



# Northwood, NH Board of Selectmen Agenda November 9, 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 19, 2021 - Work Session, October 26, 2021- Regular Meeting
- **Consent Agenda**
  
- **TA Reports / Items for Board Action**

## **OLD BUSINESS**

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

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

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

## **NEW BUSINESS**

**Review for Action: Establish Date for 2022 Deliberative Session and Budget Hearing**

**Review Board Tasker Manager**

**Board Committee Reports.**

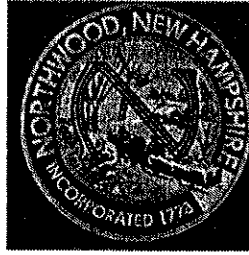
**Citizen's Forum (15-minute limit, 3 minutes/speaker)**

**Continue Review of FY22 Budget Requests – Proposed Warrant Articles – Capital Requests**

**Nonpublic Session if needed RSA 91-A:31l (a @ e)**

**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**

**Board of Selectmen Meeting Minutes  
October 19, 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**

Selectman Kreider stated that this is a work session so they are not taking public comment at this meeting.

**Police Department Budget:**

Chief Drolet stated that he has distributed his budget. He stated that there were not too many changes or a great deal of increases. He stated that the majority of the increase is in the salary and benefits line. He stated that they are adding a position, so that is generally the largest increase. It's cheaper to pay part-timers to cover the shifts than paying overtime, so it offset the increase in the part-time line with reducing the overtime line. There's an increase in the cruiser modems that's just about \$440, and a security system camera upgrade. They had to replace the rear door of the police department, they used to have a window in it. It was a standard door and they had to make that a secure door. Because of that, they cannot see outside anymore so they would like to add a camera to that back door with a monitor so the officers can see who's at that back door before they swing it open. He stated that he added \$1,000 to make that adjustment. The printing line has been reduced, since they print very little now, mostly for Animal Control. Contractor services is up \$2,000 that's just cost of doing business. The businesses still increase their fees even if we're on a default budget. Uniforms and supplies increased \$2,000, the price of ammunition is skyrocketed so that is a huge hit that comes out of that line so that's a huge hit to that line. For qualifications they required provide ammunition to officers that go to the academy, so they need to have that on hand for them. Equipment purchase has a seven-thousand-dollar increase, but that's not an increase that's just an adjustment to the accounts. They closed off a line of 7000, which was Equipment/Small Items and combine that into just one equipment line so it's not really an increase it's a just a reallocation if you will. For Vehicle Maintenance, he put up a thousand dollars, but they are still waiting for the pickup truck that they ordered back in 2020, so since they are holding on to these older cars longer waiting for the replacements, he felt it was best to add to vehicle maintenance to cover those expenses. Chief Drolet also stated that as of now, they have an officer deployed overseas at least until May 2022. That's going to leave an opening. They already have a current opening of a full-time officer that left so they had two full-time openings, so they have had some struggling with staffing. Hiring is not the easiest thing to do right now. They have 4 patrolmen to cover 365 days. A few months ago he asked permission

1 to solve two problems, one backfilled the deployed officer's position and also use that  
2 opportunity to add a new officer into the staff that we haven't added since 2008. He stated that  
3 they are averaging anywhere between 250 to 350 calls for service a month right now and they  
4 are close to 3,000 calls for the service for the year right now and around between 10 and 15  
5 arrests per month. Motor vehicle accidents, depending on the on the month are higher in the  
6 winter and lower in the summer. Having two officers on would be a huge benefit to the  
7 department. Land wise, the Town is very spread out. One of the biggest complaints he hears  
8 now from the town is that they don't have time to deal with the motor vehicle complaints. They  
9 just don't have the presence that you would see in a larger town that has five or six cars on.  
10 Right now, there are two candidates in the pipeline that have a few more hoops to jump  
11 through, but hopefully in the next two weeks they will be extending them offers of employment.  
12 Selectman Kreider asked if the wages they were offering were attracting applicants. Chief  
13 Drolet stated that the commission has looked at where the 2021 budget is looking pretty  
14 healthy this year so they are using some of that money to try to adjust the younger officers up  
15 the pay scale so they can advertise for a higher rate.

16  
17 Animal Control

18  
19 Chief Drolet stated that overall, it's reduction of about \$3,600 in the line, and that's pretty  
20 much just coming right out of the wages. They have had someone in the position for a  
21 pretty steady amount of time that they could actually see what the hours were going to be and  
22 with that reduction they can cover plenty of hours for that. Selectman Kreider asked if they still  
23 have the vehicle and where's the gas and maintenance for that vehicle? Chief Drolet stated that  
24 that comes out of the vehicle maintenance. A few years ago, one of the town administrators  
25 said he wanted to save money and cut the gas line out of it so just pull it out of the PD  
26 gas line. Chief Drolet stated that he would really like it back in its own line. The ACO uses  
27 about \$300 worth of gas, and it would really be better in its own line for proper accounting.

28  
29 Police Commission

30  
31 Linda Smith, Police Commission Administrator and Nicole Rodler, Chair of the Police  
32 Commission were present. Ms. Smith stated that they reduced the salary line to reflect to bring  
33 it down a little bit closer to actual expenditures for the last three or four years. There should  
34 still be enough in there for any potential step increase. The only other change was an increase  
35 in the equipment purchase line. It's the sixty-four dollars is for the post office box rental. She  
36 stated that she would like to add \$100 to the equipment that would be a cost share with her  
37 other departments police commission legal is a retainer of \$200 a month by the attorney that  
38 the commission has which is separate from the Town's general Counsel. That varies from year  
39 to year. He's available both to her and to the commission to answer any general legal  
40 questions.

41  
42 Budget Committee

43  
44 Ms. Smith stated that they made some reductions. Advertising is generally once a year for the  
45 public hearing and maybe occasionally there would be a reason to advertise if there are  
46 vacancies but they have been trying to do that with the website.

47  
48 Planning and Development

49  
50 Ms. Smith stated that one of the reductions is moving the GIS cost share down to a dollar. One  
51 main change is in the salaries, the TA had suggested breaking down Land Use Specialists and  
52 Land Use Admin Assist, 80% 20% between the Planning Board and the ZBA, to better show  
53 where those salary expenses are being used rather than executive office. Ms. Smith explained  
54 the break down for the Planner contracted services rate increase. She stated that the rate is  
55 going to increase from \$60/hour to \$65/hour at the end of this contract, which expires on  
56 12/31 of this year. She stated that this contract is a not to exceed amount, because of the  
57 variables on the planning board with applications when they come in, how much time is  
58 involved in them, the number of them, it's really very difficult to say x number of hours per  
59 month for the planner. Because of that, it's based on a yearly total of 520 hours. The planner

1 has done an exceptional job keeping underneath that amount and trying to keep up with the  
2 work as it fluctuates. It has worked out well over the last three or four years. The only other  
3 option other than increasing it to reflect that would be to reduce it and she would have real  
4 concerns about having it that tight that we may very well have to cut service if that happens  
5 Back in 2019 they went over the number of hours. Last year the selectmen worked with  
6 Strafford Regional Planning Commission because of the default budget was so far from the  
7 actual amount of the contract. There are things that the planner has helped with that do not  
8 come under the contract, but he's helped us out with different issues relative to economic  
9 development and there are other areas that are not part of that contract that they provide.  
10 Typically, she, the chairman and the planner meet to work with SRPC to provide information  
11 from the local level on transportation planning and the 10-year plan. SRPC also provided the  
12 annual planning handbooks, as well as a number of other services.

13  
14 Zoning Board

15 Ms. Smith stated that there are no real changes to that other than the changes to the  
16 moving the wages into that section. There's been some minor reductions based on the  
17 previous expenditures for three or four years the printing and advertising is down a little bit.  
18 Ms. Smith stated that they're still looking for people to be on the Zoning Board.

19  
20  
21 Conservation Commission

22 Ms. Smith stated that this line has very small changes within the department but the total  
23 amount is within two dollars. The forester seems to be the one of the few spots, but it's actually  
24 reallocating that. She stated that they were putting all of the money into the Town Forest Land  
25 Management for the Town Forester for the update of the Forest Management plan. The others  
26 have a dollar should there be a need that comes up that it keeps the line open but that's it.

27  
28  
29  
30 Fire Department

31 Chief Tetreault stated that there is not a big difference between his last proposed budget and  
32 this one. The biggest thing versus the default budget is including his salary in the budget. The  
33 full-time staff will have projected wage salary increases for all of full-time staff of a two percent  
34 step increase. The other larger increases are for part-time wages and that should give them  
35 enough money to cover the station with two people 24/7. For Call Back pay, Chief stated that  
36 he spoke with the TA about this. The call firefighters make \$10 an hour when they come back  
37 for calls. As the Board is aware, Dunkin Donuts and McDonalds pay more than that. In this  
38 budget he proposes that they have one pay rate so if a firefighter makes fifteen dollars an hour  
39 working a shift, they will make fifteen dollars an hour on callbacks. If they are making more  
40 money they'll may come back to calls more often. He stated that they have two cell phones and  
41 six mobile data terminals that they use in their apparatus. Electricity has always been under  
42 budgeted in the default budget so he put that up where it actually belongs. For building  
43 maintenance and repairs, since they haven't spent that much lately, he feels that \$10,000 is  
44 reasonable, and that's down \$3,000 from the default. A new line this year is Paramedic  
45 Intercepts. Chief stated that hopefully with one of their firefighters getting her paramedic they  
46 have reduced that line. A paramedic intercept costs about \$550 dollars per call. The more sick  
47 people they have without paramedics on duty, the more it cost. Fortunately, they have some  
48 really good advanced EMTs that know when they need a paramedic. Ambulance billing is a new  
49 line to call out what exactly what they are paying for. Ambulance billing is one of the lines they  
50 hope is overspent, because that means we're collecting more money because it's a percentage of  
51 what they collect. Mutual Aid Dispatch went up again this year. It's still a really good deal,  
52 \$48,000 for dispatching service 24 7. They have a regional hazardous materials team that they  
53 can call on and they have a chief officer available to them 24/7 that come out and help if we  
54 have a fire, and that's less than the cost of one person. For Contracted Services, he broke  
55 that out. Most of that is subscriptions for software that they use, emergency reporting and  
56 when to work scheduling. Office supplies is pretty self-explanatory. Educational is fire  
57 prevention supply, including coloring books and hats and stuff for the schools. Fire department  
58 general supplies includes the Janos sports. Medical supplies, that's for supplies they only  
59

1 use once like band-aids. He noted that they are pretty fortunate because that line would be a  
2 lot higher if it wasn't for Concord Hospital. Concord Hospital provides the majority of their  
3 disposable medical supplies free of charge. Some things we don't get from Concord  
4 Hospital are pretty expensive. One of them is I/O needles. One I/O needle is \$100, so every  
5 time they have a cardiac arrest, they use one of those needles. Diesel and Gas is just up  
6 slightly. He stated that he didn't want to anticipate how much the price of fuel could go up, it's  
7 a bit of a wild card. Uniforms are pretty self-explanatory, they buy all the uniforms for the staff  
8 whether that be uh uniforms for career staff or t-shirts for call firefighters. The Equipment line  
9 is eleven thousand dollars. If they need to replace hose or nozzles or fittings or things like that.  
10 Testing hose usually wipes out a couple lengths of hose. Vehicle Maintenance and Repair is not  
11 as high as requested last year, because they have some new apparatus and that's definitely  
12 had a positive impact on what they are spending for vehicle repairs. Equipment maintenance:  
13 they have to do an annual ladder testing, hose testing flow, and test the breathing apparatus.  
14 They are fortunate this year, the breathing apparatus was new so they didn't have to flow test  
15 that but they have to do that next year. For gear purchase, firefighter protective clothing, they  
16 only bought what they absolutely had to this year but they were trying to be on a maintenance  
17 schedule so he did bump that line up this year so that they could get back on schedule for  
18 anything they might have missed this year. An average set of turnout gear cost about three  
19 thousand dollars a set to outfit a firefighter from head to toe. After 10 years if they even if  
20 it's never been used after 10 years it's not good for first line service. Hydrants, again, they  
21 haven't spent that in the last few years but they do have some hydrants that are in need of  
22 repair. Dues are National Fire Protection Association, Fire Chiefs Association, Fire Prevention  
23 Society and New Hampshire State Fire Association. EMS equipment maintenance: monitor  
24 defibrillators have to be serviced annually, the stretchers need to be serviced annually, so  
25 that's basically what that that covers. EMS training covers initial EMS training whether that be  
26 EMT, Advanced EMT or paramedic and then refresher training. They are required to take  
27 refresher training every two years. Discussion continued about the Fire Department budget and  
28 potential upcoming expenditures.  
29  
30

### 31 Highway Department

32  
33 Public Works Foreman Chris Brown was present to discuss his proposed budget. He stated  
34 that most of his budget is pretty similar to what he's had in the and for the most part it's  
35 a pretty minimal increase over last year's budget. The foreman salary they added that in this  
36 year versus default budget. The call crew stayed the same. They don't use town cell phones  
37 they are using their personal so they cut that right out of the budget. Electricity and heating  
38 oil, they have a waste oil furnace now. Contracted services, permit fees and supplies the  
39 contracted services, that's the roadside mowing the building and grounds maintenance,  
40 grading and outside contract at work. Fuel has been pretty decent with their fuel consumption,  
41 it's their largest consumer obviously in the wintertime. Equipment maintenance and  
42 maintenance and repair is all combined now, so there is an increase in that one. Electric and  
43 heating oil for the recycling building. Department tools and supplies was all moved to either the  
44 equipment purchase line or the contracted services line. They are trying to catch up versus the  
45 default budget. For Highway cleaning and maintenance, there is a big change in contracted  
46 services, basically most of the work he would like to keep in house and not have to put out to  
47 contractors, so he just took portion of that line and moved it towards the rental line on the  
48 other page and that in turn will allowed him to have the excavator for six months and a chipper  
49 for a week if they need it here and there. In the two months that they had the mini excavator  
50 this year they did 13 culverts and 2,700 feet of ditching. Snow and Ice control Mr. Brown  
51 stated that if they look at the last few years, they haven't spent close to \$60,000, and this year  
52 this year they are at \$32,000. He stated that going back through the numbers in records that  
53 he found most of the trucks three years ago were six-wheelers, at \$95 to \$100 an hour versus  
54 small contracted pickups, or one tons at \$75. There's a big fluctuation in prices there, plus  
55 weather patterns are changing and most of everything is in-house regardless if it's storm or an  
56 ice event. They try not to call out the contractors unless they're absolutely needed, if they know  
57 it's going to be a 12-inch storm they're called ahead of time. Originally, salt was at \$73 a ton.  
58 This year it's actually ten dollars less a ton than it was last year. Sanitation: Mr. Brown stated  
59 that they were still at full staff at the transfer station. The only increase was in the salary lines.

1 For Solid Waste, Mr. Brown stated that there is a pretty significant increase because they are  
2 working with a three-year-old budget, and obviously tipping costs and transportation costs  
3 have increased a lot. Discussion continues about the Highway Department Budget as well as  
4 the Transfer station budget including the road reconstruction and maintenance expenses  
5 estimate of \$350,000 based on the new road surface management plan. Replacing the oldest  
6 six-wheel dump truck is also recommended for placement on the warrant for 2022.

7  
8 Selectmen's Budget

9  
10 Selectman Kreider stated that he didn't think there was any desire to change anything as far as  
11 the Selectman's compensation. He stated that he would not have a problem with an equal  
12 distribution of money. He stated that he would leave the overall number the same. He stated  
13 that there wasn't anything for travel for selectmen and obviously when and if trainings are  
14 back in person that certainly that could be a case where travel costs would be used.

15  
16 Town Administrator's Budget

17  
18 Mr. Johnson stated that the salary amount was the amount included in his contract.  
19 Everything else includes the associated cost for social security, retirement system, insurances,  
20 etc. He stated that he does carry a town cell phone. Also included in this budget is the storage  
21 facility for document storage that we have at Archive America. Dues are of the membership  
22 dues for the Town Administrator and training and travel for conferences this year. He stated  
23 that he hasn't attended any conferences as of yet as most have changed to remote due to  
24 Covid, so he hasn't spent anything out of those lines this year to date.

25  
26  
27 Moderator Budget

28  
29 Mr. Johnson stated that they maintain a stipend for the Moderator, but they haven't had a bill  
30 submitted by the Moderator for the last three years, but they do have the provision there and  
31 certainly they're entitled to submit their payment request for that.

32  
33 Executive Office Budget

34  
35 Mr. Johnson stated that again this is another area where they have divided expenses for staff  
36 into departments that they actually work for and so they have taken out the Building and  
37 Assessing clerk and put that in the Building and Assessing departments and they have kept a  
38 portion in here for Carol for her executive responsibilities. The same way with the Land Use  
39 specialist and the Land Use Administrative Assistant as previously discussed. Contracted  
40 services, a lot of these are their functional operational maintenance contracts for the copy  
41 machines and a data destruction service that they subscribe to which takes away all their  
42 confidential papers under a secure agreement, a water cooler, software for the web site hosting  
43 and then Mainstay computer support that's for support for all our departments except for  
44 police which is under a separate contract. Printing and Advertising is for the voter guides and  
45 the town report and notices for public meetings, etc. Software: this is for Adobe software that  
46 they use for sending out things for approval. They were able to cut back the number of licenses  
47 on that after they started meeting in person again. General office supplies are copy toner,  
48 batteries etc. Postage again they have allocated a percentage to the Executive Department for  
49 mailings. Books and Periodicals: they have their proposal for new computers that need to be  
50 replaced or aren't scheduled to be replaced, he just met today for their annual review with  
51 Mainstay about their hardware and software need and that'll be something that he will have by  
52 the November budget meeting. These computers that are budgeted in are actually scheduled  
53 for replacement in 2021. Equipment Maintenance and repairs: This is just keeping all the  
54 equipment operating and whatever equipment maintenance that comes up comes out of that  
55 particular budget. Dues include New Hampshire Municipal Association dues that they benefit  
56 from every year is \$4,000, Sam's Club membership program that's pretty minimal. Travel and  
57 Training is minimal there as well.

1 Restoration of Records

2  
3 Mr. Johnson stated that they started on a quest to restore and preserve the records in the  
4 town clerk's office. The first volumes were done last year and so this year they recommended  
5 the next two volumes which are smaller, and they've provided us this a quote for \$6,984 to get  
6 those next two volumes done. Selectman Kreider stated that they would stop there for now,  
7 with the intent to work on more budget at the next meeting.

8  
9 **NON-PUBLIC SESSION**

10 **Motion: To enter non-public at 9:00 PM under RSA 91-A:3, II (a)**

11 **Motion: M. Frye**

12 **Second: J. Guzowski**

13  
14 **Motion carried by roll call vote 5/0**

15  
16 *The Select Board Members entered non-public at 9:00 PM.*

17  
18 *Public Session Reconvened at 9:25*

19  
20 **Motion: "To seal the minutes as they are relative to a personnel matter"**

21 **Motion: M. Frye**

22 **Second T. Colby**

23  
24 **Motion: "To adjourn at 9:26 PM"**

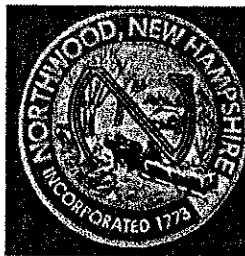
25 **Motion: M. Frye**

26 **Second: T. Colby**

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

29  
30  
31 *Respectfully Submitted*

32 *Susan Austin, Land Use Assistant*



**TOWN OF NORTHWOOD  
BOARD OF SELECTMEN**

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

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**Board of Selectmen Meeting Minutes  
October 26, 2021**

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

**STAFF PRESENT:** TA Walter Johnson,

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

**CITIZEN FORUM:** No Comments

**Minutes**

**Motion: "To approve the minutes of October 12, 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 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 \$1,760.00

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

Batch # 18004 for \$68,6970.95

**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 October 26, 2021 as presented.**

**Motion: T. Colby**

**Second: M. Frye**

**Motion carried 5/0**

**Town Administrator Report:**

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



DRAFT

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

3 Town Facilities Lighting Upgrade: We finally have a proposal for the lighting upgrade package  
4 for all facilities and the cost is in line with the budgeted encumbered amount of \$28,000. A  
5 copy of the breakdown is included in your packet. These funds are encumbered in the  
6 restricted fund balance from 2019. As this project has an existing approved Purchase Order  
7 Walter requested the Board's authorization to sign all necessary documents related to  
8 completing the project. Paving at the handicap ramp at the Community Hall will be completed  
9 by the DPW soon.

10 **Motion: "To authorize the Town Administrator to sign all necessary documents required**  
11 **for the completion of the Eversource Lighting Fixture Program".**

12 **Motion: T. Colby**

13 **Second: M. Frye**

14 **Motion carried 5/0**

15

16 Road Paving Schedule: Reclaiming is completed for a portion of Bow Street, Harmony and  
17 Bigelow Rd. The repair to a small section of Harmony Rd will be completed this fall.  
18 Shouldering is being done on the three roads this week. Tim noted there is also a small section  
19 of Ridge Rd. that was damaged by a downed powerline last winter and a section of Harvey Lake  
20 Rd that needs to be done by R & D Paving before they finish for the winter.

21 FY 22 TA/Department Head Budgets: Budget review will continue on 11/2 at 6:30. If time  
22 allows some of the smaller budgets remaining can be reviewed at the end of tonight's meeting. I  
23 expect we can wrap up the review of the operating budget on 11/2 and then move on to the  
24 warrant articles. The schedule includes the Building Code Compliance and Health at 6:30,  
25 Recreation at 6:50, Town Clerk/Tax Collector at 7:15, Library 7:45, Finance/Personnel at 8:15.  
26 Walter noted from there we will move on to the capital items and warrant articles on the 9<sup>th</sup>  
27 and vote on all items on the 16<sup>th</sup>.

28 Road Surface Management Program (RSMS) Update: Work continues on the final version of the  
29 plan. Walter noted we are still anticipating on getting the final version in early November as the  
30 Town has provided all the necessary input for the maintenance and reconstruction work for the  
31 first five years of the plan.

32 Household Hazardous Waste Day 2023: The City of Rochester is requesting our conditional  
33 commitment to participate in the 2023 regional household hazardous waste day. They are  
34 aware of the condition that the participation is subject to budget funding approval. A grant  
35 application to NHDES for the 2023 event is being submitted in January of 2022 so a  
36 commitment is needed before then. Northwood's share is \$ 2,028.81. A motion to commit  
37 subject to funding is required. The Board discussed the benefits versus the cost of participating  
38 in the program. Walter reported in 2021 there were 30 vehicles from Northwood that  
39 participated and only 3 in 2020 during the height of the pandemic. Not participating in the  
40 program may result in some hazardous material in our regular trash or dumped along  
41 roadsides. The cost for the 2022 event is included in the proposed budget as part of the  
42 transfer station hazardous waste disposal line which includes other disposal cost handled at  
43 the facility. After further discussion the Board agreed by consensus to send the letter of  
44 conditional commitment for the 2023 event to the City of Rochester.

45 Resident Winter Sand Shed: Chris and Jeff have constructed a shelter for winter sand to be  
46 used by residents at their homes. The shelter will protect the sand from freezing. Resident may  
47 take up to two 5-gallon buckets at a time. The sand is not available to commercial contractor  
48 sanders etc. The Board expressed their appreciation to Chris and Jeff for getting this long  
49 overdue project completed as it will be a benefit for the residents during inclement winter  
50 weather.

DRAFT

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

5 Upcoming Meetings Schedule: Board Meeting Schedule: Budget work session on 11/2, and  
6 11/16 if necessary, regular meeting on 11/9 and 11/23.

7 **Old Business:**

8 Town auction of Town owned property: Walter reported a total of thirty Town owned properties  
9 were sold at the October 16 auction. A list of the property locations and high bid amount is  
10 included in the Board's meeting packet which is also on the Town website. There is one high  
11 bidder on the property located at 8 Elm Street for \$20,000 who has withdrawn their bid. There  
12 is a backup bidder who the auctioneer will contact for the property at a bid of \$17,500. This  
13 matter will be discussed further in non-public session under RSA 91A:3II (d).  
14

15 **New Business:**

16  
17 Deputy Health Officer Recommendation – Adam Schaub: Walter reported that Adam has  
18 expressed an interest in serving as the Deputy Health Officer (DHO) and his appointment is  
19 supported by the Health Officer Jared Shaheen. This position like the Health Officer position is  
20 appointed by the State on the recommendation of the Select Board. The Board discussed a  
21 concern of performing the DHO duties during Adam's shift time with the Fire Department.  
22 Walter stated that this would be a condition of the appointment except in the event of a health  
23 emergency which he would likely be involved in as a Captain in the NFD. An annual \$1000  
24 stipend is budgeted for this position.  
25

26 **Motion: To recommend Adam Schaub as the Deputy Health Officer**

27 **Motion: M. Frye**

28 **Second: T. Colby**

29  
30 **Motion Carried 4 -1 with J. Guzofski voting no due to his objection to Health Officer and**  
31 **Deputy positions have authority over the Select Board in certain circumstances by State**  
32 **law. He is not objecting to Adam himself being appointed.**  
33

34 Proposed Complaint Against a Town Employee Policy

35  
36 Walter brought forth a proposed policy to address and establish a process for the public to  
37 formally bring forth any complaints of any Town employee actions that may have aggrieved in  
38 some way. The draft is from a similar form he's used in another community and found it to  
39 work well if citizens feel they've been missed treated or negatively impacted by the actions of a  
40 Town employee while working for the Town. As discussion, the Board agreed to as Town labor  
41 Counsel to review the policy and they will consider it after reviewing Counsel's comments at a  
42 future meeting.  
43

44 Proposed Inclement Winter Weather Maintenance Policy

45  
46 Walter presented a draft of an inclement winter weather policy that he recommends the Board  
47 adopt. This policy outlines the general process and procedures used by the DPW/Highway  
48 Department and the contractor's hired by the Town. This policy will assist citizens with  
49 understanding the priorities and processes used to maintain the Town roads and town school  
50 facilities during the winter season. If adopted, the Select Board is required to review this policy  
51 with the DPW Foreman prior to each winter season and make any adjustment to the policy as  
52 may be necessary. The consensus of the Board was to bring the draft back at the next regular  
53 meeting for adoption with no changes at this time.  
54

55 Review Board Task Manager

56  
57 Chairman Kreider inquired if any Board member has any additions to or questions or concerns  
58 regarding the any items on the current list. Jim asked about the status of the Bow St. and Rt4

DRAFT

1 intersection matter. Walter reported the two property owners involved in handling the drainage  
2 problem are now in court and we are waiting to see the outcome of that before we go forward  
3 with addressing the utility pole relocation and finishing the pavement. Matt inquired about the  
4 Harvey Lake Dam and now that the property that may own a portion or all of the dam is now for  
5 sale does that have any bearing on the situation. Walter stated that where the Town has taken  
6 a position that we don't own the dam and will not be taking any steps to maintain it the sale of  
7 the abutting property should not impact our position. It was noted that only a portion or one  
8 parcel of the property may be for sale and not the portion involving the dam. Tim asked if the  
9 Meadows Dam repair should be on the list and Walter felt it being a state responsibility not a  
10 Town, he hadn't put it on the list. Walter was asked to follow up on the status of the repair.

11  
12 Board Committee Reports

13  
14 Matt reported on the Trunk or Treat event put on by the Recreation Department last weekend  
15 was very successful with a bunch of participants and several volunteers provide trunks. Jim  
16 reported on the Budget Committee's recent 3<sup>rd</sup> qtr. review meeting last week. He expressed his  
17 appreciation to Walter and Cheryl for their preparedness and professional responses to the  
18 Committee's questions.

19  
20 Walter noted that he is still working with two homeowners regarding pending tax deeding and  
21 hopes they can avoid taking the properties for nonpayment of taxes. He will update the Board at  
22 the next regular meeting.

23  
24 Continue Review of Department Head FY22 Budget Requests – Voter Registration, Elections,  
25 Audit Services, Assessing, Treasurer, Legal Services.

26  
27 Voter Registration: Walter noted there are three elections scheduled for 2022 and the budget  
28 numbers reflect the funds necessary for the three which is similar to the 2018 budgeted  
29 amounts.

30 Elections: Same budget process for the Voter registration with 3 elections. Walter to check on  
31 funds for programing and maintaining the ballot machine for each election.

32 Audit Services: The \$15,000 budget amount is based on a proposed 3-year contract with our  
33 current auditors.

34 Assessing: For 2022 we have included a share of the admin assistant for assessing of 25% of  
35 her wages and benefits to reflect the actual and true cost of running the department. Walter  
36 explained the need to keep property values in line with market values and not let them fall so  
37 low that we have a similar impact as we did in 2020 with the 5-year-old revaluation. We are  
38 budgeted for a statistical update with our contract assessor as some of the segments of the  
39 properties in Town may no longer meet the DRA requirements. We have a \$50,000 placeholder  
40 as the actual price is still being discussed with Cross Country Appraisal Co. This cost appears  
41 in the Contracted Services line along with the regular assessing cost of \$54,000. The postage  
42 for the department like others is being shared with this department in the amount of 10% of  
43 the total annual cost.

44 Treasurer: This department is scheduled for a new desk top computer in 2021 for \$1000 which  
45 may be rescheduled until 2022 if funding is not available at the end of 2021. If it is then it will  
46 be removed from the proposed budget.

47 Legal Services: Walter explained the amount of \$15,000 for general legal services including our  
48 labor Counsel is being proposed at the 2021 level. Currently, there is no pending litigation that  
49 will create a significant impact to this line item and only the normal legal services are planned  
50 for.

51  
52 NON-PUBLIC SESSION

53 **Motion: To enter non-public at 8:00 PM under RSA 91-A:3, II (a&d)**

54 **Motion: M. Frye**

55 **Second: J. Guzofski**

56  
57 **Motion carried by roll call vote 5/0**

58  
59 *The Select Board Members entered non-public at 8:00 PM.*

DRAFT

Public Session Reconvened at 8:55

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

**Motion: M. Frye  
Second T. Colby**

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

Chair Kreider read the following statement: "Regarding the recent complaints lodged against a Town employee in the highway department, the Board has investigated the complaint and found it to be unfounded in terms of violating Town policy and state law. Where this is a personnel matter details of the investigation will remain sealed in the non-public minutes per RSA 91A:3II (a)."

**Motion: "To adjourn at 8:57 PM"**

**Motion: M. Frye  
Second: T. Colby**

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

**Respectfully Submitted  
Walter Johnson, Town Administrator**

# Northwood NH Consent Agenda for November 9, 2021

**Payroll Manifest dated November 3, 2021:**

Batch # 18014 for \$74,786.11

**Accounts Payable Manifest dated November 3, 2021:**

Batch # 18016 for \$43,930.23

**Accounts Payable Manifest dated November 3, 2021:**

Batch # 18024 for \$495.14

**Accounts Payable Manifest dated November 10, 2021:**

Batch # 18035 for \$387,258.92

**Treasurer's Report – N/A**

**Administrative Abatements – N/A**

**Property Tax Exemptions: Approve or Deny per Assessor's Recommendations**  
Veteran's Tax Exemption – Andrew Gwinn Map 110 Lot 7

**Other**

N/A

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

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

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

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

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

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

Per 2022

FORM PA-29

NEW HAMPSHIRE DEPARTMENT OF REVENUE ADMINISTRATION
PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS
DUE DATE APRIL 15 PRECEDING THE SETTING OF THE TAX RATE

OWNER AND APPLICANT INFORMATION
OWNER: Andrew Guinn
APPLICANT'S LAST NAME: Guinn
APPLICANT'S FIRST NAME: Andrew
MI: L
PHONE NUMBER: 508-384-6662
MAILING ADDRESS: 39 Denmark Dr
CITY/TOWN: Northwood
STATE: NH
ZIPCODE: 03261
PROPERTY ADDRESS: 39 Denmark Dr
TAX MAP: 110
BLOCK:
LOT: 7
IS THIS YOUR PRIMARY RESIDENCE? YES NO
VETERAN'S INFORMATION
1. APPLICANT IS THE: Veteran
2. APPLYING FOR: Veterans' Tax Credit (RSA 72:28) Standard (\$50) / Optional (\$51 up to \$750)
3. Veteran's Name: Andrew Guinn
4. Date of Entry: 09242013
5. Date of Discharge/Release: 09232019
6. Name of Allied Country Served in:
7. Branch of Service: United States Air Force
8. Please Check One: US Citizen at time of entry into Service
STANDARD EXEMPTIONS
10. Elderly Exemption
11. Improvements to Assist Persons with Disabilities
LOCAL OPTIONAL EXEMPTIONS
12. Blind Exemption, Deaf Exemption, Disabled Exemption, Electric Energy Storage Systems Exemption, Solar Energy Systems Exemption, Wind-Powered Energy Systems Exemption, Woodheating Energy Systems Exemption
STEP 4 RESIDENCY
13. NH Resident for One Year preceding April 1 in the year in which the tax credit is claimed (Veterans' Tax Credit)
STEP 5 OWNERSHIP
14. Do you own 100% interest in this residence? YES NO
STEP 6 SIGNATURES
Under penalties of perjury, I declare that I have examined this document and to the best of my belief the information herein is true, correct and complete.
SIGNATURE (IN INK) OF PROPERTY OWNER: Andrew Guinn
DATE: 11/02/2021

PROPERTY OWNER NAME
PROPERTY OWNER NAME
TAX MAP | BLOCK | LOT

PERMANENT APPLICATION FOR PROPERTY TAX CREDITS/EXEMPTIONS

MUNICIPAL AUTHORIZATION - TO BE COMPLETED BY MUNICIPAL ASSESSING OFFICIALS

VETERANS' TAX CREDIT

MUNICIPAL TAX MAP	BLOCK	LOT	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Veterans' Tax Credit RSA 72:28 (Standard \$50; Optional \$51 up to \$750)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> All Veterans' Tax Credit RSA 72:28-b (Standard \$50; Optional \$51 up to \$750)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Service-Connected Total Disability (Standard \$700; Optional \$701 up to \$4,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Surviving Spouse Tax Credit (Standard \$700; Optional \$701 up to \$2,000)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Tax Credit for Combat Service pursuant to RSA 72:28-c (\$50 up to \$500)				<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Review Applicable Discharge Papers Form(s)						
<input type="checkbox"/> Other Information						

VETERANS' EXEMPTION

Certain Disabled Veterans' Exemption     Veteran     Surviving Spouse    GRANTED  DENIED

APPLICABLE ELDERLY, DISABLED AND DEAF EXEMPTION INCOME AND ASSET LIMITS

CONTACT YOUR MUNICIPALITY FOR INCOME AND ASSET LIMITS

Income Limits	Deaf Exemption	Disabled Exemption	Elderly Exemption	Elderly Exemption Per Age Category	
Single				65-74 years of age	
Married				75-79 years of age	
<b>Asset Limits</b>				80+ years of age	
Single					
Married					

STANDARD and LOCAL OPTIONAL EXEMPTIONS (if adopted by the City/Town)

	AMOUNT	GRANTED	DENIED	DATE
<input type="checkbox"/> Elderly Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Improvements to Assist Persons with Disabilities		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Blind Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Deaf Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Disabled Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Electric Energy Storage Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Solar Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Woodheating Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	
<input type="checkbox"/> Wind-powered Energy Systems Exemption		<input type="radio"/>	<input type="radio"/>	

A photocopy of this Form (Pages 1 and 2) or Form PA-35 must be returned to the property owner after approval or denial.

The following documentation may be requested at the time of application in accordance with RSA 72:34, II:

- \* List of assets, value of each asset, net encumbrance and net value of each asset.
- \* State Interest and Dividends Tax Form.
- \* Statement of applicant and spouse's income.
- \* Property Tax Inventory Form filed in any other town.
- \* Federal Income Tax Form.

\* Documents are considered confidential and are returned to the applicant at the time a decision is made on the application.

Municipal Notes

*Recommended 11/4/21*

PRINT / TYPE NAME OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	SIGNATURE (IN INK) OF SELECTMEN / MUNICIPAL ASSESSING OFFICIAL	DATE
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Town of Northwood  
Town Administrator's Report  
November 9, 2021

**Staffing Update:** PD continues to work two Patrolman candidates through the hiring process with one conditional offer being extended and accepted to date. The part time vacancy at the transfer station has been posted. The fulltime firefighter position opening will be posted soon. A draft of a revised position description was included in your packet for discussion and approval.

**Transfer Station Schedule:** With winter coming and the transfer station being short handed it may be necessary to cut back some of the hours of operation during the week until we are back at full staff as Chris and/or Jeff will not be available to cover the open shifts.

**Town Facilities Lighting Upgrade:** I've approved and signed the necessary documents for the project to move forward. We have a pre-construction tour and meeting set for 11/12.

**Road Paving Update:** The section of Harmony Rd with a subsurface materials problem has been repaired and will be repaved in the near future.

**FY 22 TA/Department Head Budgets:** Budget review will continue at the end of this meeting. Discussion will include a review of the requested TA/Department Head budget and the proposed warrant articles. The final recommendation for the budget and money warrant articles will be determined at the works session on 11/16 beginning at 6:00pm.

**Road Surface Management Program (RSMS) Update:** Work continues on the final version of the plan. A copy of the next five years plan is included in your packet.

**RT. 107/Main Street Bridge Construction:** Construction began yesterday on the culvert replacement project by NHDOT and the area is now one way over the brook controlled by temporary traffic signals. A small amount of parking at the Community Hall is being affected during the construction.

**2021 Tax Rate Setting:** According to the DRA municipal portal all documents have been received for all entities but some are still under review so no time frame has been determined for when a rate setting session will be set.

**Tax Deeding:** I recommend the Board waive the tax deeding of the property know as Map 232 Lot 11 as the property is occupied and taking it would create an undesirable obligation under a landlord tenant liability risk for the Town. The waiver is in the signature folder for signatures if approved. We will continue to work with the property owner on a payment plan to prevent a deeding situation in the future. **Motion: to waive the tax deeding of Map 232 Lot 11 due to the potential landlord/ tenant liability risk to the Town.** The Tax Collector will be deeding Map 206 lot 53 on Long Pond Road.

**Upcoming Meetings Schedule:** Board Meeting Schedule: Budget work session on 11/16<sup>th</sup> regular meetings on 11/23, 12/14 and 12/28.



# Town of Northwood, NH

**POSITION: Career Firefighter/EMT**  
**FLSA STATUS: Non-Exempt**

**DEPARTMENT: Fire Department**  
**REPORTS TO: Fire Chief**

---

## **GENERAL SUMMARY**

Under direct supervision, protects life and property by performing firefighting, rescue, emergency medical, hazardous material, and fire prevention duties. Assists with fire code compliance inspections and enforcement of all Town, State and National fire codes. Assists with public fire education and public relations programs and demonstrations.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Responds to fire alarms; medical emergencies; and other emergent or non-emergent service calls.
- Performs firefighting activities including driving fire apparatus, operating pumps, operate related equipment, laying hose, and perform fire suppression including interior firefighting.
- Performs emergency technical rescues including vehicle extrications, rescue from confined space, high angle rescue, water related rescues, rescue from building collapse, rescue from land slides and cave ins, and other rescue or extrication incidents.
- Performs emergency medical aid activities/services at the level of their EMS certification in accordance with State EMS protocols
- Performs post fire clean up and salvage operations such as throwing salvage covers, sweeping water and removing debris.
- Assists as required to secure buildings from rekindle, vandalism or continued damage.
- Receives radio and telephone calls, obtains specific information and/or refers calls as necessary to proper agency or relays fire calls and alarms. Operates radio and other communication equipment.
- Attends classes to remain proficient in required job functions.
- Assists with fire/safety prevention activities by inspecting buildings and other structures for fire hazards; and reviewing plans and maps to ensure that facilities comply with fire codes. Advises owners of changes required or issues compliance orders or warning citations.
- Assists with pre-fire planning by inspecting and drawing floor plans of commercial and industrial buildings and institutions.
- Assists with presenting programs to the community on safety and fire prevention topics and participates in public relations activities.
- Maintains fire equipment, apparatus, facilities, and grounds to include, periodically inspecting and testing equipment to ensure operational readiness.
- Complete incident reports and assists with maintain records of incidents, training, inspections, and the like; performs other administrative duties as assigned.
- Maybe required to respond to fire or other emergencies during non-duty hours.
- Adheres to all department rules and regulations
- Performs building maintenance and cleaning including minor repairs.
- Assists with Fire Cause Determination
- Computer literate and be able to learn and interact with the various software programs utilized by the department

## **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as required.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

High school diploma or equivalent, an advanced degree in a related field is preferred. Possession of a valid NH Commercial Driver's License with air brake and tank endorsement

### **Knowledge, Skills and Abilities**

- Excellent physical condition required with ability to perform strenuous or peak physical activities during emergencies, or training, for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
- Ability to follow verbal and written instructions and to effectively communicate in writing and verbally is required.
- Ability to establish effective working relationships with employees, other agencies and the public is essential
- Ability to write reports and keep records is required.
- Ability to work in a par-military organization including an understanding and ability to follow the chain of command.

### **SUPERVISION EXERCISED**

May be called upon to act as the Company officer or Incident Commander in the absence of a ranking officer.

### **LICENSING AND CERTIFICATION**

- Firefighter I, II certifications.
- Nationally Registered Advanced Emergency Medical Technician
- Wild Land Firefighter
- Hazardous Materials Operations or above
- Fire Apparatus Driver Operator Pumps
- Incident Command 100,200,700
- Firefighters must have current documentation of passing the Firefighter Candidate Physical Ability Test (CPAT) or meet the State of NH requirements for lateral transfer.

### **TOOLS AND EQUIPMENT USED**

Below are examples of equipment firefighters may be expected to use and operate. This list should not be considered all inclusive.

Computer, general office equipment, various department vehicles, fire engines, fire pumps, hoses and nozzles, hydrant assist valves, master stream devices, self contained breathing apparatus, thermal imagers, multi-gas detectors, foam generator, hand tools, generators, hydraulic rescue tools, hoist, air bags, various hand and power saws, fire extinguishers, fans, rescue ropes and pulleys, ice water suit, torches, radiation detection kits, carbon monoxide detector, SKED and stokes basket, hazmat suits, sprinkler tongs and 2-way communication equipment. Ambulance apparatus and all related medical equipment up to the level of their medical license.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; run; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move more than 100 pounds.

Firefighters must have adequate senses necessary to perform required job functions. Firefighters must meet required physical and medical standards and must be able to carry, drag or restrain individuals or equipment more than 100 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; blood and air borne pathogens, toxic chemicals or gases, extremes in temperature, cramped surroundings and contact with death, emotional stress, trauma, contagious disease, and terminal illnesses. Firefighters are also exposed to risk of explosions, burns and electrocution, extreme heat, contaminated environments, emotionally upset people, noise, physical hazards from traffic, fire and falling objects and atmospheric conditions such as smoke, fumes, odors, and gases. Required to wear various personal protective equipment based on the requirements of the incident.

Persons with debilitating claustrophobia or acrophobia (fear of heights) will not be considered for appointment

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

Approved:    Date: \_\_\_\_\_

**BOARD OF SELECTMEN**

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

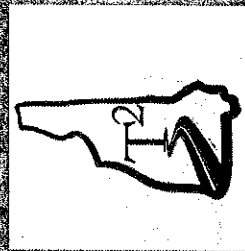
TA Report.

# 2022-2026 Northwood Pavement Plan

By Stephen Geis



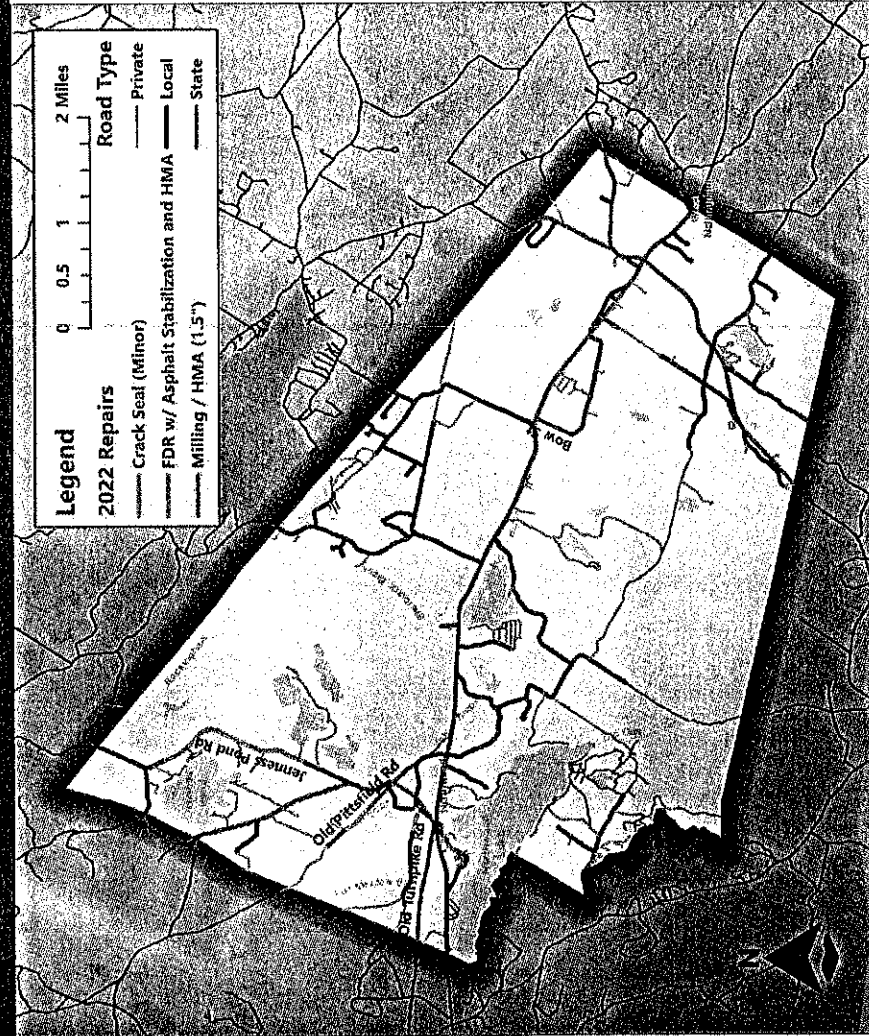
**STRAFFORD**  
Regional Planning Commission



# STRAFFORD

Regional Planning Commission

## 2022



Average PCI After Repairs	79.36
Average PCI Without Repairs	74.95
Total Miles Treated	4.03
Total Repair Cost	\$269,155

Crack Seal (Minor)	\$3,268
FDR w/ Asphalt Stabilization and HMA	\$88,039
Milling / HMA (1.5')	\$177,848
<b>Total</b>	<b>\$269,155</b>

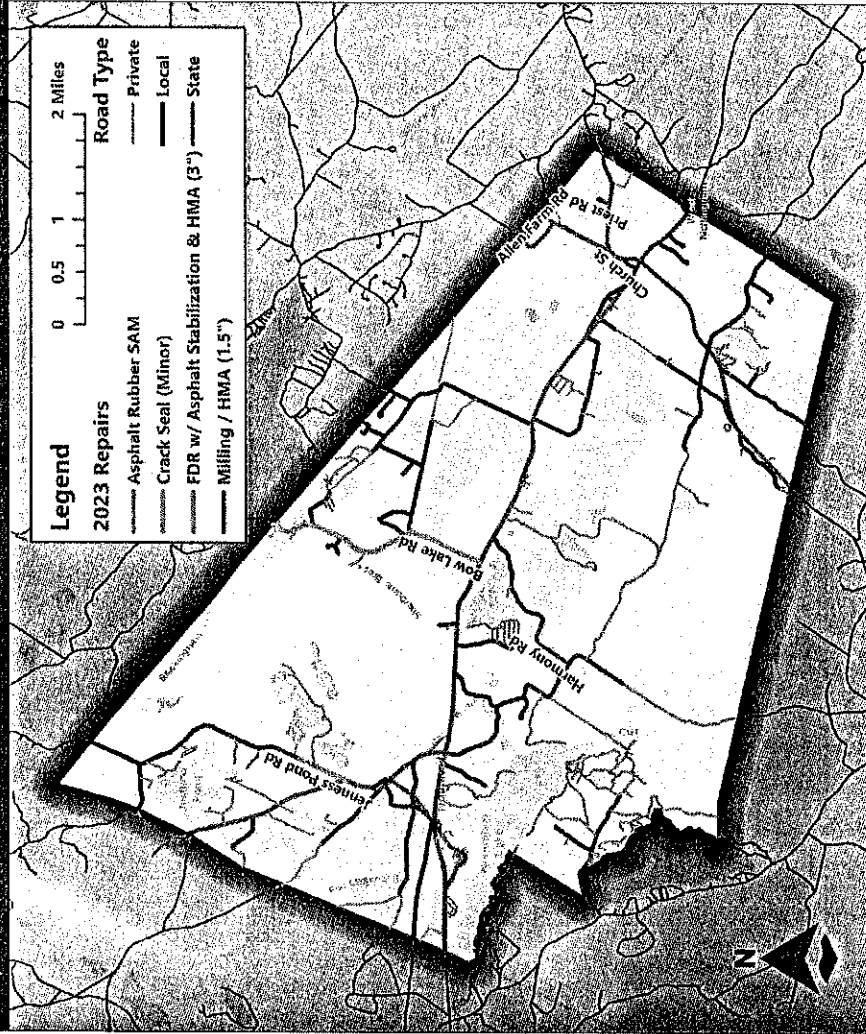
**Roads Treated:**  
 Bow Street  
 Jenness Pond Road  
 Old Turnpike Road  
 Old Pittsfield Road  
 Ye Olde Canterbury Road



# STRAFFORD

Regional Planning Commission

## 2023



Average PCI After Repairs	80.15
Average PCI Without Repairs	71.57
Total Miles Treated	4.10
Total Repair Cost	\$213,730

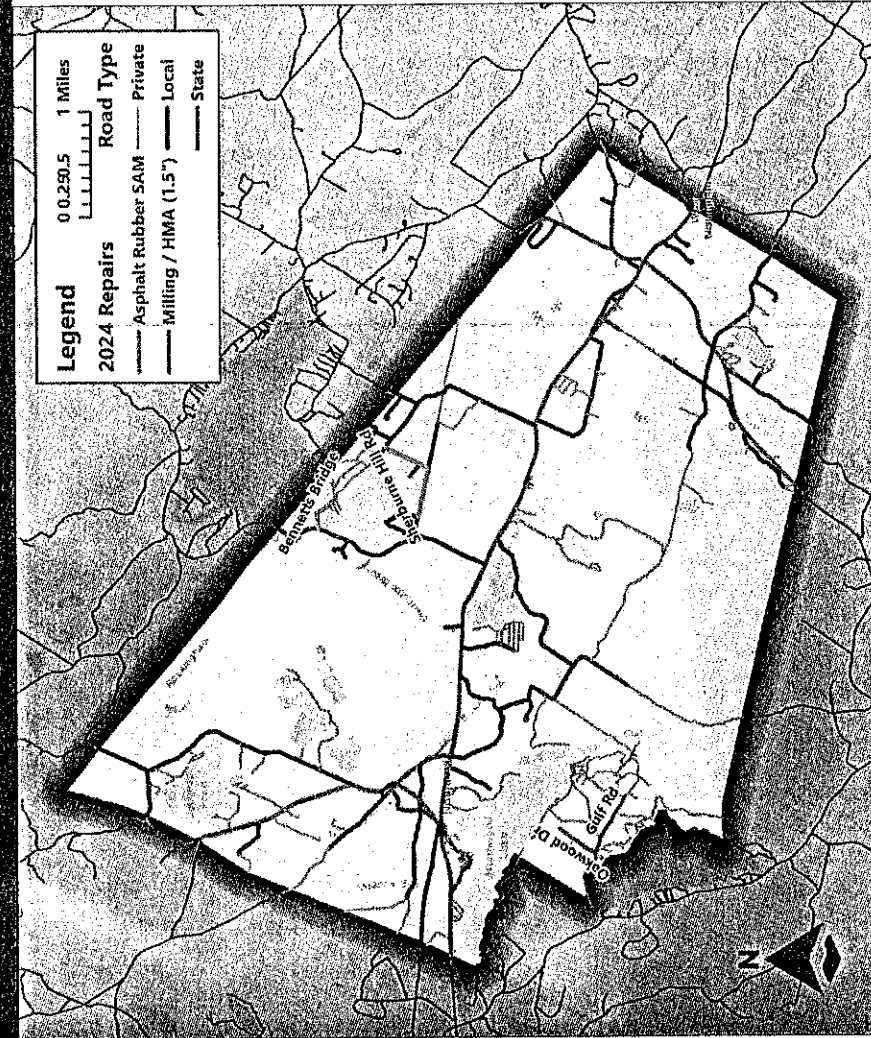
Crack Seal (Minor)	\$4,922
FDR w/ Asphalt Stabilization and HMA	\$51,395
Milling / HMA (1.5")	\$134,162
Asphalt Rubber SAM	\$13,079
<b>Total</b>	<b>\$213,730</b>

**Roads Treated:**  
 Allen Farm Road Harmony Road  
 Bow Lake Road Jenness Pond Road  
 Church Street Priest Road

# STRAFFORD

Regional Planning Commission

# 2024



Average PCI After Repairs	79.31
Average PCI Without Repairs	68.35
Total Miles Treated	2.81
Total Repair Cost	\$208,494

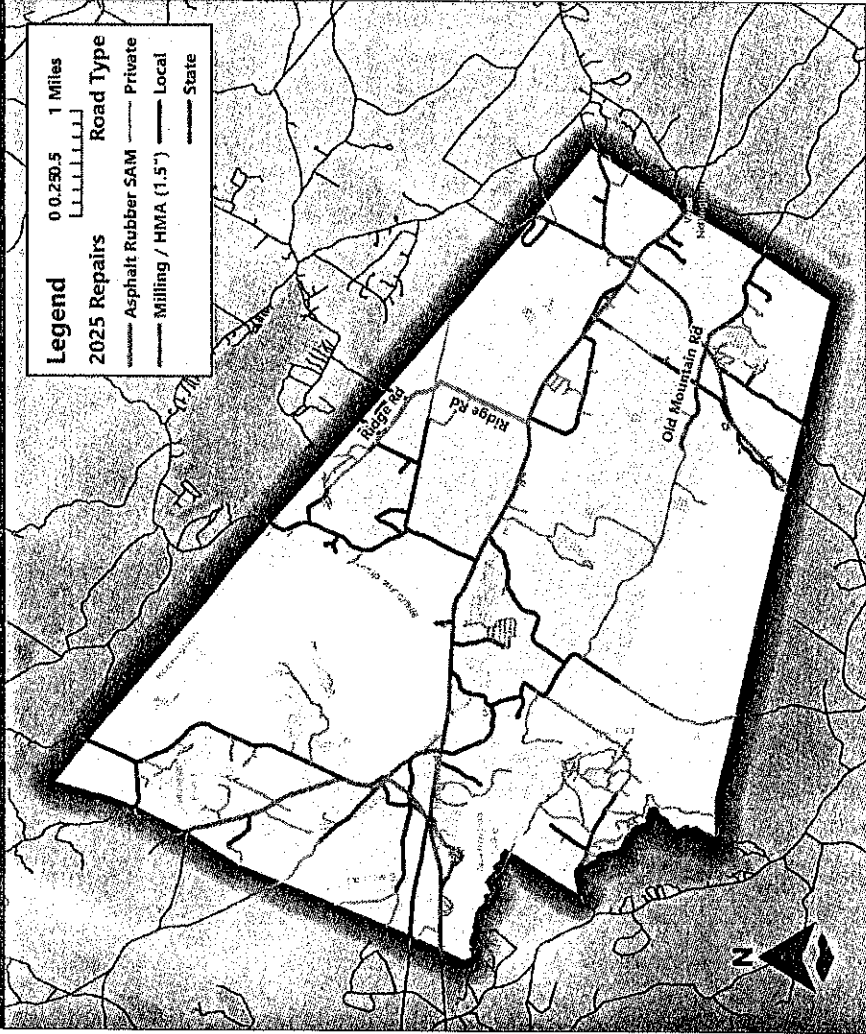
Crack Seal (Minor)	\$364
Milling / HMA (1.5")	\$127,556
Asphalt Rubber SAM	\$80,574
Total	\$208,494

**Roads Treated:**  
 Bennett's Bridge Road  
 Gulf Road  
 Oakwood Drive  
 Sherburne Hill Road

# STAFFORD

Regional Planning Commission

# 2025



Average PCI After Repairs	78.53
Average PCI Without Repairs	65.28
Total Miles Treated	3.65
Total Repair Cost	\$259,846

Milling / HMA (1.5")	\$152,253
Asphalt Rubber SAM	\$107,593
Total	\$259,846

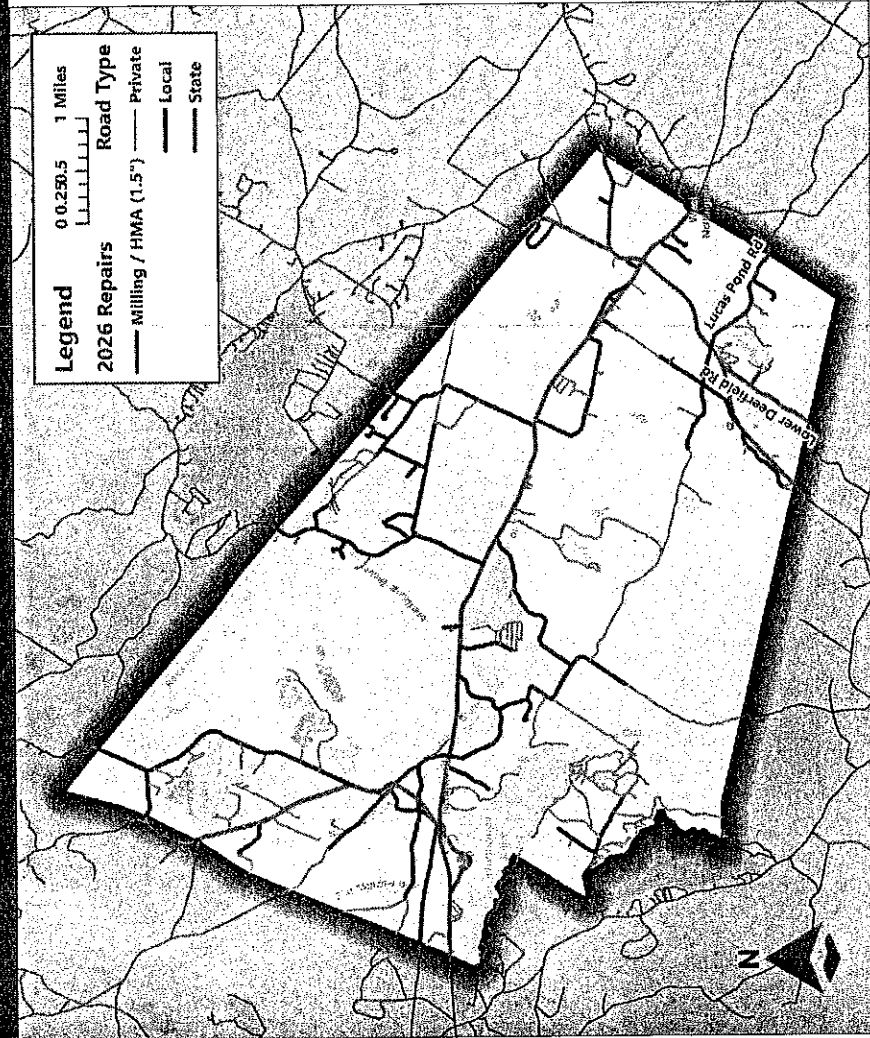
**Roads Treated:**  
 Old Mountain Road  
 Ridge Road



# STAFFORD

Regional Planning Commission

# 2026



Average PCI After Repairs	77.26
Average PCI Without Repairs	62.34
Total Miles Treated	2.01
Total Repair Cost	\$196,250

Millling / HMA (1.5")	\$196,250
Total	\$196,250

**Roads Treated:**  
 Bigelow Road  
 Lower Deerfield Road  
 Lucas Pond Road

**STAFFORD**  
Regional Planning Commission

**Total (2022-2026)**

	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Average PCI After Repairs</b>	79.36	80.15	79.31	78.53	77.26
<b>Average PCI Without Repairs</b>	74.95	71.57	68.35	65.28	62.34
<b>Total Miles Treated</b>	403	410	281	365	201
<b>Total Repair Cost</b>	\$269,155	\$213,730	\$208,494	\$259,846	\$196,250

**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. 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 Town Administrator or, if the complaint concerns the Town Administrator, to the Chair of the Board of Selectmen.
3. The aggrieved individual will receive in return a receipt that documents the date and time that the the Town Administrator or Board Chair receives the completed complaint form.
4. The Select Board as a whole shall receive the complaint, in non-public session, 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 Non-Public Meeting Minutes.

5. The Select Board will determine whether the complaint provides sufficient information to warrant 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 Non-Public Minutes.

6. The individual or group performing the investigation must provide a complete

report of findings at the third subsequent Select Board Meeting, unless additional time to complete the investigation is requested for good cause and approved by the Board. If the grievance is founded, the individual or

group will also recommend appropriate remedial measures, which may include, but is not limited to, additional training, changes in policy, or disciplinary action. It can also result in a

finding that the allegation is unfounded (no misconduct occurred) or unsustained (not supported by sufficient credible evidence). It is the ultimate responsibility of the Select Board to determine the appropriate remedial measures. The Select Board reserves the right to accept or reject the investigative recommendation in whole or in part. If the Board accepts a recommendation for disciplinary action, the Select Board shall provide the employee with a hearing to show cause why discipline should not be imposed. The disciplinary hearing shall be conducted in non-public session, unless the employee requests a public hearing.

7. The Select Board will notify the complainant whether their grievance has been determined to be founded, unfounded or unsustained.

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

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Hal Kreider., Chairman

---

Matt Frye, Vice Chairman

---

Beth Boudreau

---

Tim Colby

---

Jim Guzofski

DRAFT

**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

A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	Town of Northwood												Updated 11/09/2021
2	Select Board and Administration Task Manager												
3			Priority Level		Assignee(s)		Due Date	Revised Date			Status		Notes
4	Date Listed												
5	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
6	Update Wage Scale		High		WJ/BoS/CE		4/15/2021	11/30/2021			In process		Update wage Grade and Step scale
7													
8	Complete New Road Surface Management System		High		WJ/CB/SCRPC		11/31/2021				In process		process to begin in late spring/summer, kickoff meeting on 7/20
9													
10	Review and Update Cyber Security Protection		High		WJ/CE/Mainstay		4/15/2021	11/30/2021			In process		Review policies and practices, program protection, hardware status
11													
12	Board Review of All Committees and Their Charges		High		WJ/BoS		5/30/2021	12/12/2021			In process		determine if still needed, is charge/mission clear and accurate
13													
14	Deliver BOS Budget to LS for distribution to BC		High		WJ/CE		11/18/2021						Budget info packets to BC
15													
16	BC Review of Town Budget		High		WJ/CE/JG		12/4/2021						
17													
18	Public Hearing for Use of ARPA funds		High		WJ/BoS		TBA						Seeking public input on how to use these unanticipated funds.
19													
20	Bow St. and RT4 Intersection Drainage Issue		High		WJ/CB/DOT		TBA				In process		scheduling meeting with DOT for July
21													
22	Address Gulch Pond Dam DES Notice		Medium		WJ/CB		9/1/2021	11/30/2021					address letter of recommendations from DES
23													
24	Develop MOU with School for Emergency Shelter		Medium		WJ/BoS		10/1/2021				In process		work w/school admin and EMD to develop MOU for emergency shelter
25													organize a meeting of all boards and committees to discuss mission, etc.
26	Organize a Conference of Committees		Medium		WJ/BoS		TBD						
27													
28	Public Hearing on New Building Permit Fees		Medium		WJ/CS/BoS		5/25/2021	11/23/2021					Proposed effective date of 1/1/2022
29													
30	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
31													
32	Cable TV Franchise Agreement Renewal Process		low		WJ/BoS/Atlantic		12/31/2023				In process		joined consortium to negotiate, first meeting 3/31/21
33													
34	Implement Transition to New Finance Software		High		CE/WJ/MTS		10/15/2021				In process		begin transferring data from ProFund to MTS
35													
36	Go "live" with New Finance Software		High		CE/WJ/MTS		12/15/2021						run redundant programs prior to full change over
37													
38	Investigate Harvey Lake Dam Ownership		High		WJ		6/15/2021	9/1/2021			Complete		determine ownership, address DES findings of 01/2020
39													
40	Evaluate condition of boat ramps		High		WJ/ConCom/DES		7/1/2021	9/1/2021			Complete		research improvements to Northwood & Harvey Lk ramps
41													
42	Coordinate Public Auction with Auctioneer		High		WJ/BoS/Staff		10/16/2021				Complete		Auction date 10/16/21, location TBD
43													
44	Begin FY22 Budget Preparation Process		High		WJ/CE/Staff		9/13/2021				Complete		Issue package to department heads requesting line item budget detail
45													
46	Public Hearing Regarding Ambulance Rates Increase		High		WJ/BoS/MT		8/24/2021				Complete		
47													
48													
49													

A	B	C	D	E	F	G	H	I	J	K	L	M	N
50	8/10/2021	Town Owned Property Abutter Sale	High	WJ/BoS/CM	08/25/21						Complete	In-house sale to abutters with restrictions	
51													
52	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	
53													
54	8/24/2021	Deliver TA FY22 Budget to BoS	High	WJ/CE/D/Heads	10/12/2021						Complete		
55													
56	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	
57													
58	8/24/2021	Department Head Budget Presentations to BOS	High	DHS/WJ/CE	See notes						Complete	Two sessions: 10/19 worksession & 10/26, 11/2 wrap up	

2021 Ambulance Revenue Fund to 10/15/21

Ambulance 2021 Date	Description	Total Deposit/With	30% Ambulance	Ambulance Expend	70% Fire	Fire Expense	Ambulance Balance	Fire Balance	Total Balance
1/1/2021	Balance Forward						\$ 77,677.01	\$ 501,366.74	\$ 579,043.75
1/1/2020	Deposit #1	\$1,752.88	\$ 525.87		\$ 1,227.01	\$	\$ 78,202.88	\$ 502,593.75	\$ 580,796.63
	Deposit #2 EFT	\$477.93	\$ 143.38		\$ 334.55	\$	\$ 78,346.26	\$ 502,928.30	\$ 581,274.56
	Withdrawal-Town of Northwood reimb	(\$1,348.10)		\$ 1,348.10		\$	\$ 76,998.16	\$ 502,928.30	\$ 579,926.46
	Deposit #3	\$1,150.30	\$ 357.09		\$ 833.21	\$	\$ 77,355.25	\$ 503,761.51	\$ 581,116.76
	Deposit #4 EFT	\$200.42	\$ 60.13		\$ 140.29	\$	\$ 77,415.38	\$ 503,901.80	\$ 581,317.18
	Deposit #5 EFT	\$578.79	\$ 173.64		\$ 405.15	\$	\$ 77,589.02	\$ 504,306.95	\$ 581,895.97
	Deposit #6	\$352.24	\$ 105.67		\$ 246.57	\$	\$ 77,694.69	\$ 504,553.52	\$ 582,248.21
	Deposit #7 EFT	\$1,025.96	\$ 307.79		\$ 718.17	\$	\$ 78,002.48	\$ 505,271.69	\$ 583,274.17
	Deposit #8 EFT	\$426.69	\$ 128.01		\$ 298.68	\$	\$ 78,130.49	\$ 505,570.37	\$ 583,700.86
	Deposit #9 EFT	\$574.48	\$ 172.34		\$ 402.14	\$	\$ 78,302.83	\$ 505,972.51	\$ 584,275.34
	Deposit #10 EFT	\$682.33	\$ 204.70		\$ 477.63	\$	\$ 78,507.53	\$ 506,450.14	\$ 584,957.67
	Deposit #11 EFT	\$860.89	\$ 258.27		\$ 602.62	\$	\$ 78,765.80	\$ 507,052.76	\$ 585,818.56
	Deposit #12 EFT	\$690.04	\$ 207.02		\$ 483.02	\$	\$ 78,972.82	\$ 507,535.78	\$ 586,508.60
	Interest posted 1/15	\$85.87	\$ 25.76		\$ 60.11	\$	\$ 78,998.58	\$ 507,595.89	\$ 586,594.47
	Deposit #13 EFT	\$484.08	\$ 145.23		\$ 338.85	\$	\$ 79,143.81	\$ 507,934.74	\$ 587,078.55
	Deposit #14	\$829.30	\$ 248.79		\$ 580.51	\$	\$ 79,392.60	\$ 508,515.25	\$ 587,907.85
	Deposit #15	\$489.50	\$ 146.85		\$ 342.65	\$	\$ 79,539.45	\$ 508,857.90	\$ 588,397.35
	Deposit #16	\$2,207.79	\$ 662.34		\$ 1,545.45	\$	\$ 80,201.79	\$ 510,403.35	\$ 590,605.14
	Deposit #17 EFT	\$135.78	\$ 40.74		\$ 95.04	\$	\$ 80,242.53	\$ 510,498.39	\$ 590,740.92
	Deposit #18 ACH	\$791.28	\$ 237.39		\$ 553.89	\$	\$ 80,479.92	\$ 511,052.28	\$ 591,532.20
	Deposit #19	\$403.01	\$ 120.91		\$ 282.10	\$	\$ 80,600.83	\$ 511,334.38	\$ 591,935.21
	Deposit #20 EFT	\$682.33	\$ 204.70		\$ 477.63	\$	\$ 80,805.53	\$ 511,812.01	\$ 592,617.54
	Deposit #21 EFT	\$1.39	\$ 0.42		\$ 0.97	\$	\$ 80,805.95	\$ 511,812.98	\$ 592,618.93
	Deposit #22	\$1,954.70	\$ 586.41		\$ 1,368.29	\$	\$ 81,392.36	\$ 513,181.27	\$ 594,573.63
	Deposit #23 EFT	\$208.46	\$ 62.54		\$ 145.92	\$	\$ 81,454.90	\$ 513,327.19	\$ 594,782.09
	Deposit #24 EFT	\$713.15	\$ 213.95		\$ 499.20	\$	\$ 81,668.85	\$ 513,826.39	\$ 595,495.24
	Interest posted 2/16	\$76.95	\$ 23.09		\$ 53.86	\$	\$ 81,691.94	\$ 513,880.25	\$ 595,572.19
	Deposit #25 EFT	\$406.95	\$ 122.09		\$ 284.87	\$	\$ 81,814.03	\$ 514,165.12	\$ 595,979.15
	Deposit #26 EFT	\$561.47	\$ 168.44		\$ 393.03	\$	\$ 81,982.47	\$ 514,558.15	\$ 596,540.62
	Deposit #27	\$2,130.00	\$ 639.00		\$ 1,491.00	\$	\$ 82,621.47	\$ 516,049.15	\$ 598,670.62
	Deposit #28 EFT	\$580.02	\$ 174.01		\$ 406.01	\$	\$ 82,795.48	\$ 516,455.16	\$ 599,250.64
	Deposit #29	\$845.00	\$ 103.50		\$ 241.50	\$	\$ 82,898.98	\$ 516,696.66	\$ 599,595.64
	Deposit #30 EFT	\$682.33	\$ 204.70		\$ 477.63	\$	\$ 83,103.68	\$ 517,174.29	\$ 600,777.97
	Deposit #31	\$864.06	\$ 259.22		\$ 604.84	\$	\$ 83,362.90	\$ 517,779.13	\$ 601,142.03
	Deposit #32 EFT	\$561.56	\$ 168.47		\$ 393.09	\$	\$ 83,531.37	\$ 518,172.22	\$ 601,703.59
	Deposit #33 EFT	\$579.95	\$ 173.99		\$ 405.96	\$	\$ 83,705.36	\$ 518,578.18	\$ 602,283.54
	Deposit #34 EFT	\$720.85	\$ 216.26		\$ 504.59	\$	\$ 83,921.62	\$ 519,082.77	\$ 603,004.39
	Withdrawal-Town of Northwood reimb #1160228	(\$283.59)		\$ 283.59		\$	\$ 83,638.03	\$ 519,082.77	\$ 602,720.80
	Deposit #35	\$2,079.24	\$ 623.78		\$ 1,455.46	\$	\$ 84,261.81	\$ 520,538.23	\$ 604,800.04
	Withdrawal-Town of Northwood reimb #1168663	(\$9,461.08)		\$ 9,461.08		\$	\$ 74,800.73	\$ 520,538.23	\$ 595,338.96
	Deposit #36 EFT	\$608.69	\$ 152.61		\$ 356.08	\$	\$ 74,953.34	\$ 520,894.31	\$ 595,847.65
	Deposit #37 EFT	\$549.15	\$ 164.75		\$ 384.40	\$	\$ 75,118.09	\$ 521,278.71	\$ 596,396.80
	Deposit #38 EFT	\$674.63	\$ 202.39		\$ 472.24	\$	\$ 75,320.48	\$ 521,750.95	\$ 597,071.43
	Deposit #39 EFT	\$2,567.81	\$ 770.34		\$ 1,797.47	\$	\$ 76,090.82	\$ 523,548.42	\$ 599,639.24



	Deposit #83 EFT	\$563.12	\$	168.94	\$	394.18	\$	88,051.26	\$551,455.52	\$639,506.78
	Deposit #84 EFT	\$1,105.69	\$	331.71	\$	773.98	\$	88,382.97	\$552,229.50	\$640,612.47
	Deposit #85 EFT	\$674.63	\$	202.39	\$	472.24	\$	88,585.36	\$552,701.74	\$641,287.10
7/1/2021	Deposit #86	\$2,201.18	\$	660.36	\$	1,540.82	\$	89,245.72	\$554,242.56	\$643,488.28
	Deposit #87 EFT	\$877.60	\$	263.28	\$	614.32	\$	89,509.00	\$554,856.88	\$644,365.88
	Deposit #88	\$1,425.31	\$	427.60	\$	997.71	\$	89,936.60	\$555,854.59	\$645,791.19
	Deposit #89 EFT	\$517.68	\$	155.31	\$	362.37	\$	90,091.91	\$556,216.96	\$646,308.87
	Deposit #90 EFT	\$1,615.71	\$	484.72	\$	1,130.99	\$	90,576.63	\$557,347.95	\$647,924.58
	Deposit #91	\$1,464.46	\$	439.34	\$	1,025.12	\$	91,015.97	\$558,373.07	\$649,389.04
	Deposit #92 EFT	\$645.57	\$	193.68	\$	451.89	\$	91,209.65	\$558,824.96	\$650,034.61
	Deposit #93 EFT	\$478.61	\$	143.59	\$	335.02	\$	91,353.24	\$559,159.98	\$650,513.22
	Deposit #94 EFT	\$682.33	\$	204.70	\$	477.63	\$	91,557.94	\$559,637.61	\$651,195.55
	Deposit #95 EFT	\$1,729.99	\$	519.00	\$	1,210.99	\$	92,076.94	\$560,848.60	\$652,925.54
	Deposit #96	\$3,029.50	\$	908.85	\$	2,120.65	\$	92,985.79	\$562,969.25	\$655,955.04
	Deposit #97 EFT	\$527.12	\$	158.14	\$	368.98	\$	93,143.93	\$563,338.23	\$656,482.16
	Deposit #98 EFT	\$421.04	\$	126.32	\$	294.72	\$	93,270.25	\$563,632.95	\$656,903.20
	Deposit #99 EFT	\$674.63	\$	202.39	\$	472.24	\$	93,472.64	\$564,105.19	\$657,577.83
	Deposit #100 ACH	\$219.40	\$	65.82	\$	153.58	\$	93,538.46	\$564,258.77	\$657,797.23
	Interest posted 7/15	\$60.87	\$	18.27	\$	42.60	\$	93,556.73	\$564,301.37	\$657,858.10
	Deposit #101	\$146.53	\$	43.96	\$	102.57	\$	93,600.69	\$564,403.94	\$658,004.63
	Deposit #102	\$128.70	\$	38.61	\$	90.09	\$	93,639.30	\$564,494.03	\$658,133.33
8/1/2021	Withdrawal Town of Northwood Ck.#1168664	(\$9,269.60)	\$		\$		\$		\$564,494.03	\$648,863.73
	Deposit #103	\$834.44	\$	250.34	\$	584.10	\$	84,620.04	\$565,078.13	\$649,698.17
	Deposit #104	\$490.16	\$	147.05	\$	343.11	\$	84,767.09	\$565,421.24	\$650,188.33
	Deposit #105 EFT	\$2,199.97	\$	660.00	\$	1,539.97	\$	85,427.09	\$566,961.21	\$652,388.30
	Deposit #106	\$761.59	\$	228.48	\$	533.11	\$	85,655.57	\$567,494.32	\$653,149.89
	Deposit #107 EFT	\$512.19	\$	153.66	\$	358.53	\$	85,809.23	\$567,852.85	\$653,662.08
	Deposit #108 EFT	\$515.89	\$	154.77	\$	361.12	\$	85,964.00	\$568,213.97	\$654,177.97
	Withdrawal Town of Northwood ck #1177198	(\$300,000.00)	\$		\$		\$	\$300,000.00	\$268,213.97	\$354,177.97
	Deposit #109	\$777.35	\$	233.21	\$	544.14	\$	86,197.21	\$268,758.11	\$354,955.32
	Deposit #110 EFT	\$131.78	\$	39.54	\$	92.24	\$	86,236.75	\$268,850.35	\$355,087.10
	Deposit #111 EFT	\$2,020.40	\$	606.12	\$	1,414.28	\$	86,842.87	\$270,264.63	\$357,107.50
	Deposit #112 ACH	\$219.40	\$	65.82	\$	153.58	\$	86,908.69	\$270,418.21	\$357,326.90
	Interest posted 8/15	\$64.73	\$	19.42	\$	45.31	\$	86,928.11	\$270,463.52	\$357,391.63
9/1/2021	Deposit #113	\$2,311.81	\$	693.55	\$	1,618.26	\$	87,621.66	\$272,081.78	\$359,703.44
	Deposit #114	\$178.05	\$	53.42	\$	124.63	\$	87,675.08	\$272,206.41	\$359,881.49
	Deposit #115 EFT	\$190.01	\$	57.01	\$	133.00	\$	87,732.09	\$272,339.41	\$360,071.50
	Deposit #116 EFT	\$142.99	\$	42.90	\$	100.09	\$	87,774.99	\$272,439.50	\$360,214.49
	Deposit #117 EFT	\$3,314.61	\$	994.39	\$	2,320.22	\$	88,769.38	\$274,759.72	\$363,529.10
	Deposit #118 EFT	\$561.65	\$	168.50	\$	393.15	\$	88,937.88	\$275,152.87	\$364,090.75
	Deposit #119	\$3,592.99	\$	1,077.90	\$	2,515.09	\$	90,015.78	\$277,667.96	\$367,683.74
	Deposit #120 EFT	\$502.48	\$	150.75	\$	351.73	\$	90,166.53	\$278,019.69	\$368,186.22
	Deposit #121 EFT	\$1,254.00	\$	376.20	\$	877.80	\$	90,542.73	\$278,897.49	\$369,440.22
	Deposit #122 EFT	\$130.24	\$	39.08	\$	91.16	\$	90,581.81	\$278,988.65	\$369,570.46
	Deposit #123 EFT	\$141.91	\$	42.58	\$	99.33	\$	90,624.39	\$279,087.98	\$369,732.37
	Deposit #124 EFT	\$436.44	\$	130.94	\$	305.50	\$	90,755.33	\$279,393.48	\$370,148.81
	Deposit #125	\$270.00	\$	81.00	\$	189.00	\$	90,836.33	\$279,582.48	\$370,418.81

	Deposit #126 EFT	\$599.79	\$	179.94	\$	419.85	\$	91,016.27	\$280,002.33	\$371,018.60
	Interest posted 9/16	\$63.96	\$	19.19	\$	44.77	\$	91,035.46	\$280,047.10	\$371,082.56
	Deposit #127	\$440.41	\$	132.13	\$	308.28	\$	91,167.59	\$280,355.38	\$371,522.97
	Deposit #128 EFT	\$564.55	\$	169.37	\$	395.18	\$	91,336.96	\$280,750.56	\$372,087.52
	Deposit #129 EFT	\$470.78	\$	141.24	\$	329.54	\$	91,478.20	\$281,080.10	\$372,558.30
	Deposit #130 InstaMED Test deposit	\$0.01	\$	0.01	\$		\$	91,478.21	\$281,080.10	\$372,558.31
10/1/2021	Deposit #131	\$280.74	\$	84.23	\$	196.51	\$	91,562.44	\$281,276.61	\$372,839.05
	Deposit #132	\$4,462.77	\$	1,338.84	\$	3,123.93	\$	92,901.28	\$284,400.54	\$377,301.82
	Deposit #133 EFT	\$135.75	\$	40.73	\$	95.02	\$	92,942.01	\$284,495.56	\$377,437.57
	Withdrawal Town of Northwood #1177199				\$		\$	92,942.01	\$284,495.56	\$377,437.57
	Withdrawal Town of Northwood #1177200	(\$3,750.00)	\$		\$		\$	92,942.01	\$284,495.56	\$377,437.57
	Deposit #134	\$1,729.57	\$	518.88	\$	1,210.69	\$	88,847.01	\$284,495.56	\$375,342.57
	Deposit #135 EFT	\$2,631.39	\$	789.42	\$	1,841.97	\$	89,365.89	\$285,706.25	\$375,072.14
	Deposit #136 ACH	\$1,325.00	\$	397.50	\$	927.50	\$	90,155.31	\$287,548.22	\$377,703.53
	Deposit #137	\$1,475.33	\$	442.60	\$	1,032.73	\$	90,552.81	\$288,475.72	\$379,028.53
	Deposit #138 EFT	\$592.27	\$	177.69	\$	414.58	\$	90,995.41	\$289,508.45	\$380,503.86
	Deposit #139 EFT	\$395.04	\$	118.52	\$	276.52	\$	91,173.10	\$289,923.03	\$381,096.13
	Deposit #140 EFT	\$1,141.42	\$	342.43	\$	798.99	\$	91,291.62	\$290,199.55	\$381,491.17
	Deposit #141 EFT	\$1,583.20	\$	468.96	\$	1,094.24	\$	91,634.05	\$290,998.54	\$382,632.59
	Deposit #142	\$576.05	\$	172.82	\$	403.23	\$	92,103.01	\$292,092.78	\$384,195.79
	Deposit #143 EFT	\$705.45	\$	211.64	\$	493.81	\$	92,275.83	\$292,496.01	\$384,771.84
	Interest posted 10/15	\$20.30	\$	6.09	\$	14.21	\$	92,487.47	\$292,989.82	\$385,477.29
								92,493.56	\$293,004.03	\$385,497.59

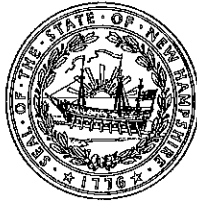


775

# State of New Hampshire

## Board of Tax and Land Appeals

Michele E. LeBrun, Chair  
Albert F. Shamash, Esq., Member  
Theresa M. Walker, Member  
-----  
Anne M. Stelmach, Clerk



Governor Hugh J. Gallen  
State Office Park  
Johnson Hall  
107 Pleasant Street  
Concord, New Hampshire  
03301-3834

**Michelle Mayberry**

v.

**Town of Northwood**

**Docket No. 29874-19PT**

### ORDER

The Board of Tax and Land Appeals ("Board"), having received a letter on November 1, 2021 stating the Taxpayer wishes to withdraw the above-captioned appeal, the appeal is marked as follows:

"appeal withdrawn; no further action."

SO ORDERED.

BOARD OF TAX AND LAND APPEALS

\_\_\_\_\_  
Anne M. Stelmach, Clerk  
Per Order of the Board

### CERTIFICATION

I hereby certify that a copy of the foregoing Order has this date been mailed, postage prepaid, to: Michelle Mayberry, 401 Jenness Pond Road, Northwood, NH 03261, Taxpayer; Town of Northwood, Chairman, Board of Selectmen, 818 First NH Turnpike, Northwood, NH 03261; and Cross Country Appraisal Group, LLC, 12 Kayak Way - Unit 1, Boscawen, NH 03303, Contracted Assessing Firm.

Date: 11/4/2021

\_\_\_\_\_  
Anne M. Stelmach, Clerk



## Rockingham County Treasurer

119 North Road  
Brentwood, New Hampshire 03833

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

October 28, 2021

Town Hall Offices  
818 First Nh Turnpike  
Northwood, NH 03261

Dear Board Of Selectmen,

Enclosed is the 2021 Rockingham County Warrant. The amount of the warrant is \$548,684.00. Payment is due by Friday, December 17, 2021.

Please notify us if you choose to transfer the payment by wire or ACH and we will make arrangements for receipt of funds; please contact Elaine Newbury at 603-679-9364 for instructions by December 9th.

Your attention and processing of this Warrant is appreciated.

Sincerely,

Scott G. Priestley, Sr., Rockingham County Treasurer

Enc.



Town of Pittsfield  
Zoning Board of Adjustment  
85 Main Street  
Pittsfield, NH 03263

NOTICE OF PUBLIC HEARING  
REQUIRED NOTICE TO TOWN'S AND CITIES

WITHIN A 20 MILE RADIUS OF A PROPOSED TELECOMMUNICATIONS FACILITY

October 27, 2021

Dear Sir or Madame:

You are hereby notified that the Pittsfield Zoning Board of Adjustment will conduct the following Public Hearing beginning at 6:00 P.M., on Thursday, November 4, 2021, at Town Hall, 85 Main Street, Pittsfield NH.

The Zoning Board of Adjustment has received an application for a Variance from: Vertex Tower Assets, LLC, to permit construction and operation of a Telecommunications Facility that will be (i) located in the Suburban Zoning District (a portion of subject property is in the Light Ind./Commercial Zoning District), and (ii) setback less than 125% of the height of the tower from the property lines of the lot on which it is located will be submitted to the Zoning Board of Adjustment on Thursday, November 4, 2021 at 6:00 P.M., at the Pittsfield Town Hall, during a meeting of the Board.

Subject property is owned by DEMES Investments, LLC., 49 Pilgrim Drive, Bedford, NH 03110 and is located at 1002 Upper City Road, Pittsfield NH, on Tax Map R21, Lot 12 and consists of 8.1 acres.

Please be advised this may be the only notice you will receive.

*There will also be an application for a Site Plan Review and Conditional Use Permit (if needed) submitted to the Pittsfield Planning Board for this property, on Thursday, November 18, 2021, at 7:30 P.M., at Town Hall. See attached notification in this mailing.*

If you have any questions, please contact the Selectmen's Office at 603-435-6773 Ext. 3 or via email at [btheriault@pittsfieldnh.gov](mailto:btheriault@pittsfieldnh.gov).

Sincerely,

*Bonnie Theriault*  
Bonnie Theriault, Administrative Assistant

Cc: File



Town of Pittsfield  
Zoning Board of Adjustment  
85 Main Street  
Pittsfield, NH 03263

## **Notice of Public Hearing**

The Pittsfield Zoning Board of Adjustment will hold a public hearing pursuant to RSA 674:33 and RSA 676:7, on an application for a variance from Pittsfield Zoning Ordinance, Article 18 Telecommunications Equipment and Facilities, Section 18.5 Zoning District Requirements, 18.7 D-1 (a) Conditional Use Permits and Site Plan Review; Criteria; Construction and Performance Standards - Setbacks and Separation in the Suburban/Light Ind./Commercial Zoning District. This parcel has dual zoning, with the portion of the lot addressed in the variance application in the Suburban Zoning District.

The time and place of the hearing is Thursday, November 4, at 6:00 P.M., at the Pittsfield Town Hall, 85 Main Street, Pittsfield, NH. The applicants name and address is Vertex Tower Assets, LLC., 225 Dyer Street, Providence, RI 02903.

The proposal is to permit construction and operation of a Telecommunications Facility that will be (i) located in the Suburban Zoning District (a portion of subject property is in the Light Ind./Commercial Zoning District), and (ii) setback less than 125% of the height of the tower from the property lines of the lot on which it is located. Subject property is Tax Map R21 Lot 12, 1002 Upper City Road, owned by DEMES Investments, LLC., 49 Pilgrim Drive, Bedford, NH 03110.

The application for a variance is on file for public inspection at the Town Hall, 85 Main Street, Pittsfield, NH.



Town of Pittsfield  
Planning Board  
85 Main Street  
Pittsfield, NH 03263

**NOTICE OF PUBLIC HEARING**

**REQUIRED NOTICE TO TOWN'S AND CITIES**

**WITHIN A 20 MILE RADIUS OF A PROPOSED TELECOMMUNICATIONS FACILITY**

October 27, 2021

Dear Sir or Madame:

You are hereby notified that the Pittsfield Planning Board will conduct the following Public Hearing beginning at 7:30 P.M., on Thursday, November 18, 2021, at Town Hall, 85 Main Street, Pittsfield NH.

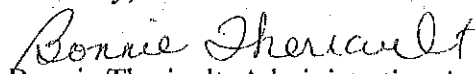
The Planning Board has received a Major Site Plan Review application and Conditional Use Permit (if necessary) from Vertex Tower Assets, LLC., to allow for construction and operation of a Telecommunications Facility consisting of a 150' tall lattice style tower inside a 60' X 60' fenced in compound, that will be located in the Suburban Zoning District (a portion of subject property is in the Light Ind./Commercial Zoning District), and will have a setback of less than 125% of the height of the tower from the property lines, of the lot on which it is located. Subject property is owned by DEMES Investments, LLC., 49 Pilgrim Drive, Bedford, NH 03110, and is located at 1002 Upper City Road, Pittsfield NH, on Tax Map R21, Lot 12 and consists of 8.1 acres.

Should a decision not be reached at the public hearing, this application will stay on the Planning Board agenda until such time as it is either approved or disapproved. Agendas and Meeting Minutes can also be viewed on the Town website located at [www.pittsfieldnh.gov](http://www.pittsfieldnh.gov). Please be advised this may be the only notice you will receive.

*There will also be an application for a Variance submitted to the Pittsfield Zoning Board of Adjustment for this property, on Thursday, November 4, 2021, at 6:00 P.M., at Town Hall. See attached notification in this mailing.*

If you have any questions, please contact the Selectmen's Office at 603-435-6773 Ext. 3 or via email at [btheriault@pittsfieldnh.gov](mailto:btheriault@pittsfieldnh.gov).

Sincerely,

  
Bonnie Theriault, Administrative Assistant

Cc: File



Town of Pittsfield  
Planning Board  
85 Main Street  
Pittsfield, NH 03263

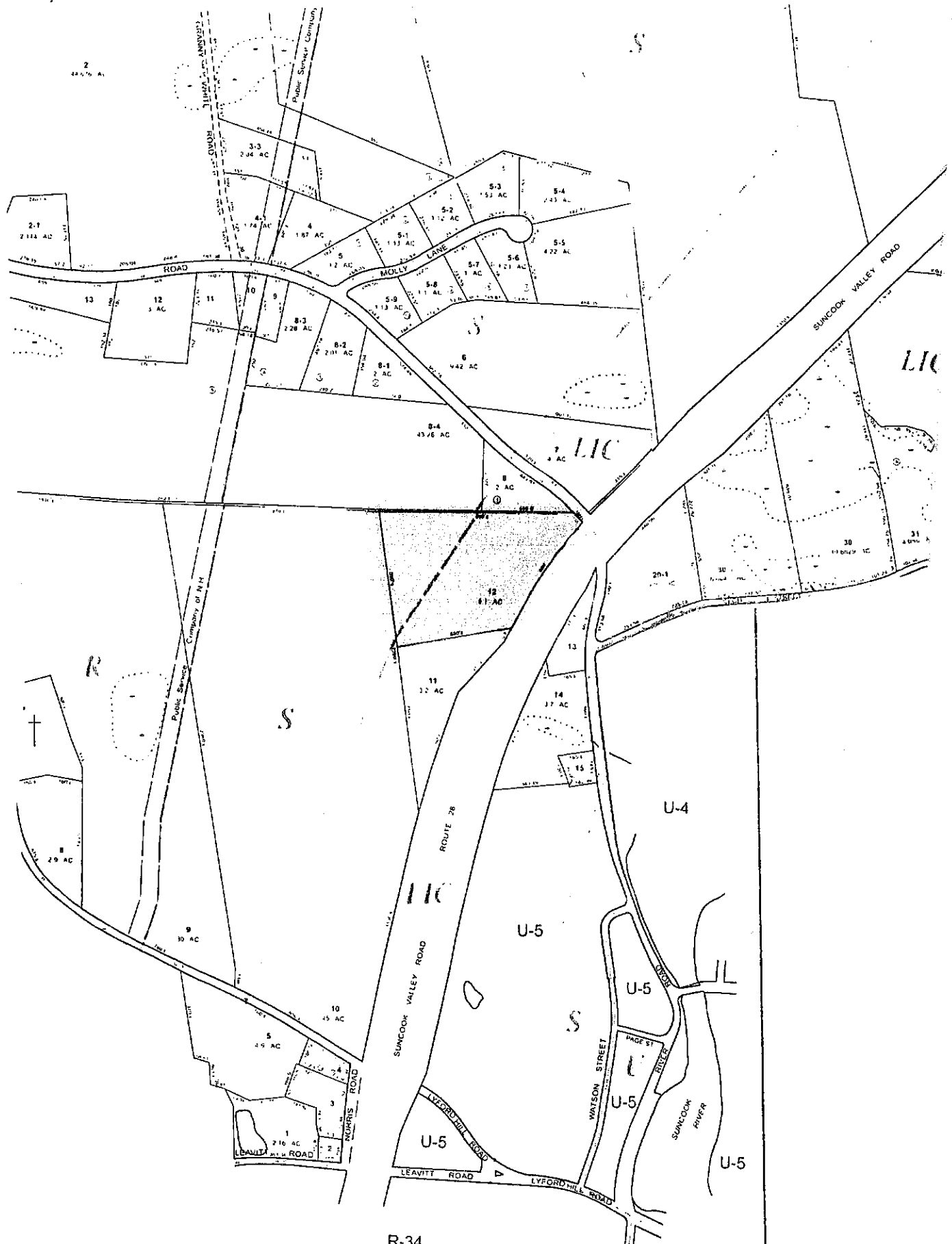
## **Notice of Public Hearing**

### **Notice of Public Meeting/Public Hearing**

The Pittsfield Planning Board will hold a meeting pursuant to RSA 676:4, I, (c), (1), to determine whether a submitted application for Site Plan approval and Conditional Use Permit (if necessary) are complete according to the board's regulations. The time and place of the meeting is Thursday, November 18, 2021, 7:30 P.M., at the Pittsfield Town Hall, 85 Main Street, Pittsfield, NH. The applicants name and address is Vertex Tower Assets, LLC., 225 Dyer Street, Providence, RI 02903.

The proposal is a Major Site Plan Review and Conditional Use Permit (if necessary) to allow for construction and operation of a Telecommunications Facility consisting of a 150' tall lattice style tower inside a 60' X 60' fenced in compound, that will be located in the Suburban Zoning District (a portion of subject property is in the Light Ind./Commercial Zoning District), and will have a setback of less than 125% of the height of the tower from the property lines, of the lot on which it is located. Subject property is Tax Map R21 Lot 12, 1002 Upper City Road, owned by DEMES Investments, LLC., 49 Pilgrim Drive, Bedford, NH 03110. The application for Site Plan Review and Conditional Use Permit is on file for public inspection at the Town Hall, 85 Main Street, Pittsfield, NH.

**Notice of Hearing on the Merits of an Application for Site Plan Approval** If the Pittsfield Planning Board determines that Vertex Tower Assets, LLC's, application for Major Site Plan approval and Conditional Use Permit (if necessary) are complete at the above-noticed meeting, then the board will hold a public hearing pursuant to RSA 676:4, I, (c), (1); RSA 676:4, I, (e); the Town of Pittsfield Site Plan Review Regulations, section III; and the Town of Pittsfield Subdivision Regulations, article 5, section 1, (d), and article 5, section 4, (a) on the merits of the application immediately after the board's completeness determination. The board will not give additional notice of a continuance of the merits hearing to a later meeting.

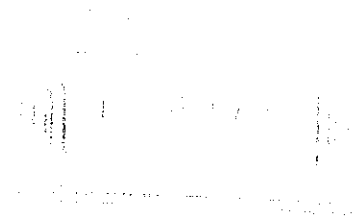


<p>R-12</p>	<p>SCALE 1" = 200'</p> <p>REVISED TO APRIL 2021</p>	<p>PROPERTY MAPS</p> <p><b>PITTSFIELD</b></p> <p>NEW HAMPSHIRE</p>	<p>INDEX DIAGRAM</p>	<p>MAP NO</p> <p><b>R-21</b></p>
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FIC

October 29, 2021

Northwood Board of Selectmen  
Northwood Town Hall  
818 First New Hampshire Turnpike  
Northwood, NH 03261



Northwood Board of Selectmen,

Once again, the Jenness Pond Shore Owners Association (JPSOA) is respectfully requesting \$4500.00 in funding for the 2022 Jenness Pond Lake Host Program.

We have a strong Lake Host Program in terms of staffing longevity and JPSOA board oversight of the program itself. Our Lake Hosts have been instrumental in identifying potential introductions of invasive aquatic species since our Lake Host Program inception. In August 2021, our Lake Hosts identified the presence of purple loosestrife (classified as an invasive) on a water recreational vehicle as reported on NHLakes.org website.

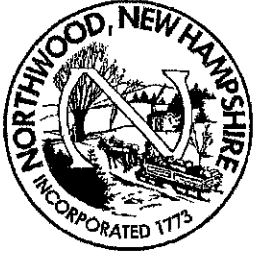
Members of the JPSOA continue to do their due diligence to protect this beautiful resource. Collectively, we raised \$13,895 for the 2021 Lake Host Program season (via a combination of private contributions given directly to JPSOA and direct deposits to Jenness Pond through the NHLakes.org website). Our members have also provided 38.5 volunteer hours at the boat ramp this year to supplement our paid Lake Hosts.

We are actively in the process of resurrecting the Weed Watcher Program, which is a NH Department of Environmental Services volunteer program established in 1988. In addition, there are ongoing efforts to provide invasive species education to our members and recruit additional volunteers to further supplement our current Lake Host boat ramp coverage.

Funding provided from the town of Northwood will ensure that our well-established Lake Host Program continues to prosper. We thank you for your continued support of our efforts to keep Jenness Pond invasive species free.

David Ostrander, President  
Jenness Pond Shore Owners Association  
PO Box 87  
Northwood, NH 03261





**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

October 28, 2021

Tim Jandebeur  
33 Welsh Road  
Northwood, NH 03261

RE: Right to Know Request

Mr. Jandebeur,

In response to your most recent right to know request, please be advised the Select Board responds as follows; the answers to your questions #1-5 were obtained in two non-public sessions held on October 12 with the Select Board and October 19 with the Select Board and the employee and are sealed in the minutes of these sessions, therefore, will not be answered. We assume questions #6 – 8 are rhetorical and the answer to #9, we understand the excavator was picked up on private property by the leasing company.

For the Northwood Select Board

Walter Johnson  
Town Administrator

CC: Select Board