



**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  
August 8, 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 Neil Irvine and Town Administrative Consultant 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:**

Ted Wilkinson feels it is a bad idea to hold the upcoming special election at the Narrows fire station, citing traffic issues and lack of parking. He feels we should do it at the town hall where we have more parking and is easier to get people in and out.

Bill Tappen, 27 Harmony Road spoke regarding the same point. It is a narrow area with only six parking spots and would be dangerous. He feels it will deter people from coming out to vote. He urged the Board to look for another venue for the election.

**Route 4 and Other Traffic Safety Concerns – Chief Drolet:**

The Board has been hearing concerns about the safety on Route 4 and they want to find out what the Chief's opinion is on the subject. Chief Drolet said that people say that speeding is horrendous on Route 4, but he has always had the belief that speeding is not even in the top five causes of accidents. He supplied handouts to the Board with accident statistics. The first one listed all accidents that occurred so far in 2023 with date, time, location, number of vehicles, injuries or not, cause, weather, and road surface conditions. So far, there have been 63 accidents, 9 of which had injuries. The next sheet was totals of the number of accidents each year over the past five years. In 2018 there were 76 accidents; 2019 was 78; 2020 was 57; 2021 was 57; 2022 was 58; and this year is 63. March is the highest crash month of the year, Wednesdays and Fridays are tied for highest crashes, between noon and 1 p.m. is the highest time frame, followed closely by 2 p.m. to 3 p.m. and 4 p.m. to 5 p.m. Of the 9 accidents this year with injuries. 1 of those was fatal, 2 serious, 4 minor and transported by EMS, and 2 not transported at all. 37 out of the total of 63 crashes happened on Route 4, with 6 resulting in injuries. In looking at the location of injuries on Route 4, the highest rate was Rochester Road and Mountain Ave with 5 collisions; second place

43 was a tie between Nottingham Road (Rt 152), Bow Lake Road, and Blakes Hill Road/Main St with 3 each.  
44 They are all intersections. The causes of the crashes were Driver Inattention with 9; Failure to Yield and  
45 Following Too Close tied with 6 each. None of the crashes were caused by speeding alone. He knows  
46 there is speeding on Route 4, but it is not the cause of the accidents. The main causes are driver  
47 inattention and distraction, failure to yield, and following too closely. Corporal Stagg has organized a  
48 saturation patrol that will be running through the summer and fall. There was general discussion with the  
49 Board about the benefits of more traffic lights, blinking lights, rumble strips installed, ending the passing  
50 lane at the east end of town, and removing the passing section on the west end of town. The Chief did  
51 not think there would be enough benefit from any of those suggestions. He said the best fix is for  
52 everyone that is driving to pay attention and leave plenty of space.

53

**Center School Bid Results:**

54 One bid has been received and was opened at the meeting. It was from Jamie Lynn Cavaretta for \$100.  
55 The RFP required that insurance certificates be provided, certification of experience in dismantling,  
56 moving, and transporting the building off the property. It has to provide for the cleanup of materials and  
57 any hazardous items and be performed within 30 days. Mr. Johnson said if the Board decides to accept  
58 this bid, they will need to make sure that Jamie can meet all those requirements.

59 **Motion: "To accept the bid by Jamie under meeting the conditions of the agreement for \$100."**

60 **Motion: P. Sanderson**

61 **Second: T. Colby**

62 Selectmen Kreider stated that if this vote passes, TA Irvine will verify the conditions can be met. P.  
63 Sanderson added that the 30-day time frame should start when the Board has confirmation the conditions  
64 can be met, not starting today. The Board agreed.

65 **Motion carried by a vote of 5 to 0.**

66

**Old Center School and American Legion signs:**

67 P. Sanderson inquired about the disposition of the Center School and American Legion building signs.

68 **Motion: "To keep the Center School sign and mount it inside the town hall."**

69 **Motion: T. Colby**

70 **Second: B. Boudreau**

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

72

73 The Board asked TA Irvine to contact the Historical Society and ask if they want the American Legion sign.  
74 The Board would like a formal answer from them.

75

**Approve Minutes:**

76 H. Kreider wanted to correct line 186 to say "...a study to learn where the pollutants (contaminates) are  
77 coming into the lake."

78 **Motion: "To approve the minutes of July 25, 2023, as amended."**

79 **Motion: T. Colby**

80 **Second: P. Sanderson**

81 **Motion carried by vote of 4 – 0 - 1 with B. Boudreau abstaining.**

82

**Consent Agenda:**

83 Accounts Payable Manifest dated August 2, 2023, Batch #125 for \$103,842.12. Items of note include  
84 payments to Axon for equipment purchases for the Police for \$7,200; Cross Country Appraisal for the  
85 monthly assessing services for \$4,500; Coyle Law for the quarterly prosecution services for \$4,500;

90 Healthtrust for \$29,382.45 for employee insurances; Tax Exempt Leasing for \$6,609 for the payment for  
91 dump truck lease; and \$7,200 to Summit Contracting for roadside mowing.

92 Payroll Manifest # 08-09-23 for \$67,386.17.

93 Accounts Payable Manifest dated August 9, 2023, Batch # 126 for \$70,100.03. items of note include  
94 payments to Central Trailers for \$14,900 for the new DPW equipment trailer; Gulf Village District for  
95 \$11,282 for the 1<sup>st</sup> issue taxes; NH Retirement System for the employee retirement for \$33,181.53; and  
96 Northwood Cove District for \$8,296.50 for their 1<sup>st</sup> issue taxes.

97 Reimbursement request to the Trustees of the Trust Fund: Reimbursement requests include from the  
98 Lagoon Maintenance ETF for \$35.98 ; Cable Franchise Fees ETF for \$11,439.77 for payment to Lakes  
99 Region Cable TV; Aquatic Invasive Species Prevention ETF for \$4,500 for payment to Jenness Pond Shore  
100 Owners Association; Cemetery Maintenance ETF for \$7,500 for payment to ArborCare for tree removal;  
101 and the 250<sup>th</sup> Anniversary ETF for \$2,708.43 for payments that include Lakes Region Tent for \$1,312. The  
102 total reimbursement request is \$26,184.18.

103 Administrative Abatement: Map 224, Lot 8-1 – Binette

104 Others:

105 Intent to Cut – Map 235, Lot 29 Beaucher

106 Intent to Cut – Map 216, Lots 74-1 & 74-2 – Pineview Properties

107 Seasonal Camper Permit – Map 125, Lot 31 – Hardy

108 Report of Cut – 23-349-05-T, Map 213, Lots 1 & 2 – Johnson

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

110 **Motion: P. Sanderson**

111 **Second: B. Boudreau**

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

113

114 **TA Report:**

115 Staffing: There is still one full-time patrol officer position open.

116 PW and Facilities Projects: Ditch work is complete, and we have returned the mini excavator.

117 We received a letter from DES regarding the closure of the septage lagoons. When the original permit for  
118 the closure plan was submitted in 2005, it complied with the regulations that were current at that time.  
119 They have since changed. We will need to submit a new closure plan that complies with the current  
120 regulations. The engineers, town, and DES Representative should meet soon to discuss the options, pros,  
121 cons, and costs so that the scope of the cost will be known going into the coming budget season. The  
122 project and costs may need to be spread over several years. There is currently roughly \$110,000 in the  
123 closure fund, but that will not be enough. David Allain will do the testing this fall but is retiring and is not  
124 interested in being involved in this project going forward.

125 The transfer station is waiting for the next response from DES, but we have done everything they have  
126 asked us to do so far. The CIP Committee will be notified that there will be costs associated with the  
127 lagoon closure that we need to plan for.

128 The transmission in the backhoe needs to be replaced due to internal damage. An option to repair it will  
129 cost \$8,000 but will have no guarantees. There is an estimate of \$22,000 to rebuild the transmission.  
130 There was discussion regarding the options, but we need to have a backhoe now. We have rented one in  
131 the meantime. The Board will ask PW Foreman Chris Brown to attend the next meeting to discuss the  
132 equipment issues.

133 Town hall audio/video improvements: Steve Robert supplied a detail recommendation of how to enhance  
134 the video/audio communications at the town hall and to broadcast to the public.

135 **Motion: “To accept all phases of the proposal from Steve Robert and to fund it out of the Cable  
136 Franchise Fee fund.”**

137 **Motion: T. Colby**

138 **Second: B. Boudreau**

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

140 Route 107 closure: The work was going well up until the rain today. The project might be done by the end  
141 of the week. We will keep getting messages/updates out as needed.

142 Emergency Shelter Generator: The RFP is still out. There was a pre-bid meeting last Monday that two  
143 contractors attended.

144 ARPA Funds update: The ARPA funds report has been updated with the library water system replacement.

145 Collective Bargaining Unit: The CBA has withdrawn their petition to unionize. We are still waiting for  
146 decisions on the complaints against the town. This was a very expensive process with legal fees around  
147 \$17,000. We have asked the attorney to review the invoices because we were being billed for the service  
148 of two separate attorneys. A revised invoice will be coming.

149 Highway Block Grant estimate for FY24 is \$106,977.25.

150 Town Seal: The black and white version of the town seal was created by Linda Smith. She has assigned  
151 any and all rights to it over to the town. This is now town property and therefore under the control of the  
152 Board of Selectmen. Linda Smith retained control of the use of the colored version.

153 Flat Meadow March Wetlands: A letter has been sent to DES Wetlands Bureau asking them to investigate  
154 the disturbance at Old Turnpike Road.

155 Town Counsel: Walter Mitchell, town counsel managing partner is retiring. Laura Spector Morgan, Joe  
156 Driscoll, and Naomi Butterfield will continue to run the law firm.

157 TA opting out of NHRS: A letter has been prepared for NH Retirement System informing them that the  
158 new TA Neil Irvine is opting out of the retirement system.

159 **Motion: "To let Neil Irvine opt out of the retirement system and have the Chairman sign the letter."**

160 **Motion: T. Colby**

161 **Second: B. Boudreau**

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

163 September election polling location: The Board talked about the possible polling locations for the  
164 September special election. There was discussion about parking capacity, handicap accessibility, traffic  
165 issues, and the number of voting booths that need to be set up. Moderator McGuigan was present as  
166 well. The Board asked TA Irvine to meet with the moderator and the town clerk about the options and  
167 bring recommendations to the Board when they hold a work session meeting to discuss this topic only on  
168 Tuesday, August 15 at 6:00 p.m.

169

170 **Northwood 250<sup>th</sup> Celebration Report:**

171 In the packet for review. B. Boudreau would like a detailed report of fund raising and money expended  
172 and remaining inventory of items. The Board will invite 250<sup>th</sup> Chairperson Sandy Priolo to attend the next  
173 regular meeting on the 22<sup>nd</sup>.

174

175 **FY22 Audit Report Review:**

176 The final audit report has not been received yet. The MS-535 report (annual report of the year estimates  
177 vs actuals for FY22) is complete. The fund balance beginning balance was \$3,104,741 and the ending  
178 balance is \$2,209,767. The Board's estimate for the fund balance was to spend it down by \$1,000,000.  
179 The actual is slightly higher than the estimate. This will allow them to potentially use more to stabilize  
180 the tax rate or to fund expenses and capital items.

181

182 At 8:02 the Board took a 5-minute recess.

183

184 **Stonework for Town Parade Sign – Dan Schroth:**

185

DRAFT

186 Dan has offered to build a stone base around the sign at the town hall using rock from the recreation  
187 fields. T. Colby would like to see a time frame for the project and to coordinate it with PW Foreman Chris  
188 Brown. B. Boudreau wants to know what it will look like. TA Irvine said it is an exciting offer, but with the  
189 DPW having to rent equipment, maybe we should put this off for later, maybe next spring. He will ask  
190 Dan for some design ideas and a timeframe and come back with it at the August 22 meeting.

191

192 **Board Task Manager:**

193 TA Irvine has sorted, formatted, and color-coded the Board Task Manager. He asked the Board to review  
194 it and they can discuss what the new priorities are moving forward at the meeting on the 22<sup>nd</sup>.

195

196 **Board Committee Reports:**

197 P. Sanderson asked if the Community Center sign should be reinstalled on the building and asked if the  
198 Rotary can put up flags at the town hall. The Rotary will be told to submit a letter to the Board explaining  
199 what they want to do.

200

201 H. Kreider reported the CIP Committee has met twice and the process is going well. He announced that  
202 the last two Planning Board meetings regarding the Heigis case were turmoil. Our town counsel, Laura  
203 Spector-Morgan has been meeting with the Planning Board and attending their meetings, so there will be  
204 some legal fees coming. The facilities committee will meet tomorrow night to plan the September  
205 listening sessions. H. Kreider asked TA Irvine to look into having the Town post to Facebook sites to get  
206 messaging to a broader audience, ensuring that the Town seal is used to show the communication is  
207 authentic..

208

209 **Citizen's Forum:**

210 Matt Frye of Strafford Road thanked the Board for reconsidering the center school decision. He said there  
211 are also attractive nuisances at the Upper Recreation fields that should be addressed, such as the giant  
212 pit where the beans were cooked and the electric line to the pavilion. They are a safety hazard. He also  
213 thanked Walter Johnson for the commendable work he did.

214

215 **At, 8:34**

216 **Motion: "To go into a non-public session under RSA 91A:3 (a) and (c) - personnel and reputation."**

217 **Motion: P. Sanderson**

218 **Second: T. Colby**

219 **Motion carried by a roll call vote of 5 to 0.**

220

221 **At 8:56pm the Board exited the non-public session.**

222 **Motion to adjourn by P. Sanderson**

223 **Second: T. Colby**

224 **Motion carried 5-0**

225 Minutes respectfully submitted by

226 Cheryl Eastman

227