder to establish and collect fines for any other violations:

I. In General. To carry into effect all the powers by law vested in the city.

II. Order and Police Duty. To regulate the police of the city; to prevent any riot, noise, disturbance, or disorderly assemblages; to regulate the ringing of bells, blowing of horns or bugles, and crying goods and other things; and to prescribe the powers and duties of police officers and watchmen.

III. Disorderly Houses and Gaming. To suppress and restrain disorderly houses and houses of ill-fame, gambling houses and places, billiard tables, nine or ten pin alleys or tables and ball alleys, and all playing of cards, dice or other games of chance; to restrain and prohibit all descriptions of gaming and fraudulent devices; and to authorize the destruction and demolition of all instruments and devices used for the purpose of gaming.

IV. Sale of Liquor. To establish regulations for groceries, stores, restaurants, and places of public amusement; to authorize the entry of proper officers into all such places to inspect the same, and the seizure and forfeiture of all liquors and the instruments used or designed to be used in the manufacture or sale of the same, in violation of law.

V. Shows. To regulate or prohibit the exhibitions of natural or artificial curiosities, caravans, circuses, theatrical performances, or other shows.

VI. Porters, Vehicles, Etc. To license and regulate porters, cartmen and cartage, runners for boats, stages, cars, and public houses, hackney coaches, cabs, and carriages, and their drivers; the care and conduct of all animals, carriages, and teams, standing or moving in the streets; to prevent horse-racing and immoderate riding or driving in streets and on bridges; and to prevent cruelty to animals.

VII. Use of Public Ways. To regulate all streets and public ways, wharves, docks, and squares, and the use thereof, and the placing or leaving therein any carriages, sleds, boxes, lumber, wood, or any articles or materials, and the deposit of any waste or other thing whatever; the removal of any manure or other material therefrom; the erection of posts, signs, steps, public telephones, telephone booths, and other appurtenances thereto, or awnings; the digging up the ground by traffic thereon or in any other manner, or any other act by which the public travel may be incommoded or the city subjected to expense thereby; the securing by railings or otherwise any well, cellar, or other dangerous place in or near the line of any street; to

prohibit the rolling of hoops, playing at ball or flying of kites, or any other amusement or practice having a tendency to annoy persons passing in the streets and sidewalks, or to frighten teams of horses within the same; and to compel persons to keep the snow, ice, and dirt from the sidewalks in front of the premises owned or occupied by them.

#### VIII. Traffic Devices and Signals.

(a) To make special regulations as to the use of vehicles upon particular highways, except as to speed, and to exclude such vehicles altogether from certain ways; to regulate the use of class IV highways within the compact limits and class V highways by establishing stop intersections, by erecting stop signs, yield right of way signs, traffic signals and all other traffic control devices on those highways over which the city council has jurisdiction. The erection, removal and maintenance of all such devices shall conform to applicable state statutes and the latest edition of the Manual on Uniform Traffic Control Devices.

(b) The commissioner of transportation shall only approve the installation and modification of traffic signals as to type, size, installation, and method of operation.

IX. Combustibles. To regulate the keeping, conveying and places of deposit of gunpowder and other combustible and dangerous materials; the use of candles, lights, and matches in barns, stables, and other buildings containing combustible and dangerous materials; to regulate the erection or use of buildings within the most compact part of the city, for any purpose which in the opinion of the city councils shall more immediately expose said city to destruction by fire, and to define the limits of such compact part.

X. Stock at Large. To regulate, restrain, or prohibit the keeping or running at large of horses, cattle, sheep, swine, geese, goats and other poultry and animals, or any of them, to create the limits of districts within which the same may be kept and the conditions and restrictions under which they may be kept.

XI. Dogs. To regulate the keeping of dogs and their running at large, require them to be licensed, and authorize the destruction of those kept or running at large contrary to the ordinance.

XII. Markets, Sales. To establish markets and market-places; regulate the place and manner of selling and weighing hay, selling pickled and other fish, and salted and fresh provisions; selling and measuring wood, lime, coal, and other heavy articles; and to appoint suitable persons to superintend and conduct the same; to prevent and punish forestalling and regrating; and to restrain every kind of fraudulent device and practice.

XIII. Vagrants, Obscene Conduct. To restrain and punish vagrants, mendicants, street beggars, strolling musicians, and common prostitutes, and all kinds of immoral and obscene conduct, and to regulate the times and places of bathing and swimming in the canals, rivers and other waters of the city, and the clothing to be worn by bathers and swimmers.

XIV. Nuisances. To abate and remove nuisances; to regulate the location and construction of slaughterhouses, tallow chandlers' shops, soap factories, tanneries, stables, barns, privies, sewers, and other unwholesome or nauseous buildings or places, and the abatement, removal or purification of the same by the owner or occupant; to prohibit any person from bringing, depositing, or having within the city any dead carcass or other unwholesome substance; to provide for the removal or destruction, by any person who shall have the same upon or near such person's premises, of any such substance, or any putrid or unsound beef, pork, fish, hides, or skins, and, on such person's default, to authorize the removal or destruction thereof by some officer of the city; to authorize and provide for the collection, removal, and destruction of garbage and other waste material, to make necessary regulations relative thereto, and to provide for payment therefor by assessment, or appropriation, or both. A municipality may create fines for violations related to garbage and other waste material regulations and a procedure for the administrative enforcement of such violations and collection of penalties as provided in RSA 48-A:8, VI, or in any other manner authorized by law.

XIV-a. Interfering With Voters. To regulate the distribution of campaign materials or electioneering or any activity which affects the safety, welfare and rights of voters at any election held for any purpose in such city. Such power shall not extend to the display of printed or written matter attached to any legally parked motor vehicle, nor shall such power extend to activities conducted wholly on private property so as not to interfere with people approaching or entering a polling place.

XIV-b. Local Election Reporting Requirements. Requiring the reporting of contributions to, and expenditures by, any candidate or political committee made for the purpose of influencing the election of any candidate for local elective office, or any person or committee for the purpose of influencing

the vote on any local ballot or referendum question.

XV. Miscellaneous. Relative to the grade of streets, and the grade and width of sidewalks; to the laying out and regulating public squares and walks, commons, and other public grounds, public lights, and lamps; to trees planted for shade, ornament, convenience, or use, and the fruit of the same; to trespasses committed on public buildings and other public property, and in private yards and gardens; in relation to cemeteries, public burial grounds, the burial of the dead, and the returning and keeping records thereof, and bills of mortality, and the duties of physicians, sextons and others in relation thereto; relative to public wells, cisterns, pumps, conduits, and reservoirs; the places of military parade and rendezvous, and the marching of military companies with music in the streets of the city; relative to precautions against fire; relative to oaths and bonds of city officers, and penalties upon those elected to such offices refusing to serve; and relative to licensing and regulating butchers, petty grocers, or hucksters, peddlers, hawkers, and common victualers; dealers in and keepers of shops for the purchase, sale or barter of junk, old metals or second-hand articles, and pawnbrokers; under such limitations and restrictions as to them shall appear necessary. They may make any other bylaws and regulations which may seem for the well-being of the city; but no bylaw or ordinance shall be repugnant to the constitution or laws of the state; and such bylaws and ordinances shall take effect and be in force from the time therein limited, without the sanction or confirmation of any other authority whatever.

XVI. Warnings and Citations. To establish a procedure for the issuance of warnings and citations for the violation of health, fire, planning board, building, licensing, zoning, and housing codes and ordinances.

XVII. Drug-Free Zones. Establish as a drug-free zone any area inclusive of public housing authority property and within 1,000 feet of such public housing authority property. If such drug-free zones are established, the municipality shall publish a map clearly indicating the boundaries of such drug-free zone, which shall be posted in a prominent place in the district or municipal court of jurisdiction, the local police department, and on the public housing authority property. The municipality shall also develop signs or markings for the drug-free zone which shall:

(a) Be posted in one or more prominent places in or near the public housing authority property; and

(b) Indicate that the posted area is a drug-free zone which extends to 1,000 feet surrounding such property; and

(c) Warn that a person who violates RSA 318-B, the controlled drug act, within the drug-free zone, shall be subject to severe criminal penalties under RSA 318-B and a penalty of up to \$1,000 under this paragraph.

XVIII. Automobile Parking Controls. The city councils shall have the authority to adopt such bylaws and ordinances as are necessary to control the parking, standing and stopping of automobiles within the city limits, including ordinances allowing for the towing or immobilization of automobiles for nonpayment of parking fines and creating parking fines recoverable by means of civil process.

XIX. Businesses Obtaining City Permits. To establish regulations relative to businesses obtaining city permits.

**Source.** 1846, 384:17. GS 44:11. GL 48:10. PS 50:10. 1905, 10:1. 1907, 35:1. 1915, 55:1; 98:1. 1923, 15:1. PL 54:12. 1935, 117:2. 1941, 35:1. RL 66:13. RSA 47:17. 1961, 26:1. 1971, 512:9. 1981, 298:2. 1983, 166:2. 1986, 102:1. 1991, 74:1; 364:7. 1993, 183:1. 1996, 268:1, 5. 2006, 202:1. 2007, 43:2. 2009, 270:2, 3, eff. Jan. 1, 2010.

# **TITLE XX**

## **TRANSPORTATION**

### **CHAPTER 231**

#### **CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS**

##### **Liability of Municipalities**

###### **Section 231:92-a**

**231:92-a Snow, Ice and Other Weather Hazards.** — Notwithstanding RSA 231:90-92, a municipality or school district shall not be held liable for damages arising from insufficiencies or hazards on public highways, bridges, or sidewalks, even if it has actual notice or knowledge of them, when such hazards are caused solely by snow, ice, or other inclement weather, and the municipality's or school district's failure or delay in removing or mitigating such hazards is the result of its implementation, absent gross negligence or reckless disregard of the hazard, of a winter or inclement weather maintenance policy or set of priorities adopted in good faith by the officials responsible for such policy; and all municipal or school district employees and officials shall be presumed to be acting pursuant to such a policy or set of priorities, in the absence of proof to the contrary.

**Source.** 1991, 385:6. 1998, 249:2, eff. Jan. 1, 1999.

# **TITLE LII**

## **ACTIONS, PROCESS, AND SERVICE OF PROCESS**

### **CHAPTER 507-B**

#### **BODILY INJURY ACTIONS AGAINST GOVERNMENTAL UNITS**

##### **Section 507-B:2-b**

**507-B:2-b Snow, Ice, and Other Weather Hazards.** – Notwithstanding RSA 507-B:2, a governmental unit shall not be liable for damage arising from insufficiencies or hazards on any premises owned, occupied, maintained, or operated by it, even if it has actual notice of them, when such hazards are caused solely by snow, ice, or other inclement weather, and the governmental unit's failure or delay in removing or mitigating such hazards is the result of its implementation, absent gross negligence or reckless disregard of the hazard, of a winter or inclement weather maintenance policy or set of priorities with respect to such premises, adopted in good faith by the official responsible for such policy. All governmental units, officials, and agents shall be presumed to be acting pursuant to such a policy or set of priorities in the absence of proof to the contrary.

**Source.** 1995, 109:2. 1998, 249:1, eff. Jan. 1, 1999. 2018, 125:3, eff. May 30, 2018.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	Town of Northwood														Updated 10/21/2021
2	Select Board and Administration Task Manager														
3															
4	Date Listed	Task		Priority Level		Assignee(s)		Due Date		Revised Date		Status		Notes	
5															
6	1/15/2021	Review and Update Personnel Policy		High		WJ/BoS		4/15/2021		11/30/2021		In process		Have current policy reviewed by legal for compliance & w/BoS for updates	
7															
8	1/25/2021	Update Wage Scale		High		WJ/BoS/CE		4/15/2021		11/30/2021		In process		Update wage Grade and Step scale	
9															
10	2/4/2021	Complete New Road Surface Management System		High		WJ/CB/SCRPC		10/31/2021				In process		process to begin in late spring/summer, kickoff meeting on 7/20	
11															
12	3/9/2021	Review and Update Cyber Security Protection		High		WJ/CE/Mainstay		4/15/2021		10/30/2021		In process		Review policies and practices, program protection, hardware status	
13															
14	3/23/2021	Board Review of All Committees and Their Charges		High		WJ/BoS		5/30/2021		10/12/2021		In process		determine if still needed, is charge/mission clear and accurate	
15															
16	8/24/2021	Department Head Budget Presentations to BOS		High		DHS/WJ/CE		See notes				In process		Two sessions: 10/19 worksession & 10/26, 11/2 wrap up	
17															
18	8/24/2021	Deliver BOS Budget to LS for distribution to BC		High		WJ/CE		11/18/2021						Budget Info packets to BC	
19															
20	8/24/2021	BC Review of Town Budget		High		WJ/CE/JG		12/4/2021							
21															
22	9/28/2021	Public Hearing for Use of ARPA funds		High		WJ/BoS		TBA						Seeking public input on how to use these unanticipated funds.	
23															
24	6/10/2021	Bow St. and RT4 Intersection Drainage Issue		High		WJ/CB/DOT		TBA				In process		scheduling meeting with DOT for July	
25															
26	6/29/2021	Address Gulch Pond Dam DES Notice		Medium		WJ/CB		9/1/2021		10/31/2021				address letter of recommendations from DES	
27															
28	8/4/2021	Develop MOU with School for Emergency Shelter		Medium		WJ/BY/BoS		10/1/2021				In process		work w/school admin and EMD to develop MOU for emergency shelter	
29															
30	4/13/2021	Organize a Conference of Committees		Medium		WJ/BoS		TBD						organize a meeting of all boards and committees to discuss mission, etc.	
31															
32	3/9/2021	Public Hearing on New Building Permit Fees		Medium		WJ/CS/BoS		5/25/2021		11/9/2021				Proposed effective date of 1/1/2022	
33															
34	1/5/2021	Review of Town Policies and Ordinances		Medium		BoS/WJ		9/1/2021		11/30/2021		In process		review during each BoS meetings beginning 03/15/2021 until complete	
35															
36	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	
37															
38	10/19/2021	Implement Transition to New Finance Software		High		CE/WJ/MTS		10/15/2021				In process		begin transferring data from ProFund to MTS	
39															
40	10/19/2021	Go "Live" with New Finance Software		High		CE/WJ/MTS		12/15/2021						run redundant programs prior to full change over	
41															
42	5/7/2021	Investigate Harvey Lake Dam Ownership		High		WJ		6/15/2021		9/1/2021		Complete		determine ownership, address DES findings of 01/2020	
43															
44	5/7/2021	Evaluate condition of boat ramps		High		WJ/ConCom/DES		7/1/2021		9/1/2021		Complete		research improvements to Northwood & Harvey Lk ramps	
45															
46	8/4/2021	Coordinate Public Auction with Auctioneer		High		WJ/BoS/Staff		10/16/2021				Complete		Auction date 10/16/21, location TBD	
47															
48	8/4/2021	Begin FY22 Budget Preparation Process		High		WJ/CE/Staff		9/13/2021				Complete		Issue package to department heads requesting line item budget detail	
49															

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
50	8/10/2021	Public Hearing Regarding Ambulance Rates Increase		High		WJ/BoS/MT		8/24/2021				Complete		
51														
52	8/10/2021	Town Owned Property Abutter Sale		High		WJ/BoS/CM		0825/21				Complete	In-house sale to abutters with restrictions	
53														
54	1/5/2021	Sale or Auction of Available Town Owned Property		High		WJ/BoS		8/30/2021		10/16/2021		Complete	determine status and confirm list w/BoS, ConCom, Rec Commission	
55														
56	8/24/2021	Deliver TA FY22 Budget to BoS		High		WJ/CE/DHeads		10/12/2021				Complete		
57														
58	1/15/2021	Update and Improve Town Website		Medium		WJ/BoS/Staff		8/1/2021		9/15/2021		Complete	meeting scheduled with host/design company on 4/29	

F4I

Board of Selectmen  
Town of Northwood  
Northwood, NH

Board,

I have some Right to Know questions regarding the recent lease of an excavator, model DX62R-US10, from 7/8/21 to 8/5/2021 and 8/5/2021 to 9/2/2021. According to Town Administrator Walter Johnson the excavator was picked up on Tuesday, 9/07/21. An excavator with the same model # was seen and pictures taken of it on the property of Chucks Alignment for a number of days between 9/3/21 and 9/6/21. It was used to clean up the back area of this private property.

1. Was this the same machine that was leased by the town of Northwood?
2. Was Equipment East aware that it was being used on private property?
3. Did anyone employed by the town of Northwood operate this machine on the Chucks Alignment property?
4. If so did that employee have permission to use EE's machine on private property?
5. Did that employee pay for the use of the excavator on private property?
6. Or, was this a sweetheart deal for the employee, using his town position to obtain a freebee?
7. If so would other town employees get the same opportunity on leased equipment in the future?
8. Or taxpayers, we pay the bill?
9. Was the excavator on town property or private property when it was picked up?

Thank you for your time,

Tim Jandebeur  
33 Welsh Rd.  
Northwood, NH 03261

Cc Equipment East, 1474 Route 3A, Bow, NH 03304 and 61 Silva Lane, Dracut, Ma. 01826

FYI

Equipment East  
1474 Route 3A  
Bow, NH 03304

&

Equipment East  
61 Silva Lane,  
Dracut, Ma. 01826

Sir,

An excavator, model DX62, was leased to the town of Northwood for the period 7/8/21 to 9/2/21. It was used on private property from 9/3/21 to 9/6/21. It was reportedly picked up on 9/7/21. Could you tell me if anyone paid for the use of this machine on those 4 days? Also, what was the location of the pickup?

Thanks for your help

Tim Jandebeur  
33 Welsh Rd.  
Northwood, NH 03261

603-223-7314

Cc Town of Northwood