



**TOWN OF NORTHWOOD
BOARD OF SELECTMEN**

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

**Board of Selectmen Meeting Minutes
May 9, 2023**

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

STAFF PRESENT: Town Administrator Walter Johnson.

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

Citizen's Forum:

Kate Bernier of 66 Green St said she has an issue with culverts. She said the PW Foreman Chris Brown put in a culvert that goes from Wade Saul's pond to across Green Street. She said the new culvert works well, but it does not take care of the groundwater that comes down her ditch. It flows across the road and freezes in cold weather. She is worried someone will get hurt. She had to install a new sump pump system and she never had this problem in the 50 years she has lived here. She asked if the Board could look at it as there is still standing water in the ditch. Chris Brown said he would clean out the ditch but cannot get to it for several weeks. She feels it should be taken care of sooner. She is also not sure if the culvert on Lynne Rogers property goes under their driveway runs down onto her property, but she thinks it does. That culvert is all filled in as well. H. Kreider thanked her for bringing this to the Board's attention. He would like to have Chris look at it. He added that if anyone talks to someone that works for the town and you are concerned about the way it was handled, you should call Walter directly. She gave her contact information to Walter.

Tom Chase of Catamount Road said he was pleased to see the topic of a special election for the state representative seat is on the agenda tonight. He wants to encourage the Board of Selectmen to send a letter to the Governor and Council asking them to hold a special election to fill the seat. He would hate to not have full representation in the House of Representatives.

Lower Camp Road/Upper Camp Road Improvements Request – Kenneth & Georgianna Elsen

P. Sanderson recused herself from this discussion due to her serving on the Zoning Board of Adjustment and asked if J. Guzofski should also recuse himself due to the family relationship with a ZBA member. T. Colby asked the presenters if they had an issue with J. Guzofski sitting in on this issue and they said they were fine with it. J. Guzofski declined to recuse himself. P. Sanderson stepped away from the table. TA

43 Johnson explained this is a request for a presentation regarding improvements to Lower Camp Road to
44 enable a building permit to be granted. The permit had been denied due to the private road issue and
45 not meeting the ordinance of having frontage on a Class 5 road or better for a building permit. The Zoning
46 Board has not acted on the special exception yet, so this meeting is a little unusual, but they are here to
47 be proactive and see if there is a way to resolve things first before going back to the Zoning Board on any
48 other issues that are outstanding. They have some ideas to present in terms of improvements to the road
49 to satisfy the concerns of the Board related to the Zoning Board. Scott Frankiewicz of NH Land Consultants
50 and Attorney Brett Allard spoke on behalf of the landowners about their property at the intersection of
51 Lower Camp and Upper Camp Roads. They would like to rebuild the cabin in the same location and same
52 house with an upgraded septic system and new well. This would be a seasonal home only. They have no
53 intent of living there year-round as they reside in Wisconsin. They have applied to the Zoning Board for a
54 variance for the road frontage type and lot size requirements. The lot size variance was approved. The
55 road frontage type is pending. They are proposing to make the following improvements: #1 is removal of
56 four large trees on Lower Camp Road that are dead or obstruct the travel way. This would all be at the
57 landowner's expense. #2 is re-grading the culvert directly in front of the property and adding stone rip
58 rap at the inlet and outlet of the existing culvert. #3 is improvements to the intersection of Upper Camp
59 Road and Lower Camp Road consisting of re-grading and shaping of the existing gravel road and reshaping
60 the edges/swales along the entire frontage of the road along their property. The lot was created in 1941
61 as part of the original subdivision. It consists of .34 acres and has 100 feet frontage on Lower Camp Road
62 and 136 feet on Upper Camp Road. The lot is located 1,350 feet on Lower Camp Road from Lucas Pond
63 Road. Lucas Pond Road to Upper Camp Road is 1,200 feet to the lot. The road width varies from 11 to 15
64 feet wide, constrained by trees, telephone poles, ledges, and slopes. They have a new septic system design
65 that has been approved by DES. Scott asked the Board what would be required of road improvements in
66 order to get a building permit approved. Upgrading the entire length of Upper Camp or Lower Camp from
67 Lucas Pond Road to the site would be cost prohibitive. The town does not own the road or maintain the
68 road, but does own the land under the road and would need to grant permission for any of these
69 improvements to be completed. If the Board of Selectmen do authorize them to do the proposed
70 improvements, that would become conditions of the Zoning Board approval. H. Kreider stated that he is
71 concerned because the Board are holding another project to the standards of a rural road as a settlement
72 of their appeal to the Zoning Board and the housing board, based on number of potential lots and number
73 of vehicles per day. He feels it would be hard to let someone else do less than we required other people
74 to do. The Zoning Board would deny the variance for frontage with the road in its existing condition. That
75 is why they are approaching the Board of Selectmen to see if they can be granted permission to complete
76 the proposed improvements before they suggest them to the Zoning Board. It is not financially or
77 physically possible to upgrade Upper Camp Road and Lower Camp Road all the way to the lot from Lucas
78 Pond Road to Class 5 standards, so they are proposing these improvements instead. They are asking if
79 these proposed improvements are sufficient and enough to allow a building permit on one lot. {NOTE –
80 see comments below in italics}

81 **Motion: "To give the authority to make the proposed improvements."**

82 **Motion: H. Kreider**

83 Discussion followed around specifics of the improvements proposed. H. Kreider asked if this would then
84 become part of the road maintenance agreement for this property. Scott stated that there is a group of
85 residents on these roads that perform the maintenance of the roads, but there is no formal, legal
86 agreement. While discussing how road maintenance would be performed moving forward, *TA Johnson*
87 *reminded the Board that all they need to do is to allow these improvements to be made on town-owned*
88 *land.* The rest is under the purview of the Zoning Board.

89 **Second: T. Colby**

90 In response to questions from Attorney Allard about the procedure moving forward if the Zoning Board
91 denies the variance. TA Johnson said typically when a building permit is denied on Upper Camp Road.
92 They appealed the decision and decided to negotiate with the Board of Selectmen about some
93 compromise on improving the road to some standard. The Board of Selectmen decided what the standard
94 was going to be and there was an agreement that settled the appeal. The other case talked about tonight
95 was people that just wanted to upgrade their Class 6 road and they wanted to know what standards they
96 would have to meet. The Board used the standard rural road standards. TA Johnson added that the
97 minutes should reflect that the board is not endorsing these improvements as a fix for the zoning board,
98 just permission.

99 **Motion carried by vote of 4-0-1.**

100

101 **Chief Drolet and Corporal Stagg – Expenditure Request from PD Capital Reserve Fund**

102 Chief Drolet was not able to attend.

103

104 **Approve Minutes:**

105 P. Sanderson wanted to amend lines 289 and 290 to say that Betsy came to the meeting when there was
106 not going to be a quorum and, with accommodations, was able to make quorum and hold the meeting.
107 There has not been any instance of the ZBA not being able to make a quorum in the last 2 years.

108 **Motion: “To approve the minutes of April 25, 2023 as amended.”**

109 **Motion: T. Colby**

110 **Second: B. Boudreau**

111 **Motion carried by vote of 5 to 0.**

112

113 **Consent Agenda:**

114 Payroll Manifest dated May 3, 2023, Batch #050323 for \$54,241.02

115 Accounts Payable Manifest dated 5-10-23, Batch #117 for \$776,033.57. Items of note include payments
116 to Cross Country Appraisal for our monthly assessing services for \$4,500; Internal Revenue Service for
117 employee taxes for \$12,803; Jenness Pond Shore Owner Association for \$4,500 for 2023 appropriations
118 voted; Northwood Crank Pullers for \$5,000 for the 2023 appropriation; The Northwood SAU for \$700,000;
119 Radford Messenger for \$4,100 for contracted work for road grading and gravel and sand; Tax Exempt
120 Leasing for \$6,609.65 for a payment on the 2022 International dump truck lease.

121 Abatements: Approve or Deny per Assessor’s Recommendations:

122 Map 212, Lot 35 – Bates Lane - Bates

123 Map 212, Lot 36 – Bates Lane – Bates

124 Map 212, Lot 37 – 8 Bates Lane – Bates

125 Map 212, Lot 38 – 6 Bates Lane – Bates

126 Map 216, Lot 14 – Olde Canterbury Road – Fortin

127 Map 103, Lot 23 – Caldwell Lane – Barton/Wolfe

128 Map 116, Lot 53 – 57 Fiore Road – George

129 Map 111, Lot 18 – 145 Tasker Shore Dr – Alukonis

130 Map 222, Lot 61 – 8 Bow Lake Rd – Sullivan

131 Map 234, Lot 48 – 113 First NH Tpke – Sullivan

132 Others:

133 Yield Tax – 22-349-04-T – Map 235, Lot 3 – Jean Tatem

134 Yield Tax – 22-349-02-T – Map 219, Lot 23 – Tulio Pontacoloni

135 Intent to Excavate – 23-349-02-E – David Docko

136 Intent to Cut – 23-349-02-T – Scott Sweet

137 **Motion: “To approve the consent agenda as presented.”**

138 **Motion: T. Colby**
139 **Second: P. Sanderson**
140 **Motion carried by vote of 5/0.**

141
142 **TA Report:**
143 Staffing: There is one full-time police officer position still open. We believe we have a candidate for the
144 SRO position. One full-time firefighter/EMT position is open. We are accepting applications for seasonal
145 staff in DPW and Transfer Station and Recreation.

146 PW Facilities/Projects: The road bids were due today. We will be looking at those later tonight. The
147 electrical conduit and wiring for the well at the rec fields will be complete this week. Taskers has been
148 notified of the Board's decision to go with a different pump, and it will be installed soon. On the transfer
149 station and septage lagoon inspection, DES has responded to our letter outlining the steps we have taken
150 to meet their requirements. They have requested photos of the work performed so far. CMA Engineering
151 is working on a response to a couple of the questions around the closing out of the landfill glass area at
152 the transfer facility and also the overall landfill closure plan. Working with CMA to address the concerns
153 at the septage lagoon system and to prepare for closing out that facility in accordance with DES
154 requirements. We are willing to comply with DES requests within reason and budget. The next significant
155 thing will be when the engineers work out what will be required for the closure piece, both septage
156 lagoons and the old landfill. More information will be coming on that. The spring groundwater monitoring
157 was completed today.

158 Adopt a Spot Program: This is a program that we hope will get people and businesses in town to beautify
159 some spots in town. This is a joint effort with the Recreation Department and the administration and
160 volunteers. We are looking for individuals, groups, or businesses to participate in during the spring,
161 summer, and fall. TA Johnson asked for a Board of Selectmen representative to work with the volunteer
162 groups. B. Boudreau said she would. They have a list of about 12 places around town and anyone
163 interested in helping can contact Scott Blewitt, Recreation Director. The town hall staff has adopted the
164 town hall grounds.

165 Road Damage/Flooding: Several roads received either minor or major damage during the recent heavy
166 rains. Sections of Bow Street were badly damaged with some pavement being washed away. Cost
167 estimates for repair are around 15,000 to 20,000. PW Foreman Brown and his crew have been working
168 on the roads and are temporarily caught up. They will be looking at culverts, cleaning ditches, etc.

169 Event at Route 202 Substation: Both Northwood and Strafford Fire Departments were pumping water for
170 several hours at the substation to prevent damage. TA Johnson met with DOT District Manager at the
171 site. DOT brought a 5,000-gallons-a-minute pump to the site. The culvert that runs under Rt 202 was
172 plugged again by beavers. It is a high priority with DOT to address the separation of the culvert under the
173 shoulder of the road and prevent further beaver damage. We will cooperate with them by notifying
174 landowners of their responsibilities. P. Sanderson asked if Eversource had any input on raising the height
175 of the transformer. TA Johnson said he has had no news from them. He added we are working in
176 conjunction with the state, but the landowners need to realize there is liability in any damage to the
177 roadway caused by beaver dams on their property.

178 SRO Agreement: The agreement for the SRO with Coe Brown has been signed by CBNA and is waiting for
179 the Board's approval. The agreement starts with the upcoming school year, starting on August 15 until
180 June 15, or the end of the academic year. This agreement clarifies that this position is a full-time police
181 officer for the Town of Northwood and is on contract with CBNA for a certain period. During non-school
182 weeks, the officer will work for Northwood. The consensus of the Board is to approve the agreement and
183 authorize H. Kreider to sign the agreement.

184 Road Improvement Agreements: Bonds for Old Canterbury Road for the senior housing project and School
185 Street have been confirmed and received. The agreement tasks CMA to do the construction oversight.
186 Funds have been received for the bond for the agreement on Upper Camp Road.

187 Budget Reports: Winter expenses for contract labor and sand and salt are overrun, but the rest of the
188 budget is on track.

189 NH the Beautiful Grant: We were notified today that we are receiving a grant from NH The Beautiful
190 towards the purchase of the new compactor. The grant is for \$4,500.

191 Tax Rate Comparison: A comparison of property tax bills from neighboring communities has been created.
192 H. Kreider asked the board members to review it and the Board will discuss it at a later date. He stressed
193 that you can't just compare the tax rate, but compare taxes on a \$150,000 house in Northwood versus a
194 \$150,000 house in Nottingham, for example.

195
196 At 6:59 the Board took a two-minute recess.

197
198 **7:00 Recreation Commission Requests**

199 At the last Board meeting, Matt Frye and Recreation Director Scott Blewitt discussed the Recreation
200 Commission. When the commission was formally voted in by the voters, there were no responsibilities
201 defined and assigned. This means it falls back to the governing body. The Recreation Commission met and
202 discussed what they want as responsibilities and duties. The Board can delegate them as they see fit.

203 Recreation Commission Chair Dave Ruth said the Commission met to discuss it, but he didn't have the
204 minutes of the meeting with a complete list of requests. He asked what the Board expects of the
205 commission. Dave feels the Commission should have some oversight over the budget and the revolving
206 fund. He would like the Commission to be given financial reports on a regular basis and be notified of
207 expenses over \$5,000 from the revolving fund. H. Kreider said he would like to see the full list of what the
208 Commission is requesting before decisions are made. He feels the Recreation Commission should take a
209 broad view of the policies and oversight of the department, much in the same way the Police Commission
210 does with the Police Department. They should have an overall plan for the upper ballfields, what the
211 annual budget should be, and plan capital expenditures. B. Boudreau stated the Commission looked at
212 the plans for the fields, but it needs some more tweaking at the next Recreation Commission meeting.

213 She added that the Commission should have more input into the CIP plan for recreation. Commission
214 members asked if they should propose ideas for policies and procedures and then bring them to the Board
215 for adoption. P. Sanderson advocated for the Recreation Commission to have major oversight for policies
216 and the budget. She would like to wait for the full minutes of their meeting. T. Colby feels they should
217 have input on the plan for the fields and the CIP, but not the spending of funds because they are not
218 elected officials. B. Boudreau stated that when the Recreation Director spends money out of the
219 operating budget, TA Johnson oversees it. She said no one is overseeing expenses out of the revolving
220 fund. TA Johnson said that he oversees all expenditures, no matter the source of the funds, and monitors
221 the balance of the fund. Dave said he feels the funds are being used incorrectly. There was \$2,000 in the
222 budget for events such as the fishing derby, easter egg hunts, Halloween, etc and those expenses are
223 coming out of the revolving fund instead. H. Kreider said there is a purchasing policy in place and every
224 department head has a \$500 limit. Over that the TA has authority up to \$5,000. Over that it comes to the
225 Board of Selectmen. Dave said the Recreation Commission would like an accounting of the funds. H.
226 Kreider said if there is a long-range plan for activities, we can specify where the expenses would come
227 from, either the operating budget or the revolving fund. J. Guzofski was at the commission meeting. His
228 impression is that the commission wanted some input and say over the budgeting process and work
229 together. They also brought up the process of appointing volunteers to the commission. Diversity is
230 needed on the commission. The process of volunteering has changed. There is a standard application
231 process for any volunteer position. B. Boudreau stated to qualify for certain grants, we must have a

232 diverse committee. Dave Ruth wants to not make it so hard to participate as a volunteer. B. Boudreau
233 clarified that by “diverse committee” she meant that recreation should cover infants to the elderly and
234 the commission should reflect all those interests, not just soccer or baseball for kids. H. Kreider said the
235 commission should make recommendations to the Board on appointing new members. P. Sanderson feels
236 that should be the process for any appointed boards. H. Kreider said the process of volunteers is that
237 applications will come to TA Johnson, he will forward them to the Recreation Commission, who will take
238 the first step by recommending appointees to the Board of Selectmen. Dave Ruth wants to have input
239 with Scott on the budget creation. Volunteer applications are on the town website. J. Guzofski said
240 Recreation Director Blewitt is on board with the Commission being involved in the budget process. The
241 Board will wait for the list of recommendations and minutes from the Commission. In two weeks, Dave
242 Ruth will come back and go over them in detail. There is not a finalized plan for the recreation fields yet.
243 Dave said they will keep working on it. B. Boudreau said that John Newman is working on the field plans.
244 H. Kreider said the master plan chapters involving recreation are being worked on and can benefit the
245 recreation planning. Dave said the Recreation Director is working on skimming dirt off the ball field so it
246 will look like a little league diamond. T. Colby asked if that was approved by the Board, since it is town-
247 owned property. Dave asked if the Selectmen’ representative to the commission is a voting member or
248 not. TA Johnson will get that answer.

249

250 Road Reconstruction and Paving Bids:

251 TA Johnson said an RFP for the list of road improvements for this year was issued. The bids closed on
252 Monday. We received three bids from R & D Paving, GMI Paving, and Pike Industries. The apparent low
253 bidder is R & D Paving for \$318,246.05. The second low bid was GMI Paving for \$335,227.50. Pike came
254 in at \$456,860. We have used R & D Paving in the past. PW Foreman Chris Brown called into the meeting.
255 He stated he has no recommendation between GMI and R & D. GMI did a fantastic job last year. In the
256 past R & D did a good job too. We had one issue with their job, but they are addressing it. He is happy
257 with either one.

258 **Motion: “To hire R & D Paving for \$318,246.05 to do our road projects this year.”**

259 **Motion: T. Colby**

260 **Second: P. Sanderson**

261 **Motion carried by vote of 5/0.**

262

263 Special Election for State Representative Vacancy:

264 P. Sanderson said the representative covering Northwood and Nottingham (Ben Bartlett) has resigned
265 from the NH State Legislature. She wants to request the town of Northwood send a letter to the Governor
266 and Executive Council to hold a special election to fill that seat. The seat will remain vacant until the next
267 election occurs. TA Johnson said he would have to determine the costs to the town – probably a few
268 thousand dollars for ballot printing and counting machine programming. According to RSA 655-81, if
269 either town were to request a special election, then both towns would have to hold one. Northwood is
270 still being represented by Mr. Tudor.

271 **Motion: “To request from the Governor and Executive Council to hold a special election to fill the vacant
272 legislative seat covering Northwood and Nottingham towns, and authorize H. Kreider to sign the
273 request.”**

274 **Motion: P. Sanderson**

275 **Second: T. Colby**

276 There was discussion around the process and if Nottingham is interested in a special election. T. Colby
277 moved the question.

278 **Motion carried by vote of 4 to 1, with J. Guzofski against.**

279

280 **Board Task Manager:**

281 B. Boudreau asked TA Johnson to make sure anything the new TA will need to work on.
282 P. Sanderson asked about the beaver issue on Rt 202 was added to the list. TA said no, but it should be
283 resolved before he leaves anyway. H. Kreider wanted this to be a priority item.
284 TA Johnson said we are working on an option for the glass dumpster. Right now, glass is trash.
285 The Northwood Meadows dam should be added to the task manager.
286

287 **Board Committee Reports:**

288 Zoning Board - P. Sanderson reiterated that Board members should look at the actual properties that are
289 coming before the boards before they vote. H. Kreider noted that the Planning Board is now looking at
290 every site. She also gave a shout out to Will Dinsmore and Linda Smith and the Conservation Commission
291 for quickly acting on the damage to the flat meadow wetland.

292 Safety Facilities – H. Kreider said the committee met to discuss the survey and voted to extend the period
293 for responses. A listening session is tentatively planned for Sat, June 10.

294 T. Colby gave Chief Tetreault kudos for his quick action while on vacation. He was on his way to see his
295 son graduate from the Space Force in Texas and while on the train there was a medical event that occurred
296 in which Chief Tetreault performed life saving actions until the train could get to the next stop and be met
297 by an ambulance.

298 Budget Committee – P. Sanderson said the committee will be meeting tomorrow night.

299 Recreation – B. Boudreau said thanks to everyone that helped with the food truck festival. Thanks to Scott
300 Blewitt and the DPW department. T. Colby said there was confusion at the festival at first because soccer
301 was still going on. He added that the trench needs to be filled in before the next big event and the trash
302 issue needs to be corrected. TA Johnson said it has already been addressed. B. Boudreau asked if sports
303 could be postponed if a big event is planned.
304

305 **Citizen’s Forum:**

306 Ginger Dole – Rochester Road – wants to give additional backup information regarding the flooding on
307 Route 202. She is happy to hear something is being done. She reported there are at least two beaver
308 dams there. She can watch them taking down trees from her property. When the road was closed, Bruce
309 Hodgkin was there at 2:00 a.m. Ginger called the police and was told that DOT was there putting up
310 barricades and the road was closed for almost 3 hours. That is the main roadway from Dover and
311 Barrington areas to Concord or the Seacoast. It is heavily travelled. If the transformers flood, it would be
312 a minimum of a month before electricity is restored for Northwood and surrounding towns. A permanent
313 barricade being built would only flood other properties. She wants to know that the process will continue
314 to prevention and hopes the affected landowners will cooperate and address the beaver dams, or it will
315 continue.
316

317 Tom Chase - Catamount Road wanted to thank the four board members for pushing for democracy in our
318 town. We still have two other representatives, but one is a “Free Stater”, and he is not happy with him.
319 He realizes it will take time for the council to name an election date, but we will not have representation
320 for a while. He didn’t hear a substantive reason why J. Guzofski voted against, and he is disappointed.
321

322 At 8:17, the Board voted to go into non-public session under RSA 91A: 3 (a) “personnel” and (c)
323 “reputation”.

324 **Motion: “To go into non-public session under RSA 91A:3 (a), personnel, and (c) reputation.”**

325 **Motion: T. Colby**

326 **Second: P. Sanderson**

327 **Motion carried by roll call vote 5/0.**

OFFICIAL

328
329 Minutes respectfully submitted by
330 Cheryl Eastman
331